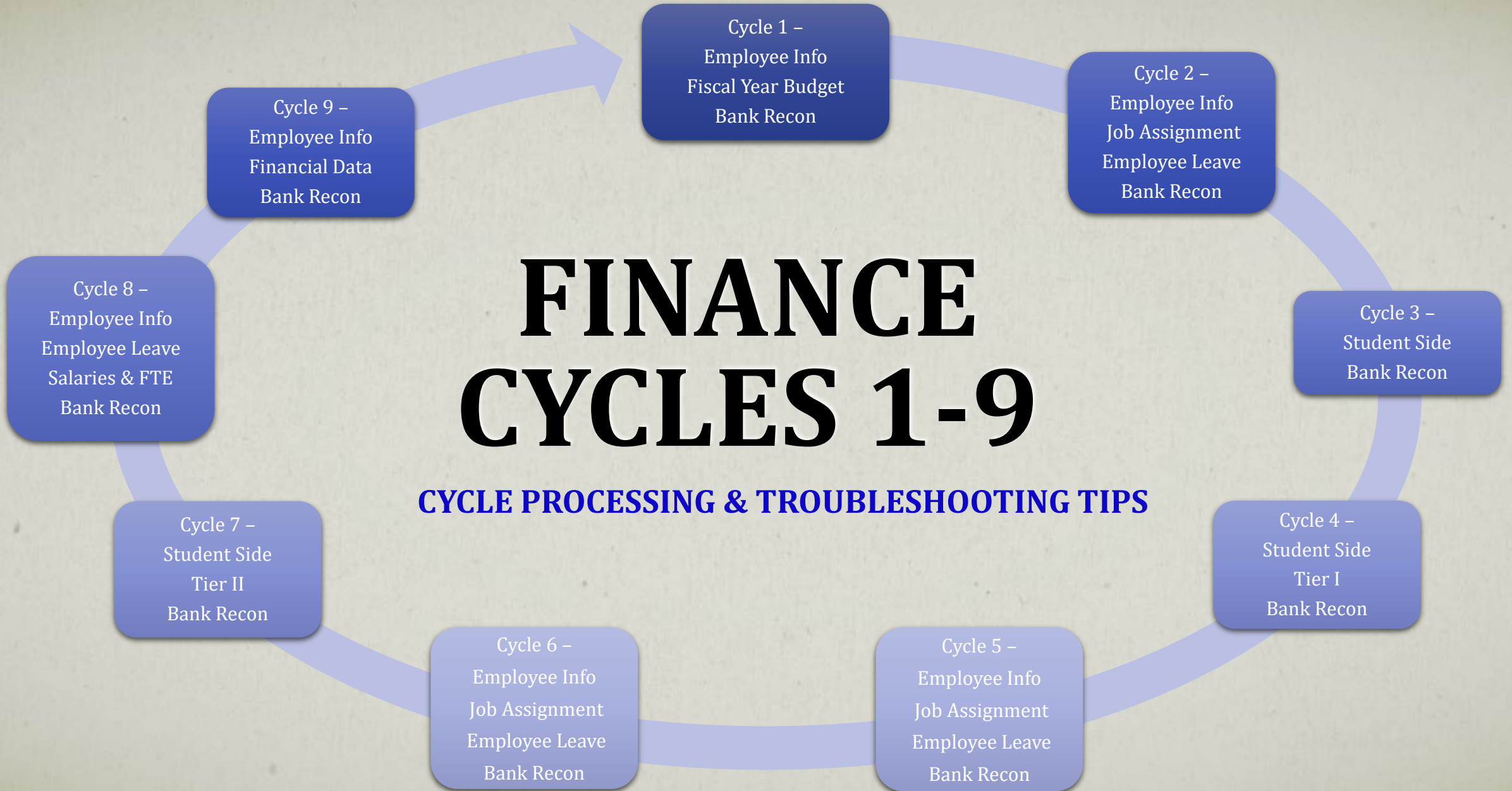


FINANCE CYCLES 1-9

CYCLE PROCESSING & TROUBLESHOOTING TIPS



APSCN.ADE.ARKANSAS.GOV > SIS

State of Arkansas Portal Website State Directory All State Agencies Financial Officials Arkansas Code State Employees Help Center Accessibility & Settings

 **Arkansas Public School Computer Network**
A service provided by Arkansas Department of Education

APSCN Reports Security **SIS** FMS SMS Cognos School Safety Search Message Board Logout **LEARN**  

Arkansas Public School Computer Network

Looking for something specific?

