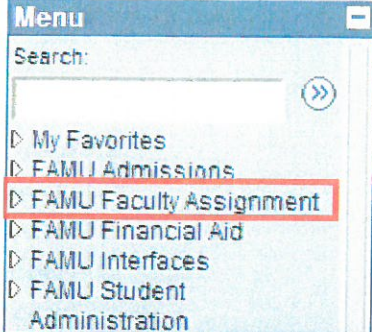
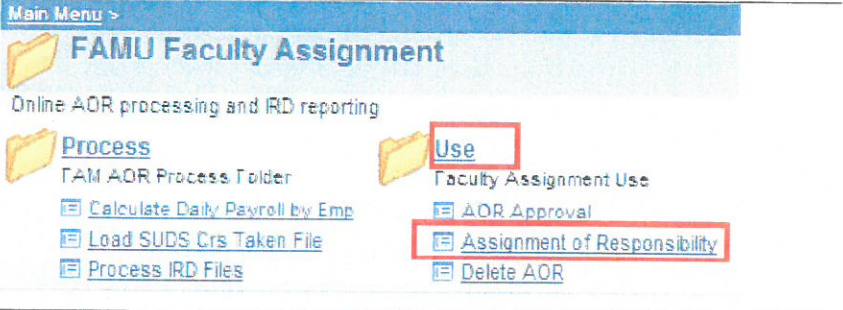
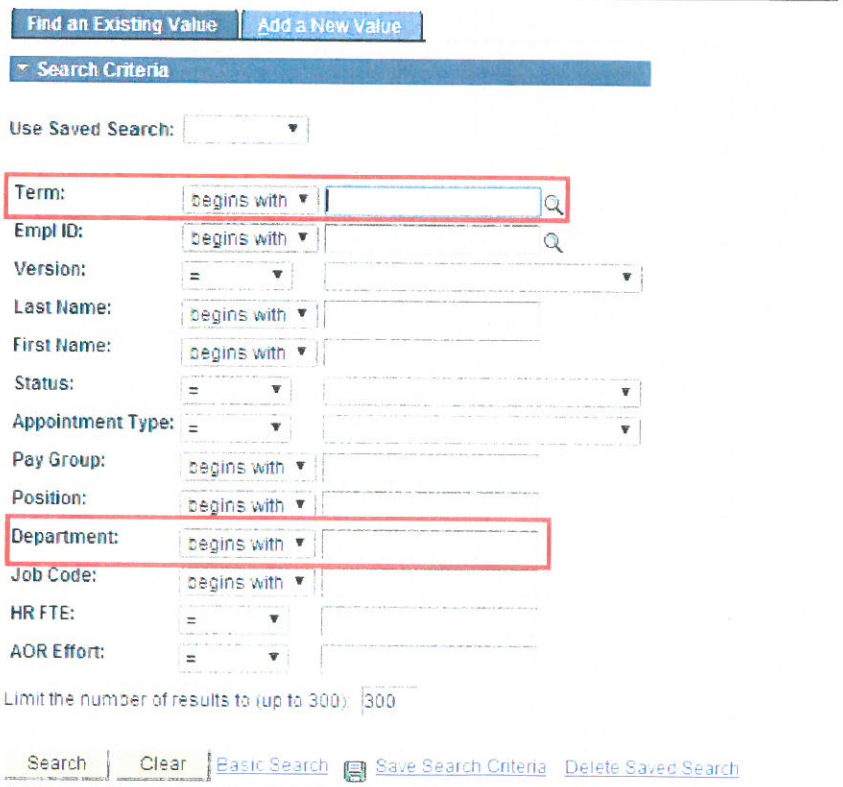


## Desk Manual for Entering AOR into IRattler

Use the following steps to enter data for Assignment of Responsibilities.

