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>

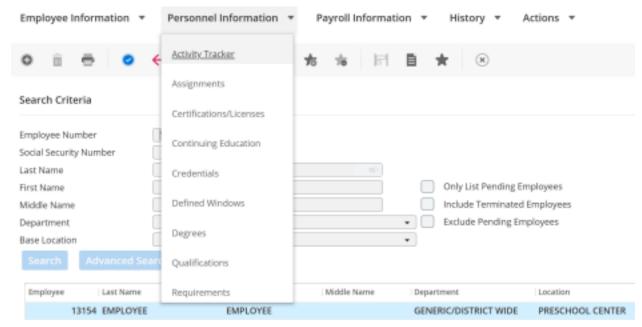
Key in Employee Name or Number

Click Search

Click on Selected Employee

Click on "Personnel Information" in the top menu bar

Click on **Assignments**



Click on the ADD NEW icon on the menu bar:



ARMAC COORDINATOR AND ARMAC PARTICIPANT

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 Information			
Assignment * MAC-C Q Percent Period Location Primary Assignment	Assignment * MAC-P Q, Percent Period Location			

2. Add/ verify email address for employees with ARMAC job assignment codes <u>All ARMAC</u> 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 Ban	k Earnings	Withholdings	History	
General Employment		Employee Ad	dress		
Hire Date 10/10/2001 (5)		Address	101 MAIN ST		
Original Hire 09/09/2001					
Department * 387 - SAFETY & SECURITY	¥	City	LITTLE ROCK	State AR	-
Supervisor Login Q		Zip Code	72205		
Sese Location * 15 - CLOVERDALE MS	w	Home Phone	888-888-8888	Unlisted Phone?	
Years in District 3.0		Work Phone		Cell Phone	888-888-8888
Years in State 3.0		Other Phone		Send E-Voucher	⊘
Years in Total 3.0		Email *	WORK.EMAIL@SCHOOLS.ORG		
		Personal Email			-