

Instructions to Certify FACET Reports Requiring your Attention.

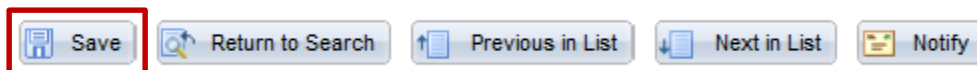
If you have any questions about the instructions provided below, please do not hesitate to contact the FACET team at facet@fsu.edu.

1. Access your FACET report:
 - a. Follow this link to log into OMNI HR:
https://hr.omni.fsu.edu/psp/sprdhr/EMPLOYEE/HRMS/c/ER_MENU.ER_CERT_EE.GBL?page=ER_CERT_EE&Action=U
 - b. Click the **Search** button near bottom of screen. This will display a list of your FACET reports which require your attention. These reports may include reports for employees you supervise. You are allowed to certify reports for those employees as well.
2. This report may be sent to you with no effort entered by your representative. If so, you will need to enter a total of 100% effort for the semester, in the categories listed on the form. FACET only accepts whole numbers in each category when entering effort.

If effort has already been entered by a representative, please review the numbers for accuracy. You may need to expand the report using the **Show More Detail** button in order to review the report.

| Enter Effort by Activity | | Activity Details | Actual Effort (%) | Contact Hours | User Add |
|-------------------------------------|-----------------------------------|------------------|-------------------|---------------|----------|
| <input checked="" type="checkbox"/> | Instruction | | | 22.0000 | |
| <input type="checkbox"/> | Research / Creative Activity | | | | |
| <input type="checkbox"/> | Service - Administrative / Public | | | | |
| <input type="checkbox"/> | Leave of Absence / Sabbatical | | | | |

3. Once you have entered 100% effort, click the **Certify/Deny** button. On the next page select **Certify**, and then select the **Okay** button.
4. After certifying a report, it is generally a good idea to use the **Save** function at the bottom of the page. This ensures you do not lose any of your information. You can also use this function to return to a partially completed report at a later time.



5. Your effort should now be certified. If there are any errors on the report you will receive a warning message when you attempt to certify your report. If this happens, please contact your FACET department representative or send us an email at facet@fsu.edu and we will be happy to help you resolve the issue.