

ARMAC COORDINATOR AND ARMAC PARTICIPANT

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JOB CODES for School Health Services Reporting

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

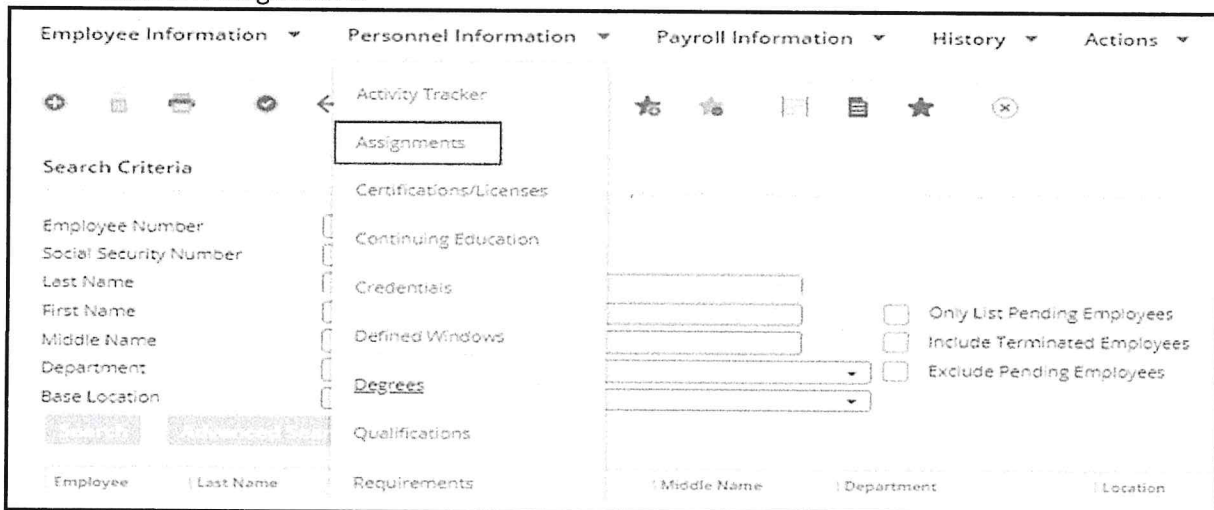
- MAC-C** Only one employee per district will have MAC-C (ARMAC Coordinator).
- MAC-P** All districts will have one or more "participants," MAC-P.

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

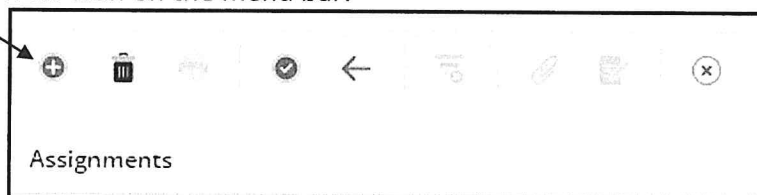
1. Add assignment Job Code

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:



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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****

JOB CODES for School Health Services Reporting (continued)

Examples

Assignment Information	Assignment Information
Assignment # <input type="text" value="MAC-C"/>	Assignment # <input type="text" value="MAC-P"/>
Percent <input type="text"/>	Percent <input type="text"/>
Period <input type="text"/>	Period <input type="text"/>
Location <input type="text"/>	Location <input type="text"/>
Primary Assignment <input type="checkbox"/>	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
General Employment				Employee Address			
Hire Date	<input type="text" value="10/10/2001"/>			Address	<input type="text" value="101 MAIN ST"/>		
Original Hire	<input type="text" value="09/09/2001"/>				<input type="text"/>		
Department *	<input type="text" value="387 - SAFETY & SECURITY"/>			City	<input type="text" value="LITTLE ROCK"/>	State	<input type="text" value="AR"/>
Supervisor Login	<input type="text"/>			Zip Code	<input type="text" value="72205"/>		
Base Location *	<input type="text" value="15 - CLOVERDALE MS"/>			Home Phone	<input type="text" value="888-888-8888"/>	Unlisted Phone?	<input type="checkbox"/>
Years in District	<input type="text" value="3.0"/>			Work Phone	<input type="text"/>	Cell Phone	<input type="text" value="888-888-8888"/>
Years in State	<input type="text" value="3.0"/>			Other Phone	<input type="text"/>	Send E-Voucher	<input checked="" type="checkbox"/>
Years in Total	<input type="text" value="3.0"/>			Email *	<input type="text" value="WORK.EMAIL@SCHOOLS.ORG"/>		
				Personal Email	<input type="text"/>		