Steps	Screen
<p>1. Log on to iRattler. Click on "Campus Solutions" &gt; "FAMU Faculty Assignment"</p>	
<p>2. Click on "Use" &gt; "Assignment of Responsibility". A search form should be displayed.</p>	
<p>3. On the search form, you can search by the fields that are available on the form. The most commonly used search fields are "Term", "EmplID", and "Department". If you are entering AOR for an academic department, enter a term (for example: 2135 for Summer 2013, 2138 for Fall 2013, and 2143 for Spring 2014) in the "Term" field and first few digits of DeptID for "Department" (15 for Pharmacy for example). Click on "Search" to show a list of faculty in your department that require AOR's.</p>	

*Ask EIT for setup menu  
(period administration)*

4. You can also search by Term and EmplID if you are working on an AOR for a specific faculty member.

Find an Existing Value    Add a New Value

▼ Search Criteria

Use Saved Search:

Term:

Empl ID:

Version:

Last Name:

First Name:

Status:

Appointment Type:

Pay Group:

Position:

Department:

Job Code:

HR FTE:

AOR Effort:

Limit the number of results to (up to 300):

[Basic Search](#)  [Delete Saved Search](#)

5. In Search Results list, click on any column heading to sort in ascending order on that column and click again for descending order. The most commonly used sort is "Last Name" column. Click on a faculty name in which you would like to work on.

Search Results

View All First

Term	Empl ID	Version	Last Name	First Name	Status	Appointment Type	Empl Rcd Libr	Pay Group	Position	Department	Job Code	HR FTE
2135	200000632	Next Ver	Adams	Angela			0	ADJ	40003880	150300	AJ9003	17
2135	100182215	Next Ver	Thompson	Michael			0	F12	17100000	150100	9001	1
2135	100182479	Version 1 (blank)	(blank)	(blank)	Draft	Faculty	0	F12	18121000	150100	9001	1
2135	200001021	Next Ver	Flores-Rozas	Herman			0	F12	17523000	150100	9003	1

6. If this faculty member has not been entered previously, it will show limited basic information about that individual. Click on "Save" to start creating an AOR for this individual. Once "Save" is clicked, this will bring you to the actual AOR page.

Term 2135    Summer Term 2013

Empl ID 200000632

Appointment Type Faculty



7. In the actual AOR page, the top of the screen (in big red box) is pre-populated from HR and changes cannot be made within these fields. The field "HR Position Effort (FTE)" is the contracted for the faculty on the HR side, and "AOR Position Effort" shows information that has been entered on the AOR page. The field "Effort Discrepancy" shows the difference between the last 2 lines. If the difference is 0, the color will change from red to black. What you need to do is enter all the activities to match the AOR Position Effort with HR Position Effort so that the difference show 0. Also the status of the AOR should show "Draft" status.

Term: Summer Term 2013 Faculty: 200000632 - John Doe  
 Appointment Type: Faculty Status: Draft  
 Total AOR Effort: 8.87 % # of Contracts: 1 Version: V1

Faculty AOR Comments

Approval Information

Positions Find | View All First 1 of 1 Last

Record Nbr:	0		
Position:	40003880	ADJUNCT ASSISTANT PROFESSOR	HR Position Effort (FTE): 17.00 %
Department:	150300	College Of Pharmacy - Instruct	AOR Position Effort: 0.00 %
Begin Date:	05/06/2013	End Date: 08/02/2013	Effort Discrepancy: 8.13 %
Amount:	2,515,000	Type: ADJ	

Add Activity

Position Effort Comments

Credit Generating Activities

Non-Credit Generating Activities

Research and other Sponsored Activities

Save Return to Search Notify Add Update/Display

8. To enter a course for faculty, click on the arrow sign besides "Credit Generating Activities".

Term: Summer Term 2013 Faculty: 200000632 - John Doe  
 Appointment Type: Faculty Status: Draft  
 Total AOR Effort: 8.87 % # of Contracts: 1 Version: V1

Faculty AOR Comments

Approval Information

Positions Find | View All First 1 of 1 Last

Record Nbr:	0		
Position:	40003880	ADJUNCT ASSISTANT PROFESSOR	HR Position Effort (FTE): 17.00 %
Department:	150300	College Of Pharmacy - Instruct	AOR Position Effort: 0.00 %
Begin Date:	05/08/2013	End Date: 08/02/2013	Effort Discrepancy: 8.13 %
Amount:	2,515,000	Type: ADJ	

Add Activity

Position Effort Comments

Credit Generating Activities

Non-Credit Generating Activities

Research and other Sponsored Activities

Save Return to Search Notify Add Update/Display

9. Some courses are automatically populated for the faculty member on course scheduling side based on Emplid, Term, and Empl Rcd number. There will be cases where some courses will not be populated initially because when instructors are assigned to a course on course Scheduling side, only the EmplID is entered and maintained, not the Empl Rcd. To view all courses in which the faculty taught for

Credit Generating Activities Personalize | Find | First 1 of 1 Last

Subject	Catalog Nbr	Class Section	Session	% Effort	Edit
1 PHA	5917L	L25	13 Week	8.87	Edit

Refresh Classes Total Effort %8.87

that term, click on "Refresh Classes". This will populate all non-zero enrollment courses in which the faculty taught for that term.

