

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

Menu Path: Human Resources > Entry & Processing > Employee > Employee Information>

Key in Employee Name or Number

Click **Search**

Click on Selected Employee

Click on “Personnel Information” in the top menu bar

Click on **Assignments**

The screenshot shows the 'Employee Information' screen. The 'Personnel Information' dropdown menu is open, displaying options: Activity Tracker, Assignments, Certifications/Licenses, Continuing Education, Credentials, Defined Windows, Degrees, Qualifications, and Requirements. The 'Assignments' option is highlighted. The background shows search criteria fields (Employee Number, Social Security Number, Last Name, First Name, Middle Name, Department, Base Location) and a table with employee data. The table has columns: Employee, Last Name, Middle Name, Department, and Location. The first row shows '13154 EMPLOYEE', 'EMPLOYEE', 'GENERIC/DISTRICT WIDE', and 'PRESCHOOL CENTER'.

Click on the ADD NEW icon on the menu bar:

This close-up shows the menu bar with several icons. The 'ADD NEW' icon (a plus sign inside a circle) is highlighted. Below the icons, the word 'Assignments' is displayed in a blue font.

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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****

Examples

Assignment Information	
Assignment *	MAC-C
Percent	
Period	
Location	
Primary Assignment	☐

Assignment Information	
Assignment *	MAC-P
Percent	
Period	
Location	
Primary Assignment	☐

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: Human Resources > Entry & Processing > Employee > Employee Information> Key in Employee Name or Number

Click **Search**

Click on Selected Employee

Employment Tab

Enter Email address in **Email*** field

Employment	Personnel	Race/Ethnicity	Payroll	Leave Bank	Earnings	Withholdings	History
General Employment							
Hire Date	10/10/2001						
Original Hire	09/09/2001						
Department *	387 - SAFETY & SECURITY						
Supervisor Login							
Base Location *	15 - CLOVERDALE MS						
Years in District	3.0						
Years in State	3.0						
Years in Total	3.0						
Employee Address							
Address	101 MAIN ST						
City	LITTLE ROCK					State	AR
Zip Code	72205						
Home Phone	888-888-8888					Unlisted Phone?	☐
Work Phone						Cell Phone	888-888-8888
Other Phone						Send E-Voucher	☒
Email *	WORK.EMAIL@SCHOOLS.ORG						
Personal Email							