All ▾ Search by keywords... 

APSCN.ADE.ARKANSAS.GOV > SIS > ADE STATEWIDE INFORMATION SYSTEM

[State of Arkansas Portal Website](#)[State Directory](#)[All State Agencies](#)[Elected Officials](#)[Arkansas Code](#)[State Employees](#)[Help Center](#)[Accessibility & Settings](#)

**Arkansas Public School Computer Network**
A service provided by Arkansas Department of Education


Menu


Search


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**SIS**

ADE Statewide Information System

Information and Forms

**SIS | Statewide Information System**

ADE Statewide Information System
Important links to SIS resources



Information and Forms



APSCN.ADE.ARKANSAS.GOV > SIS > ADE STATEWIDE INFORMATION SYSTEM > STATEWIDE INFORMATION SYSTEM (ADE DATA CENTER)

[State of Arkansas Portal Website](#) [State Directory](#) [All State Agencies](#) [Elected Officials](#) [Arkansas Code](#) [State Employees](#) [Help Center](#) [Accessibility & Settings](#)

 **Arkansas Public School Computer Network**
A service provided by Arkansas Department of Education

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ADE Statewide Information System

ADE Statewide Information System

[Statewide Information System \(ADE Data Center\)](#)

Location for Web Submissions, SIS Handbooks, and Cycle Submission Forms

[Statewide Information Systems \(SIS Login\)](#)

 **ADE DATA CENTER**
Empowering Users Digitally

[Home](#) [Calendar](#) [Newsroom](#) [Arkansas K-12 Profile](#) [Find Us](#) [App Search](#) [App Stats](#) [Directory](#)

Statewide Information System

[Home](#) [SIS Handbooks](#) [Cycle Documents](#) [SIS Resources](#) [Login](#)

Welcome to Statewide Information System

The Statewide Information System (SIS) is a web-based system developed by the Arkansas Department of Education's Office of Information Technology (OIT) division to enable school districts to submit and certify data to the State. The system will be used by school districts using eSchoolPlus software. The system has the capability to pull data from various source systems like StudentPlus/eSchoolPlus and, FinancePlus districts pertaining to Student Management System (SMS) and Financial Management System (FMS) on a nightly as well as on-demand basis as required by school districts. The SIS Cycle Submission process was developed to replace an existing system through which districts reviewed summarized financial and student information before submitting and certifying the data to the State.

Contact Us

Get in touch with us for assistance.


[Send E-mail](#)

CYCLE SUBMISSION DUE DATES

Cycle 1	Cycle 2	Cycle 3	Cycle 4	Cycle 5	Cycle 6	Cycle 7	Cycle 8	Cycle 9
Sept 30 th	Oct 15 th	Nov 15 th	Dec 15 th	Feb 15 th	April 15 th	June 15 th	July 31 st	Aug 31 st

Reminders:

- An announcement is posted on the Message Board when a cycle opens.
- Early submission is encouraged – While the cycle is open it can be submitted anytime before the final due date.
- Having data verified and prepared early in the timeline helps:
 - Identify and correct issues in advance.
 - Reduce last-minute stress.
 - Allow time for data review and approval.
 - Improve overall quality and accuracy of data submission.

The Cycle Development Timeline can be located and printed using the following menu path:

- apscn.ade.arkansas.gov > SIS > ADE Statewide Information System > Statewide Information System (ADE Data Center) > SIS Resources

Dropdown menus are available to drill down the data selection. Displayed results will adjust based upon the selections made.

6

APSCN.ADE.ARKANANSAS.GOV > SIS > STATEWIDE INFORMATION SYSTEM (ADE DATA CENTER) > CYCLE DOCUMENTS

Instructions and Required Forms will display in this section as soon as the Cycle opens.



