

Arkansas Public School Computer Network
5.2 Procedural Outline
March 2019

**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.

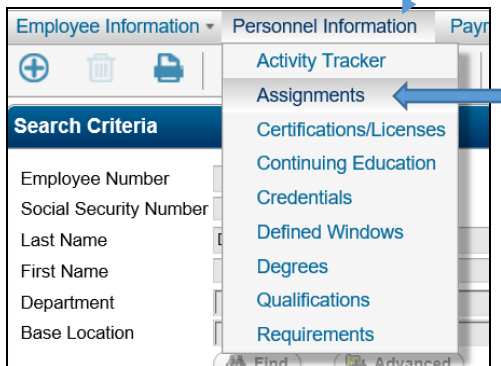
- MAC-C** Only one employee per district will have MAC-C (ARMAC Coordinator).
- MAC-P** All districts will have one or more “participants,” MAC-P.

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

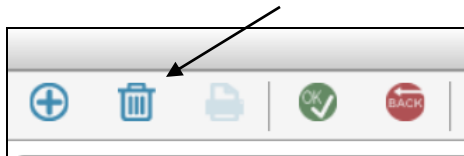
1. Add assignment Job Code

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 and Location. (Leave all other field blank; not required.)

Click OK to save.

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Examples

Assignment Information

Continuous

Assignment * **ARMAC COORDINATOR**

Percent

Period

Location

Primary Assignment

Assignment Information

Continuous

Assignment * **ARMAC PARTICIPANT**

Percent

Period

Location

Primary Assignment

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

All employees who have an ARMAC job assignment code 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

The screenshot shows the eFinance Employee Information form with the 'Employee Address' tab selected. The 'Email *' field is highlighted with a red box and contains the text 'work.email@schools.org'. Other fields include Hire Date (09/04/2003), Original Hire (09/04/2003), Department (2003 - SPECIAL EDUCATION), Supervisor Login, Base Location (36 - 34TH AVE), and various years in district, state, and total. The Address field contains '101 MAIN ST', City is 'PINE BLUFF', State is 'AR', and Zip Code is '71603'. Home Phone is '870-880-8888'. Unlisted Phone, Work Phone, Cell Phone, and Other Phone fields are empty. Send E-Voucher is checked.

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