10. If a course is not populated after clicking on "Refresh Classes", the course has not been assigned to the faculty on the course scheduling side. Click on Campus Solutions > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes to attach an instructor to a course before you come back to the AOR system to click on "Refresh Classes". (Access to Maintain Schedule of Classes is needed in order to do so.) If access is not available, check with your department for individuals with access, or contact the Registrar's Office for assistance.

11. For courses that are populated under "Credit Generating Activities", if any information is missing for the course, such as Credit Hours or Contact Hours, or if the % Effort for that course needs adjustment, click on "Edit" to display "Edit Activity" screen

▼ Credit Generating Activities

Personalize | Find | First 1 of 1 Last

Subject	Catalog Nbr	Class Section	Session	% Effort	Edit
1 PHA	5917L	L25	13 Week	8.87	Edit

Refresh Classes Total Effort %8.87

12. Changes in the "Edit Activity" screen can be made as needed. Click Ok to return to the AOR page. Adjust or enter the % Effort based on what was on the paper AOR. You may also enter the Contact Hours or Credit Hours if they are missing.

**Edit Activity**

Empl ID 200000632 200000632 - John Doe

Position 40003880

Activity Credit Generating Activities

Subject PHA

Contact Hours 1.000

Catalog Nbr 5917L

Credit Hours 1.00

Session 13W

Enrollment 14

Class Section L25

Course Section Type L

Class Nbr 3235

Class Title

% Effort 8.87

Comments

OK Cancel



13. To add non-credit generating activities such as advising, research, service, click on "Add Activity".

Positions				End   View All	First 1 of 1 Last
Record Nbr:	0				<input type="button" value="+"/> <input type="button" value="-"/>
Position:	40003880	ADJUNCT ASSISTANT PROFESSOR	HR Position Effort (FTE):	17.00 %	
Department:	150300	College Of Pharmacy - Instruct	AOR Position Effort:	8.87 %	
Begin Date:	05/08/2013	End Date: 08/02/2013	Effort Discrepancy:	8.13 %	
Amount:	2,515,000	Type: ADJ			
<input type="button" value="Add Activity"/>					
▶ Position Effort Comments					
▶ Credit Generating Activities					

14. Select the appropriate activity from the drop down list. Please remember E&G research is listed as "Non-Sponsored Research" and C&G research "Sponsored Research". Click Ok to view additional fields.

### Add Activity

Empl ID 200000632 200000632 - John Doe

Position 40003880

\*Activity

- Academic Admin Support
- Academic Advising
- Clinical
- Collective Bargain Release
- Credit Generating Activities
- Leave of Absence with Pay
- Non-Sponsored Research
- Other Instructional Effort
- Public/Institutional Service
- Sponsored Research
- Supervision of Coop Education
- University Governance

15. The additional fields are different for each activity you choose in the drop down. If all the information for each field is known, fill it in. Otherwise, you can just fill in % Effort field. Click Ok to return to the AOR page.

### Add Activity

Empl ID 200000632 200000632 - John Doe

Position 40003880

\*Activity Academic Advising

Description

# of Advisees

% Effort 8.13

Comments

16. You will notice all Non-Credit Generating Activities entered will now be listed under “Non-Credit Generating Activities” section if you click on the arrow.

▼ Credit Generating Activities

Subject	Catalog Nbr	Class Section	Session	% Effort	Edit
1 PHA	5917L	L25	13 Week	8.87	Edit

Refresh Classes Total Effort %8.87

▼ Non-Credit Generating Activities

*Sequence	Activity Type	Description	% Effort	Edit
1 2	Acad Advis		8.13	Edit

Total Effort %8.13

17. Repeat as needed to enter all other activities. When completed, you will notice the “Effort Discrepancy” field is showing 0 in black.