ADE DATA CENTER
Empowering Users Digitally

[Home](#) [12 Calendar](#) [Newsroom](#) [Arkansas K-12 Profile](#) [Find Us](#) [App Search](#) [App Stats](#) [Directory](#)

Statewide Information System

[Home](#) [SIS Handbooks](#) [Cycle Documents](#) [SIS Resources](#) [Login](#)

[Microsoft Power BI](#)

Cycle 1 -- September 15, 2026 – September 30, 2026

Cycle 2 -- October 01, 2026 – October 15, 2026

Cycle 3 -- November 01, 2026 – November 15, 2026

Cycle 4 -- December 01, 2026 – December 15, 2026

Cycle 5 -- February 01, 2027 – February 15, 2027

Cycle 6 -- April 01, 2027 – April 15, 2027

Cycle 7 -- June 01, 2027 – June 15, 2027

Cycle 8 -- July 15, 2027 – July 31, 2027

Cycle 9 -- August 15, 2027 – August 31, 2027

Link to SIS:

<https://sis.ade.arkansas.gov>

LOGIN USING STATE ACTIVE DIRECTORY ACCOUNT



DIVISION OF ELEMENTARY
& SECONDARY EDUCATION

Welcome to Statewide Information System

Login using your State Active Directory Account

Username

Password

☐ Remember me on this computer

Login

SELECT YOUR DISTRICT/COOP/CHARTER



DIVISION OF ELEMENTARY
& SECONDARY EDUCATION

Welcome to Statewide Information System

Select a District

Select your District/Charter/Coop from the dropdown menu



Set District

SIS > HOME PAGE

Home

Resources

Update Data

Submit Data

Certified Reports

Data Quality Checks

Salaries and FTE

Error Guide

Report Descriptions

Financial Applications

Import Data

LEA:

Home

Home

Welcome to the **ADE Statewide Information System**. This site allows Arkansas school districts to manage their SIS cycle submissions.

Resources

[Dashboard](#) – A summary of cycle activities performed for the school district

[SIS Cycle Instructions](#) – General cycle instructions for Web-based system

[SIS Handbook](#) – SIS Manual for school year **2026-27**

[eSchoolPlus Data Dictionary](#) - List of eSchoolPlus tables used to supply data to SIS

[eFinancePlus Data Dictionary](#) - List of eFinancePlus tables used to supply data to SIS

Update Data

Maintain your district's source data systems:

[LEA Profile](#) - Update data fields not contained in eSchoolPlus or eFinancePlus (such as buses and contact persons).

[eSchoolPlus](#) - Instructions for accessing your district's eSchoolPlus student management system.

[eFinancePlus](#) - Instructions for accessing your district's eFinancePlus financial management system.

Submit Data

Build your cycle submission from your district's source data systems, run validation checks, and submit the cycle to the state.

Errors

View a list of possible Build and Validate error messages.

Report Descriptions

View a list of reports with descriptions.

Certified Reports

Run reports against past cycles already submitted to the state.

Salaries and FTE

Extract, manage and verify district's Salaries and FTE data at any time.

SIS > Home Page > Update Data > LEA PROFILE

Update Data

Prepare your district cycle submission by maintaining your source data systems:

[LEA Profile](#)

Update data fields not contained in eSchoolPlus or eFinancePlus (such as buses and contact persons).

[eSchoolPlus](#)

Instructions for accessing your district's eSchoolPlus student management system.

[eFinancePlus](#)

Instructions for accessing your district's eFinancePlus financial management system.

LEA Profile:

Fields not contained in eFinance or eSchool that require maintenance based upon the cycle.

Examples: Contact Person and Finance Bank Reconciliation tables should be updated every cycle

SIS > Home > Update Data > LEA Profile > CYCLE 1

LEA Profile

eSchoolPlus

FinancePlus

[Home](#) > [Update Data](#) > LEA Profile

Update LEA Profile

Please select a Cycle Cycle 1 ▼

[Contact Person](#)

Delete All Records

[District](#)

[Finance Bank Reconciliation](#)

Delete All Records

[Finance Employee Benefit](#)

Delete All Records

[School](#)

