OMNI FACET
Brief Overview of Certifying Non-Exempt Reports

Overview:

Understanding the FACET Non-Exempt Effort Reporting Process

FACET is the University's effort reporting system that is the tool to ensure compliance with the requirements under the federal Office of Management and Budget (OMB) Circular A-21.

This tutorial explains the process for certifying effort in the new FACET module.

Procedure

Scenario:
In this topic, you will learn the steps to review, update (if needed), and certify your non-exempt report.

Key Information:
- Copy of submitted time sheets with hours worked during the reporting period.
- Pay period / Payroll Calendar as a reminder of the time sheets submission deadlines for each pay period.
1. The effort certification application can be accessed directly from the OMNI Portal. Click the **Certify Effort** link.

2. To view all reports that require your action, click the **Search** button. If you are a supervisor there may be a list of reports listed within the **Search Results**. To proceed, select the desired report. Click the **Search** button.

3. At the top of the **Enter Effort** page, the Effort Reporting Period (**ER Period**) for the report you are viewing is displayed.
4. The Actual Effort section indicates the **hours worked** that have been accounting for. In some Departments, all or some of the effort hours may have been entered prior to the report being routed to you. In other Departments, no effort hours may have been entered with the expectation that you will enter the information.

It is important to understand that if the information entered does **not accurately reflect the hours** you worked, you should input the **hours worked** and speak with the individual that handles timesheets and/or the appropriate FACET representative.

5. Determine the appropriate field to enter your **Actual Effort Hours Worked**.

To enter the hours, simply click inside the field and enter the desired number of hours.

6. To view funding detail, click the **A-21 View** button.

7. To show funding details, double-click the **Show More Detail** button.
8. Click the gross payroll hyperlink to see payroll details.

9. Once you have reviewed the payroll details, click the **OK** button to return to the previous screen.

10. To navigate back to the **Enter Effort** page, click the **OK** button.

11. Review the report to ensure all sponsored project data is accurate and hours worked on a sponsored project during the reporting period are accounted for appropriately.
Step | Action
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12. | Click the **Save** button.

13. | When you have completed the review of this effort report and the information accurately represents your effort for the reporting period.

Click the **Certify / Deny Report** button.
Step | Action
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14. | Click the **Certify** option to proceed.
15. | Please review the Cerify language carefully as this certified report is an official document on your behalf.

Step | Action
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16. | Click the **OK** button.
17. This is the report submission confirmation screen. Click the **OK** button.

18. The **Certify / Push Back Report** button is no longer available.
   You have completed the certification process.

19. Click the **Home** link to exit the FACET module.

20. **Congratulations!**
   You have completed this topic.

**End of Procedure.**