Positions Find | View All | First 1 of 1 Last

Record Nbr: 0 + -

Position: 40003880 ADJUNCT ASSISTANT HR Position Effort (FTE): 17.00 %

Department: 150300 PROFESSOR AOR Position Effort: 17.00 %  
College Of Pharmacy - Instruct

Begin Date: 05/08/2013 End Date: 08/02/2013 Effort Discrepancy: 0.00 %

Amount: 2,515.000 Type: ADJ

Add Activity

18. Expand “Approval Information” arrow and put in the approval ID and click on “Submit for Approval”.

▼ Approval Information

Approver Sequence	*Employee ID	Name
1	<input type="text"/>	<input type="text"/>

Submit For Approval

19. If the faculty happens to have several positions for that term, you will need to go to each record by clicking on the page arrow, repeat steps 1-17 for each AOR and match the FTEs before it can be submitted for approval.

► Approval Information

Positions Find | View All | First 1 of 2 Last

Record Nbr: 0 + -

Position: 19340000 PROFESSOR HR Position Effort (FTE): 100.00 %

Department: 230200 College Of Law - Instruction AOR Position Effort: 95.73 %

Begin Date: 05/15/2013 End Date: 06/30/2013 Effort Discrepancy: 4.27 %

Amount: 8,129.000 Type: F12

Add Activity

20. In some cases, if a faculty/staff has several positions, and the total FTE of all positions is greater than 1.2, it will prompt you to enter a comment before it can be submitted for approval. Click on “Faculty/AOR Comments” to enter comments.

Faculty AOR Comments

► Approval Information

Positions Find | View All | First 1 of 2 Last

Record Nbr: 0 + -

Position: 19340000 PROFESSOR HR Position Effort (FTE): 100.00 %

Department: 230200 College Of Law - Instruction AOR Position Effort: 95.73 %

Begin Date: 05/15/2013 End Date: 06/30/2013 Effort Discrepancy: 4.27 %

Amount: 8,129.000 Type: F12



21. If an AOR is successfully submitted, the AOR status should now change from "Draft" to "Pending Approval".

Term: Summer Term 2013 Faculty: 200000632 - John Doe  
 \*Appointment Type: Faculty \*Status: Pending Appr  
 Total AOR Effort: 17.00 % # of Contracts: 1 Version: V1

Faculty AOR Comments

Approval Information

Positions Find | View All First 1 of 1

Record Nbr:	0		
Position:	40003680	ADJUNCT ASSISTANT PROFESSOR	HR Position Effort (FTE): 17.00
Department:	150300	College Of Pharmacy - Instruct	AOR Position Effort: 17.00
Begin Date:	05/08/2013	End Date: 08/02/2013	Effort Discrepancy: 0.00
Amount:	2,515,000	Type: ADJ	

22. Return to the search screen by clicking on Use > Assignment of Responsibility. Use the Term and Department to bring up the department list again and move on to the next person until each individual on your list has a "Pending Approval" status. To avoid typing term and Department repeatedly, you can click on "Save Search Criteria" to save your search criteria.

Find an Existing Value Add a New Value

Search Criteria

Use Saved Search:

Term: begins with 2135  
 Empl ID: begins with  
 Version: =  
 Last Name: begins with  
 First Name: begins with  
 Status: =  
 Appointment Type: =  
 Pay Group: begins with  
 Position: begins with  
 Department: begins with 15  
 Job Code: begins with  
 HR FTE: =  
 AOR Effort: =

Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria Delete Saved Search

23. Type a name for your search and click on "Save"

## Assignment of Responsibility

### Save Search As

Name the search and then click Save.

Name of Search:

The saved search will contain these values:

<b>Term:</b>	begins with 2135
<b>Empl ID:</b>	begins with
<b>Version:</b>	=
<b>Last Name:</b>	begins with
<b>First Name:</b>	begins with
<b>Status:</b>	=
<b>Appointment Type:</b>	=
<b>Pay Group:</b>	begins with
<b>Position:</b>	begins with
<b>Department:</b>	begins with 15
<b>Job Code:</b>	begins with
<b>HR FTE:</b>	=
<b>AOR Effort:</b>	=

 Save [Return to Advanced Search](#)

24. Then click on "Return to Advance Search".

## Assignment of Responsibility

### Save Search As

Search saved as Summer 2013.

[Return to Advanced Search](#)



25. You should now see the saved search in the "Use Save Search" drop down. You can do a saved search for each term for your department so that you don't have to enter the term and department again and again.