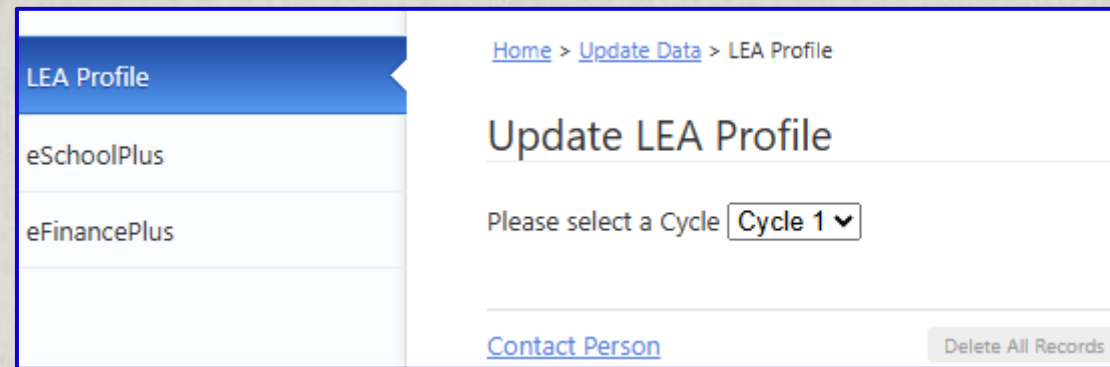
Delete All Records

Cycle 1 Finance tables:

- Contact Person
- District (Employee Health Insurance)
- Finance Bank Reconciliation
- Finance Employee Benefit (in addition to salary)

SIS > Home > Update Data > LEA Profile > Cycle 1-9 > CONTACT PERSON

Contacts should be updated when changes occur and verified every Cycle. The information for the Contact Person should be listed for the individual currently in that position.



LEA Profile

eSchoolPlus

eFinancePlus

Home > Update Data > LEA Profile

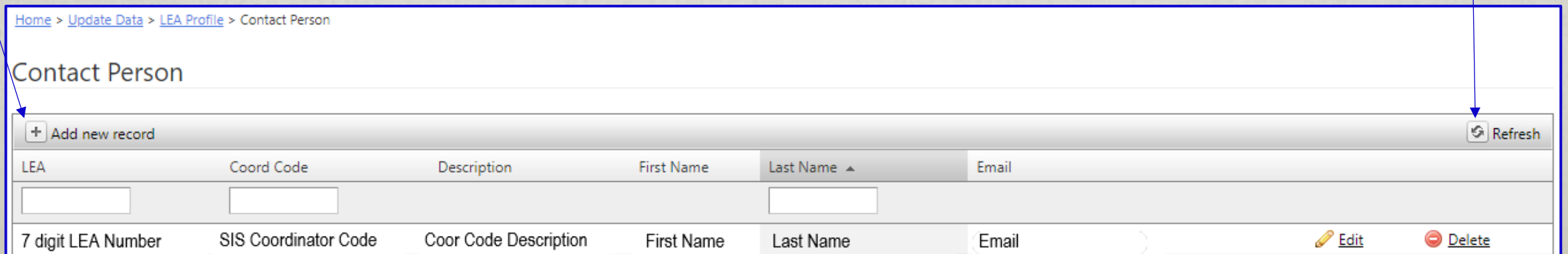
Update LEA Profile

Please select a Cycle Cycle 1 ▼

[Contact Person](#) Delete All Records

Click + Add New record

Refresh



Home > Update Data > LEA Profile > Contact Person

Contact Person

+ Add new record Refresh

LEA	Coord Code	Description	First Name	Last Name ▲	Email
7 digit LEA Number	SIS Coordinator Code	Coor Code Description	First Name	Last Name	Email
					Edit Delete

SIS > Home > Update Data > LEA Profile > Cycle 1-9 > CONTACT PERSON

Last updated

LEA (For codes '7', '8S', 'AP', 'K', 'MS', 'P', 'PS', 'SL', 'SN', 'SS' and 'V' enter school level LEA. For all others enter District LEA. 'GO' can have either.)	
Coordinator Code	

State Id	
OR	
Prefix	
First Name	
Middle Name	
Last Name	
Suffix	
Address	
City	
State	
Zip	
Zip4	

State ID is a required field.

- If Contact Person listed is not an employee of the district put all zeroes. (10 digits required in field)

Coordinator Code must be selected from the dropdown menu.

