

**Arkansas Public School Computer Network**  
**5.2 Procedural Outline**  
**August 2021**

**ARMAC COORDINATOR AND ARMAC PARTICIPANT**

**JOB CODES for School Health Services Reporting**

The following two Job Assignments have been added to the Job Assignment table in all eFinance databases.

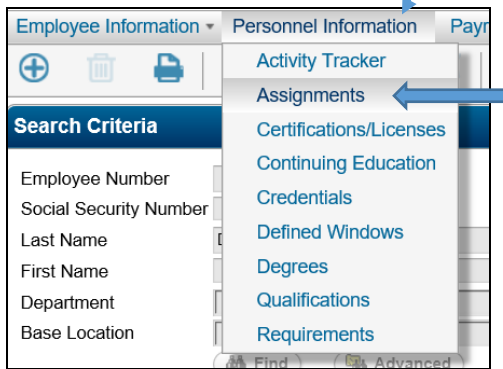
- MAC-C** Only one employee per district will have MAC-C (ARMAC Coordinator).
- MAC-P** All districts will have one or more “participants,” MAC-P.

1. Add assignment Job Code as applicable
2. Add/ verify email address for employees with ARMAC job assignment codes

**1. Add assignment Job Code**

Menu Path in eFinance:

- Main Menu > Human Resources > Entry & Processing > Employee > Employee Information >
- Key in Employee Name or Number
- Click Find
- Click on Selected Employee
- Click on “Personnel Information” in the top menu bar
- Click on Assignments



Click on the ADD NEW icon on the menu bar:



Key in the MAC-P (or MAC-C) assignment Code. **Leave all other fields blank!**

Click OK to save.

**\*\*Remove MAC code when employee leaves employment or is no longer a MAC rep\*\***

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**JOB CODES for School Health Services Reporting (continued)**

**Examples**

Assignment Information	
Assignment *	MAC-C <input type="text"/> <input type="button" value="Q"/> ARMAC COORDINATOR <input type="checkbox"/> Continuous
Percent	<input type="text"/>
Period	<input type="text"/>
Location	<input type="text"/>
Primary Assignment	<input type="checkbox"/>

Assignment Information	
Assignment *	MAC-P <input type="text"/> <input type="button" value="Q"/> ARMAC PARTICIPANT <input type="checkbox"/> Continuous
Percent	<input type="text"/>
Period	<input type="text"/>
Location	<input type="text"/>
Primary Assignment	<input type="checkbox"/>

**2. Add/ verify email address for employees with ARMAC job assignment codes**

All ARMAC employees should also have an email in Employee Information.

Menu Path in eFinance:

- Main Menu > Human Resources > Entry & Processing > Employee > Employee Information >
- Key in Employee Name or Number
- Click Find
- Click on Selected Employee
- Employment Tab

Enter Email address in Email\* field

Employment	Personnel	Race/Ethnicity	Payroll	Leave Bank	Earnings	Withholdings	History
<b>General Employment</b>				<b>Employee Address</b>			
Hire Date	09/04/2003 <input type="button" value="Q"/>			Address	101 MAIN ST		
Original Hire	09/04/2003 <input type="button" value="Q"/>						
Department *	2003 - SPECIAL EDUCATION			City	PINE BLUFF	State	AR
Supervisor Login	<input type="text"/>			Zip Code	71603		
Base Location *	36 - 34TH AVE			Home Phone	870-880-8888	Unlisted Phone?	<input type="checkbox"/>
Years in District	13.0			Work Phone	<input type="text"/>		
Years in State	13.0			Other Phone	<input type="text"/>		
Years in Total	13.0			Email *	work.email@schools.org <input type="button" value="x"/> <input type="button" value="Q"/>		
				Personal Email	<input type="text"/>		

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## **Arkansas Medicaid Administrative Claiming (ARMAC) Program**

This correspondence is intended for ARMAC Coordinators and Business Managers **Referenced in CM LS-22-009**. Each participating school district is required to designate a district employee to act as the ARMAC Coordinator. This designation must be made using the MAC-C Job Assignment Code in eFinance. Districts must complete the ARMAC Coordinator designation no later than August 17, 2021. Only one ARMAC Coordinator may be designated per district. Each participating school district is required to designate all district employees, who are at least partially paid from a state funding source and whose job duties most likely include some type of administrative oversight of health services for students, as ARMAC participants on the ARMAC Participant Roster. This designation must be made using the MAC-P Job Assignment Code in eFinance.

### **ARMAC Roster Verification COGNOS Report**

On August 23, 2021, the DESE will upload information provided by eFinance from the employee pay rate screen into the ARMAC database using the ARAMC Roster Verification report.

Participating districts will have one-week to review and make final participant adjustments to the district roster prior to the beginning of each 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> quarter. See the 2021-2022 ARMAC Timeline portion of this memo for the quarterly verification dates. Districts should utilize the COGNOS report entitled ARMAC Roster Verification Report to assist with the roster verification process. ARMAC Coordinators and District Business Managers should review the following information provided on the COGNOS report for accuracy:

- The participant list is accurate (i.e. ensure all deactivated participants are no longer listed on the report and new participants appear on the report)
- All participant budget units are correct and 100% federally paid employees are not included
- All participant e-mail addresses reflect accurate information for each participant
- All participant Class Titles reflect accurate information for each participant

The ARMAC Roster Verification report should be generated during the quarterly roster verification period. A copy of the ARMAC Roster Verification Report should be kept on file.

**COGNOS Report File Path:** *Public Folders>EFP>Personnel>ARMAC>ARMAC Roster Verification Report*

**NOTE:** ARMAC rosters are not generated from Personnel Budgeting.

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**ARMAC Cost COGNOS Report**

The DESE will upload participant salary and benefit cost information provided by eFinance using September payroll data into the ARMAC database.

The ARMAC Cost Report should be generated by the district each quarter, one day after the ARMAC quarter end date. See the 2021-2022 ARMAC Timeline portion of this memo. A copy of the ARMAC Cost report should be kept on file.

**COGNOS Report File Path: *Public Folders>EFP>Personnel>ARMAC>ARMAC Cost Report***

For more information or questions about ARMAC, contact:

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