Find an Existing Value    Add a New Value

**Search Criteria**

Use Saved Search: Summer 2013 ▼

Term: begins with ▼ 2135 🔍

Empl ID: begins with ▼ 🔍

Version: = ▼

Last Name: begins with ▼

First Name: begins with ▼

26. Once all faculty/staff have been entered for the department within a term, check to ensure all courses are attached with instructors. You will need Query Viewer to do that. Click on "Campus Solutions" > "Reporting Tools" > "Query"> to view.


- Menu**
- ▷ Campus Community
  - ▷ Student Recruiting
  - ▷ Student Admissions
  - ▷ Records and Enrollment
  - ▷ Curriculum Management
  - ▷ Financial Aid
  - ▷ Student Financials
  - ▷ Academic Advisement
  - ▷ Contributor Relations
  - ▷ SA Integration Pack
  - ▷ Set Up HRMS
  - ▷ Set Up SACR
  - ▷ Enterprise Components
  - ▷ Worklist
  - ▷ Tree Manager
  - ▷ **Reporting Tools**
    - ▷ Query
    - ▷ BI Publisher
    - Report Manager


27. Click on "Query Viewer".




**Main Menu >**

**Reporting Tools**

Run, create, and manage queries and nVision reports.

 **Report Manager**  
Review report list.

 **Query**  
Extract information using visual representations of your PS database.



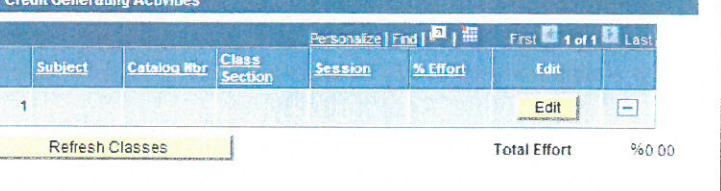
-  Query Manager
-  **Query Viewer**
-  Schedule Query

