

# ARMAC 22/23 Important Dates

- **8/8/2002 Deadline to designate Coordinator with MAC-C job assignment code**
  - [eFinance Job Assignment Code Directions](#)
- **8/8/2022-8/16/2022 Roster Verification Period**
  - Verify ARMAC Roster Verification Report from eFinance
    - *Team Content>Financial Management System>Personnel>ARMAC>ARMAC Roster Verification Report*
- **8/16/2022 Deadline to designate/remove Participants with MAC-P job assignment code**
  - [eFinance Job Assignment Code Directions](#)
- **8/16/2022 (or before) Email participants to inform them of the importance of ARMAC and to add [ade.armac@ade.arkansas.gov](mailto:ade.armac@ade.arkansas.gov) to email contacts**
- **8/22/2022 DESE will upload information from eFinance**
  - Verify ARMAC Roster Verification Report from eFinance
    - *Team Content>Financial Management System>Personnel>ARMAC>ARMAC Roster Verification Report*
    - Save electronically and print for records
  - Submit any changes via adjustment form to [ade.armacspecialist@ade.arkansas.gov](mailto:ade.armacspecialist@ade.arkansas.gov)
    - [ARMAC Participant Adjustment Form](#)
- **8/22/2022-8/26/2022 Testing Period**
  - Coordinators and participants will receive an email with a unique training and testing link on 8/22/2022 to complete by 8/26/2022 to be included in the Quarter 1 time study
    - Coordinators who are also Participants will receive two different testing links and will need to complete both to be active for both roles
    - Coordinators not completing the ARMAC training by 8/26/22 will deem the district ineligible for the Quarter 1 Random Moment Time Study.
- **8/31/2022 Random Moment Release Date**
  - Download ARMAC Participant Status Report from ARMAC Dashboard
    - *Participants>Export Participants (open the file using the prompts on the top right portion of the screen)*
      - Save electronically and print for records
- **9/26/2022-9/30/2022 Quarter 2 Roster Verification Period**
  - Verify ARMAC Roster Verification Report from eFinance to Quarter 2 ARMAC Dashboard
    - *Team Content>Financial Management System>Personnel>ARMAC>ARMAC Roster Verification Report*
    - Submit any changes via adjustment form to [ade.armacspecialist@ade.arkansas.gov](mailto:ade.armacspecialist@ade.arkansas.gov)
      - [ARMAC Participant Adjustment Form](#)
- **10/1/2022 DESE will upload Participant salary and benefit costs from eFinance using September payroll data**
  - Verify ARMAC Cost Report to Dashboard for Quarter 1
    - *Team Content>Financial Management System>Personnel>ARMAC>ARMAC Cost Report*
    - Check for Participants with zero salaries/benefits
      - If partially paid from state or local funds, submit an adjustment form with amounts
      - If NOT partially paid from state or local funds, submit an adjustment form to remove
        - [ARMAC Participant Adjustment Form](#)

- **10/3/2022-10/7/2022 Testing Period**
  - All newly added Participants and Inactive Participants from the previous quarter will receive an email with a unique training and testing link on 10/3 to complete by 10/7 to be included in the Quarter 2 time study
- **10/10/2022 Random Moment Release Date**
  - Download ARMAC Participant Status Report from ARMAC Dashboard
    - *Participants>Export Participants (open the file using the prompts on the top right portion of the screen)*
      - Save electronically and print for records
- **12/12/2022-12/16/2022 Quarter 3 Roster Verification Period**
  - Verify ARMAC Roster Verification Report from eFinance to Quarter 3 ARMAC Dashboard
    - *Team Content>Financial Management System>Personnel>ARMAC>ARMAC Roster Verification Report*
    - Submit any changes via adjustment form to [ade.aramacspecialist@ade.arkansas.gov](mailto:ade.aramacspecialist@ade.arkansas.gov)
      - [ARMAC Participant Adjustment Form](#)
    - Check for Participants with zero salaries/benefits
      - If partially paid from state or local funds, submit an adjustment form with amounts
      - If NOT partially paid from state or local funds, submit an adjustment form to remove
        - Participants without salary and benefit amounts will not be included in Quarter 3
- **1/3/2023-1/9/2023 Testing Period**
  - All newly added Participants and Inactive Participants from the previous quarter will receive an email with a unique training and testing link on 1/3 to complete by 1/9 to be included in the Quarter 3 time study
- **1/10/2023 Random Moment Release Date**
  - Download ARMAC Participant Status Report from ARMAC Dashboard
    - *Participants>Export Participants (open the file using the prompts on the top right portion of the screen)*
      - Save electronically and print for records
- **3/27/2023-3/31/2023 Roster Verification Period**
  - Verify ARMAC Roster Verification Report from eFinance to Quarter 4 ARMAC Dashboard
    - *Team Content>Financial Management System>Personnel>ARMAC>ARMAC Roster Verification Report*
    - Submit any changes via adjustment form to [ade.aramacspecialist@ade.arkansas.gov](mailto:ade.aramacspecialist@ade.arkansas.gov)
      - [ARMAC Participant Adjustment Form](#)
- **4/3/2023-4/7/2023 Testing Period**
  - All newly added Participants and Inactive Participants will receive an email with a unique training and testing link on 4/3 to complete by 4/7 to be included in the Quarter 4 time study
- **4/10/2023 Random Moment Release Date**
  - Download ARMAC Participant Status Report from ARMAC Dashboard
    - *Participants>Export Participants (open the file using the prompts on the top right portion of the screen)*
      - Save electronically and print for records