Job Qualifications	
Work Number	- - Ext:
Fax Number	- -
Mobile Number	- -
Email	
Save Cancel	

SIS > Home > Update Data > LEA Profile > Cycle 1-9 > CONTACT PERSON

Coordinator Code:

1 = Federal Program Coordinator
2 = Gifted & Talented Coordinator
3 = Title III Federal Grant Coordinator
4 = Curriculum Coordinator
5 = Section 504 Coord (Rehabilitation Act of 1973)
6 = Bookkeeper
7 = School Counselor
8 = Advanced Placement® District Coordinators
8S = Advanced Placement® School Coordinators
9 = Triand Primary Contact in SIS
0 = Facilities / Maintenance Director

Coordinator Code:

A = Alternative Education (ALE) Director
B = Bus Inspector
C = Test Coordinator
D = Safe and Drug-Free Schools (SDFS) Coordinator
E = Treasurer
F = SIS eFinancePlus Coordinator for Cycles 1, 8, 9
G = General Business Manager (Act 1591 of 2007)
H = Liaison for Homeless Coordinator
I = Title VI Coordinator (Civil Rights Act of 1964)
J = Child Nutrition Director
K = Techstart Coordinator/Contact Name
L = Foster Care Liaison Coordinator
M = Title IX Coordinator (Educ. Amendments of 1972)
N = Compliance Coordinator
O = English for Speakers of Other Languages Coord.
P = Principal or School Administrator
R = Child Nutrition Manager
S = SIS eSchoolPlus Coordinator for Cycles 2 thru 7
T = Technology Coordinator
U = Superintendent
V = Family Engagement Facilitator (School)
W = SPED Supervisor/Early Childhood Coordinator
X = Assistant Superintendent
Y = Family Engagement Coordinator (District)
Z = CTE Coordinator for COOPs and regular school districts. (Not for Open Enrollment Charters)

Coordinator Code:

AI = Artificial Intelligence Lead (District)
AP = Assistant Principal
BC = International Baccalaureate School Coordinator
BD = International Baccalaureate District Coordinator
CB = Cambridge Program District Coordinator
CC = Cambridge Program School Coordinator
CD = Concurrent Credit District Coordinator
CS = Concurrent Credit School Coordinator
CO = Communications Manager / Director (District)
DS = Data Steward for Duplicate Enrollment, ACGRS, ACE, Notice of Intent to Homeschool
ES = Effectiveness System Coordinator (District)
GO = General Observer (For EES) (Optional)
JW = Journey Worker
LS = Launch for Students Facilitator
MC = Mentoring Point of Contact (Districts)
MD = District Military Family Education Coordinator
MS = School Military Family Education Facilitator
PA = Visual and Performing Arts Coordinator
PD = Pre-AP® District Coordinator
PS = Pre-AP® School Coordinator
RR = Mentoring Program Specialists (COOPs only)
SL = School Library Media Specialist
SN = School Nurse – (School)
SO = School Safety Coordinator (District)
TC = Teacher Center Coordinator (COOPs only)

SIS > Home > Update Data > LEA Profile > Cycle 1 > DISTRICT

District Information that does not pull from eSchool or eFinance.

[Home](#) > [Update Data](#) > [LEA Profile](#)

Update LEA Profile

Please select a Cycle Cycle 1 ▼

[Contact Person](#) Delete All Records

[District](#)

[Finance Bank Reconciliation](#) Delete All Records

[Finance Employee Benefit](#) Delete All Records

[School](#) Delete All Records

Click Edit to update existing record

[Home](#) > [Update Data](#) > [LEA Profile](#) > District

District

					 Refresh
Website Address	School Board Count	Transfer Agreement	ACT Readiness	Bus Safety	
http://www.districtwebsite.k12.ar.us/	7	N	Y	Y	 Edit

SIS > Home > Update Data > LEA Profile > Cycle 1, 5, & 9 > DISTRICT > Employee Health Insurance

Website Address		*
Phone Extension		
Fax Extension		
School Board Count		*
Transfer Agreement - Indicates whether the district participates in transfer agreements with other districts.	v	*
Employee Health Insurance		*
Safety Training	v	*
Save Cancel		

District Fields:

- Website
- Phone extension
- Fax extension
- ***Employee Health Insurance***
 - Amount of monthly health insurance premium per employee paid by District/Charter/Coop.