<p>28. Enter "FAM_AOR_UNACCOUNTED_COURSES" in the search box. Two queries should appear.</p>	<p>Query Viewer</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>*Search By Query Name begins with</p> <p>Search Advanced Search</p>																																																																																																																																		
<p>29. Click on "Excel" on the line of "FAM_AOR_UNACCOUNTED_COURSES". If a popup blocker appears, the block will need to be removed to show the query result page.</p>	<p>Query Viewer</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>*Search By Query Name begins with FAM_AOR_UNACCOUNTED_COUR</p> <p>Search Advanced Search</p> <p>Search Results</p> <p>*Folder View -- All Folders --</p> <table border="1"> <thead> <tr> <th>Query</th> <th>Description</th> <th>Owner</th> <th>Folder</th> <th>Run to HTML</th> <th>Run to Excel</th> </tr> </thead> <tbody> <tr> <td>FAM_AOR_UNACCOUNTED_COURSES</td> <td>AOR Unaccounted Courses</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> </tr> <tr> <td>FAM_AOR_UNACCOUNTED_COURSES_1</td> <td>AOR Unaccounted Courses</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> </tr> </tbody> </table>	Query	Description	Owner	Folder	Run to HTML	Run to Excel	FAM_AOR_UNACCOUNTED_COURSES	AOR Unaccounted Courses	Public		HTML	Excel	FAM_AOR_UNACCOUNTED_COURSES_1	AOR Unaccounted Courses	Public		HTML	Excel																																																																																																																
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<p>30. A window will appear asking for a term. Enter the term and click on "View Results".</p>	<p>https://famsadev.mycmsc.com/psc/famsatst_1/EMPLOYEE/HRMS/q/?ICAction=ICQryNameExcelURL=PUBLIC.FAM_...</p> <p>https://famsadev.mycmsc.com/psc/famsatst_1/EMPLOYEE/HRMS/q/?ICAction=ICQryNameExi...</p> <p>FAM_AOR_UNACCOUNTED_COURSES - AOR Unaccounted Courses</p> <p>Term: <input type="text"/></p> <p>View Results</p> <table border="1"> <thead> <tr> <th>Term</th> <th>DeptID</th> <th>Subject</th> <th>Catalog</th> <th>Section</th> <th>Session</th> <th>Credits</th> <th>Tot Enrl</th> <th>Descr</th> <th>Course ID</th> <th>Descr</th> <th>Offer Nbr</th> <th>Class Nbr</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>AOR Un</td> <td></td> <td>761</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>Term</td> <td>DeptID</td> <td>Subject</td> <td>Catalog</td> <td>Section</td> <td>Session</td> <td>Credits</td> <td>Tot Enrl</td> <td>Descr</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>2135</td> <td>000000</td> <td>STU</td> <td>4905</td> <td>901</td> <td>13W</td> <td>0.0</td> <td></td> <td>5 Florida A &amp; M University</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>2135</td> <td>000000</td> <td>STU</td> <td>4905</td> <td>901</td> <td>13W</td> <td>1.0</td> <td></td> <td>6 Florida A &amp; M University</td> <td></td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>2135</td> <td>000000</td> <td>STU</td> <td>5905</td> <td>901</td> <td>13W</td> <td>3.0</td> <td></td> <td>1 Florida A &amp; M University</td> <td></td> <td></td> <td></td> </tr> <tr> <td>6</td> <td>2135</td> <td>062900</td> <td>EVR</td> <td>5940</td> <td>501</td> <td>13W</td> <td>3.0</td> <td></td> <td>2 School of the Environment</td> <td></td> <td></td> <td></td> </tr> <tr> <td>7</td> <td>2135</td> <td>062900</td> <td>EVR</td> <td>4910</td> <td>501</td> <td>13W</td> <td>3.0</td> <td></td> <td>1 School of the Environment</td> <td></td> <td></td> <td></td> </tr> <tr> <td>8</td> <td>2135</td> <td>062900</td> <td>EVS</td> <td>4905</td> <td>501</td> <td>6W1</td> <td>1.0</td> <td></td> <td>1 School of the Environment</td> <td></td> <td></td> <td></td> </tr> <tr> <td>9</td> <td>2135</td> <td>062900</td> <td>EVS</td> <td>5911</td> <td>502</td> <td>13W</td> <td>1.0</td> <td></td> <td>3 School of the Environment</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Term	DeptID	Subject	Catalog	Section	Session	Credits	Tot Enrl	Descr	Course ID	Descr	Offer Nbr	Class Nbr	1	AOR Un		761										2	Term	DeptID	Subject	Catalog	Section	Session	Credits	Tot Enrl	Descr				3	2135	000000	STU	4905	901	13W	0.0		5 Florida A & M University				4	2135	000000	STU	4905	901	13W	1.0		6 Florida A & M University				5	2135	000000	STU	5905	901	13W	3.0		1 Florida A & M University				6	2135	062900	EVR	5940	501	13W	3.0		2 School of the Environment				7	2135	062900	EVR	4910	501	13W	3.0		1 School of the Environment				8	2135	062900	EVS	4905	501	6W1	1.0		1 School of the Environment				9	2135	062900	EVS	5911	502	13W	1.0		3 School of the Environment			
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<p>31. An Excel file is generated and in the file it shows all courses that have not made into the AOR system yet. The file is sorted by DeptID already. Scroll down to your department and view courses that are still left uncounted for. Find out which faculty/staff taught the course and enter it on the AOR page of the individual.</p>	<table border="1"> <thead> <tr> <th>Term</th> <th>DeptID</th> <th>Subject</th> <th>Catalog</th> <th>Section</th> <th>Session</th> <th>Credits</th> <th>Tot Enrl</th> <th>Descr</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>AOR Un</td> <td></td> <td>761</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>Term</td> <td>DeptID</td> <td>Subject</td> <td>Catalog</td> <td>Section</td> <td>Session</td> <td>Credits</td> <td>Tot Enrl</td> <td>Descr</td> </tr> <tr> <td>3</td> <td>2135</td> <td>000000</td> <td>STU</td> <td>4905</td> <td>901</td> <td>13W</td> <td>0.0</td> <td></td> <td>5 Florida A &amp; M University</td> </tr> <tr> <td>4</td> <td>2135</td> <td>000000</td> <td>STU</td> <td>4905</td> <td>901</td> <td>13W</td> <td>1.0</td> <td></td> <td>6 Florida A &amp; M University</td> </tr> <tr> <td>5</td> <td>2135</td> <td>000000</td> <td>STU</td> <td>5905</td> <td>901</td> <td>13W</td> <td>3.0</td> <td></td> <td>1 Florida A &amp; M University</td> </tr> <tr> <td>6</td> <td>2135</td> <td>062900</td> <td>EVR</td> <td>5940</td> <td>501</td> <td>13W</td> <td>3.0</td> <td></td> <td>2 School of the Environment</td> </tr> <tr> <td>7</td> <td>2135</td> <td>062900</td> <td>EVR</td> <td>4910</td> <td>501</td> <td>13W</td> <td>3.0</td> <td></td> <td>1 School of the Environment</td> </tr> <tr> <td>8</td> <td>2135</td> <td>062900</td> <td>EVS</td> <td>4905</td> <td>501</td> <td>6W1</td> <td>1.0</td> <td></td> <td>1 School of the Environment</td> </tr> <tr> <td>9</td> <td>2135</td> <td>062900</td> <td>EVS</td> <td>5911</td> <td>502</td> <td>13W</td> <td>1.0</td> <td></td> <td>3 School of the Environment</td> </tr> </tbody> </table>	Term	DeptID	Subject	Catalog	Section	Session	Credits	Tot Enrl	Descr	1	AOR Un		761						2	Term	DeptID	Subject	Catalog	Section	Session	Credits	Tot Enrl	Descr	3	2135	000000	STU	4905	901	13W	0.0		5 Florida A & M University	4	2135	000000	STU	4905	901	13W	1.0		6 Florida A & M University	5	2135	000000	STU	5905	901	13W	3.0		1 Florida A & M University	6	2135	062900	EVR	5940	501	13W	3.0		2 School of the Environment	7	2135	062900	EVR	4910	501	13W	3.0		1 School of the Environment	8	2135	062900	EVS	4905	501	6W1	1.0		1 School of the Environment	9	2135	062900	EVS	5911	502	13W	1.0		3 School of the Environment																																
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<p>32. Repeat query process as needed until the DeptID is not showing in the Excel file anymore.</p>																																																																																																																																			
<p>33. Congratulations! You have now completed one term. Move on to the next term until all 3 terms are completed.</p>																																																																																																																																			