Note for School Districts: Beginning FY27 the minimum monthly contribution of \$350.00 will be paid directly to EBD from ADE. Any monthly contribution paid by the District above this minimum amount for an employee must be reported in this field.

Act 909 does not apply to Education Service Cooperatives. Coops are still required to remit the minimum monthly contribution of \$350.00 per employee for federally funded positions.

SIS > Home > Update Data > LEA Profile > Cycle 1-9 > FINANCE BANK RECONCILIATION

All Districts, Charters and Education Service Cooperatives are required to submit Bank Reconciliations for every cycle.

Click + Add New record

Home > Update Data > LEA Profile

Update LEA Profile

Please select a Cycle Cycle 1

[Contact Person](#) Delete All Records

[District](#)

[Finance Bank Reconciliation](#) Delete All Records

[Finance Employee Benefit](#) Delete All Records

[School](#)

- When adding a record, delete the period for the previous year and add new.
- *Best practice is to delete all previous year bank rec records at the beginning of the new fiscal year and add new.*
- Some cycles will require multiple periods to be reported.

Home > Update Data > LEA Profile > Finance Bank Reconciliation

Finance Bank Reconciliation

+ Add new record Refresh

Finance Period	Bank Statement Balance	Deposits In Transit	Reconciled By	Date Reconciled	Date Reviewed By Superintendent		
1	123456789.00	0.00	Reconciling Employee	07/01/2026	07/01/2026	Edit	Delete

SIS > Home > Update Data > LEA Profile > Cycle 1-9 > FINANCE BANK RECONCILIATION

Home > Update Data > LEA Profile > Finance Bank Reconciliation

Finance Bank Reconciliation

[+ Add new record](#)

Finance Bank Reconciliation	
Last updated	
Finance Period	
Bank Statement Balance	
Deposits In Transit	
Reconciled By	
Date Reconciled	
Date Reviewed By Superintendent	

[Save](#) [Cancel](#)

Finance Period:

1. BANK STATEMENT BALANCE
2. PLUS DEPOSITS IN TRANSIT
3. LESS OUTSTANDING CHECKS
4. ADJUSTED BANK BALANCE
5. LESS COMPUTER CASH BALANCE
6. VARIANCE (Should be 0.00)

- Finance Period - select from the drop down: 1 – 12
- Bank Statement Balance – Enter total dollar amount from all bank statements
- Deposits In Transit – Enter total dollar amount of “deposit in transit” for all bank accounts
- Reconciled By – List staff employee who reconciled bank statement
- Date Reconciled – List date staff employee reconciled bank statement (MM/DD/YYYY)
- Date Reviewed By Superintendent – List date superintendent reviewed reconciled bank statement (MM/DD/YYYY)

Note: Program will pull in and display General Ledger cash balance for funds 0001 through 8XXX for account range 01010 through 01029 and 01070 through 01079.

SIS > Home > Update Data > LEA Profile > Cycle 1-9 > FINANCE BANK RECONCILIATION

Beginning in Cycle 1 of FY19, the Bank Reconciliation form will include the following verification:

INSTRUCTIONS: Please print, sign, date, scan and email the final version to apscn.SIScertifications@ade.arkansas.gov

_____	_____	_____
Superintendent Printed Name	Superintendent Signature	Date

IF #2 AND/OR #6 IS NOT \$0.00 AN EXPLANATION IS REQUIRED BELOW (Attach extra sheet if needed):

DEPOSITS IN TRANSIT Explanation:

Be Specific. Notes should include: Receipt Numbers, Deposit Numbers, Date(s) deposited, etc.

VARIANCE Explanation:

Be Specific. Notes should include: checks written or voided outside of the period, Bank cleared check for a different amount, payroll direct deposit written last day of the month but did not clear the bank until the following month, etc.

For additional reconciling assistance, please review the Bank Reconciliation Tips document available on the apscn.ade.Arkansas.gov website to help find any variance.

Variances should NOT be carried forward each period. Address issues as they appear.

SIS > Home > Update Data > LEA Profile > Cycle 1 > FINANCE EMPLOYEE BENEFIT

All payments and services provided to employee(s) in addition to salary.
This would be benefits that are not available to all employees.