## Courtesy Appointments

The steps below describe how to enter AOR for courtesy appointments. Courtesy Appointments are usually assigned to Navy ROTC, Army ROTC, and Engineering FSU Faculty who teaches courses which have FAMU student enrolled.

Steps	Screen
<p>1. Click on "Add a New Value" tab. Enter the Term and ID and click "Add".</p>	
<p>2. A message will appear stating "a new AOR will be created". Click "OK" to close the message box. Limited initial information will be displayed such as Term, ID, and Appointment Type. Click on "Save" to create an AOR for this faculty/staff. Once "Save" is clicked, blank payroll information is displayed with 0 HR Position Effort.</p>	
<p>3. Click on the triangle next to "Credit Generating Activities". If the course is not showing on the list, click on "Refresh Classes" to bring up the course. Adjust the FTE by clicking on the "Edit" button.</p>	
<p>4. The HR position effort will stay at 0, and there will be some effort discrepancy showing in red after efforts are entered for the course. You can still enter the approver ID and submit the AOR for courtesy appointments even though the FTE's are not matching.</p>	

## FAQ

1. What does AOR stands for?  
Assignment of Responsibility.
2. Why are AOR's used at Florida A&M University?  
Each SUS (State University System) institution is required by the State of Florida to report information regarding instruction and research activities. This information will provide data for the review and management of personnel assignments, the development of SUS request, budgets related to faculty activities, the reporting and auditing requirements of the Twelve Hour Law (1012.945 F.S.), and the Annual Expenditure Analysis.
3. What entails the AOR data entry workshop?  
Each academic department will need to complete the AOR's in the data entry system (within iRattler) to account for the amount of payment and FTE each faculty is contracted for. Before AORs are entered, paper AOR's should be prepared, verified, and signed by appropriate authorities. The AOR data will then be entered into the AOR system based on the paper AOR's. The AOR system pre-populates position and payroll data from Human Resources module, as well as course assignment information from Curriculum Management within Campus Solutions module. You cannot change anything on job/position/payroll in AOR system, nor change course assignments in the AOR system. If there are any errors from either source, changes have to be made at the source system, Human Resource and Curriculum Management respectively. The information entered into the AOR system is the % effort a faculty has within credit generating activities (courses) and non-credit generating activities. Once this information is entered, the AOR can be submitted for approval. All faculty within the department, as well as all courses that are offered in your department for the term will have to be entered into the AOR system.
4. Where do I go to enter information into the AOR data entry system?  
When the AOR system is opened for a term, department representatives will be notified via email or phone. Access will be granted to assigned department representatives in order for completion of AOR's within specified time frame. The option to meet at a centralized location to perform the data entry will be available if problems occur doing the entry at your desk. The navigation to the AOR system is Campus Solutions > FAM Faculty Assignment > Use > Assignment of Responsibility.
5. What if there is a discrepancy in position/payroll/job between the paper AOR and AOR system?  
The AOR system pre-populates position and payroll data from Human Resources side. Changes cannot be made to anything within job/position/payroll information in the AOR system. If there are any problems with the source data, changes need to be made in the Human Resources module. Proper protocol such as the department chair, Dean's office, Academic Affairs, and Human Resources is essential to file paper work and make any adjustments in Human Resource module. The verification process should happen before AOR data entry to ensure a smoother data entry session.
6. What if a course is not showing even after clicking on "Refresh Classes"  
The AOR system pulls course assignment information from Curriculum Management in Campus Solutions module. Changes cannot be made to course assignment in the AOR system. If you



need to attach a course to an instructor, click on Maintain Schedule of Classes under Curriculum Management. If proper access isn't available, check within the department to see what individual has access, or contact the Registrar's office for assistance. In some cases, instructors will not show up in the list of instructors authorized to teach in your department. Contact the Registrar's office to make the instructor appear on the list to assign courses.

7. How do I know if I am done with specific faculty for a term?  
An AOR is completed for a faculty when all FTE's matched for each position for that faculty within that term. It is then submitted for approval, and the status of the AOR will show "Pending for Approval".
8. How do I know if I have completed entering data for my department within a specific term?
  - 1) Each faculty on the department list has "Pending for Approval" status.
  - 2) No course is showing for the department in "FAM\_AOR\_UNACCOUNTED\_COURSES" query result.
9. What if there are courses left for my department in the "FAM\_AOR\_UNACCOUNTED\_COURSES" query result?  
Search what faculty taught this course in Maintain Schedule of Classes under Curriculum Management. If the instructor is missing even in Maintain Schedule of Classes, fill in the instructor in Maintain Schedule of Classes and then go to AOR system, click on "Refresh Classes" to bring up this course in the AOR system.
10. What are some cases which an AOR cannot be submitted for approval?
  - 1) The FTE does not match for one or more of the AORs. To solve is issue, match all FTE's for all records for the faculty/staff
  - 2) The total FTE for all AOR's for the faulty/staff within the term is more than 1.2. To solve this issue, add a comment explaining the FTE is over 1.2.
11. How can changes be made (if needed) once an AOR has been submitted for approval?  
Changes cannot be made to an AOR in "Pending for Approval" status. The Approver will have to push back the AOR for you to make changes. If the AOR has already been approved, another version of the AOR can be created by clicking on "Add a New Value". Then enter the term and EmplID and follow the same steps stated previously to create another version.

## Assignment of Responsibility

Enter any information you have and click Search. Leave fields blank for a list of

▼ Search Criteria

Use Saved Search:

Term:

Empl ID:

Version:

Last Name:

First Name:

12. What if I cannot find the faculty in the search list
  - 1) The faculty may be paid under a different DeptID. In this case, search the person by Emplid and Term instead of DeptID and Term.
  - 2) The faculty may not be on FAMU payroll. We have courtesy appointments in ROTC (Army and Navy) and Engineering School in which FSU faculty teaches courses that have FAM students enrolled. Click on "Add a New Value" to add a courtesy appointment for the faculty/staff and click on "Refresh Classes" to bring in all courses this individual taught. FTEs for courtesy appointment do not have to match before you can submit since there is nothing to match.  
\*Please see detail instruction in the "Courtesy Appointments" section.
13. Who do I contact if I have any questions or problems with AOR data entry?  
You may contact Dr. Sunny Li, Assistant Director within the Office of Institutional Research (412-5358, Shaoqing.li@famuedu) for any questions or problems you have on AOR data entry.

List of Abbreviated Terms:

**Emplid**- Employee Identification Number  
**Empl Rcd**- Employee Record  
**Deptid**- Department Identification Number