Home > Update Data > LEA Profile

Update LEA Profile

Please select a Cycle Cycle 1 ▼

[Contact Person](#) Delete All Records

[District](#)

[Finance Bank Reconciliation](#) Delete All Records

[Finance Employee Benefit](#) Delete All Records

[School](#) Delete All Records

Click + Add New record

Home > Update Data > LEA Profile > Finance Employee Benefit

Finance Employee Benefit

+ Add new record Refresh

Ssn ▼	State Id	Dist Empl No	Title	Last Name	Benefits	Benefit Total		
000-00-00	0000000000	0	5	Last Name	9	100.00	Edit	Delete

SIS > Home > Update Data > LEA Profile > Cycle 1 > FINANCE EMPLOYEE BENEFIT

SSN	
State Id	
District Employee Number	
Title	v
First Name	
Middle Name	
Last Name	
Benefits	v
Benefit Total	
Save Cancel	

Title field – List the Title of the person to whom the benefit is being paid.

- 1 = Superintendent
- 2 = Chief Financial Officer
- 3 = Business Manager
- 4 = Assistant Superintendent
- 5 = Other

Benefits Field – List all payments and services provided to the employee in addition to salary. This would be benefits that are not available to all employees.

- 1 = Vehicle Benefit
- 2 = Housing Benefit
- 3 = Dental
- 4 = Health Insurance
- 5 = Life/Disability
- 6 = Annuities/Additional Retirement
- 7 = Membership/Prof & Other Dues and Fees
- 8 = Travel
- 9 = Other

SIS > Home > Update Data > LEA Profile > CYCLE 2

The screenshot shows a web application interface for updating LEA profile data. On the left is a sidebar with a blue header 'LEA Profile' and two menu items: 'eSchoolPlus' and 'eFinancePlus'. The main content area has a breadcrumb trail 'Home > Update Data > LEA Profile' and a title 'Update LEA Profile'. Below the title is a prompt 'Please select a Cycle' followed by a dropdown menu showing 'Cycle 2'. A list of seven data tables is displayed, each with a link and a 'Delete All Records' button: 'Contact Person', 'District', 'Equity Compliance Report', 'Finance Bank Reconciliation', 'Private School', 'Safety Drill', and 'School'.

Table Name	Action
Contact Person	Delete All Records
District	
Equity Compliance Report	Delete All Records
Finance Bank Reconciliation	Delete All Records
Private School	Delete All Records
Safety Drill	Delete All Records
School	

Cycle 2 Finance tables:

- Contact Person
- District (Minimum Base Teacher Salary & NBCT)
- Finance Bank Reconciliation

SIS > Home > Update Data > LEA Profile > Cycle 2 & 8 > DISTRICT > Minimum Base Teacher Salary

CYCLE 2

Website Address	
Phone Extension	
Fax Extension	
Minimum Base Teacher Salary	
NBCT Confirmation – Verifies and Confirms that the district has entered all the National Board Certified teachers, if any. IF THE DISTRICT HAS NONE, please select "Yes" to confirm that your district does not have any National Board Certified teachers.	▼ Yes No NBCT must equal YES
Save Cancel	

District Fields:

- Website
- Phone extension
- Fax extension
- ***Minimum Base Teacher Salary***
- ***NBCT Confirmation – see next slide***

SIS > Home > Update Data > LEA Profile > Cycle 2 & 6 > DISTRICT > National Board Certified Teachers (NBCT)

CYCLE 2

Website Address	
Phone Extension	
Fax Extension	
Minimum Base Teacher Salary	
NBCT Confirmation – Verifies and Confirms that the district has entered all the National Board Certified teachers, if any. IF THE DISTRICT HAS NONE, please select "Yes" to confirm that your district does not have any National Board Certified teachers.	▼ NBCT must equal YES Yes No
Save Cancel	

District Fields (continued):

- *NBCT Confirmation* – Verifies and Confirms that the district has entered all the National Board Certified teachers, if any.

EVEN IF THE DISTRICT HAS NONE, please select "Yes" to confirm that your district does not have any National Board Certified teachers.

Select drop-down option Yes

SIS > Home > Update Data > LEA Profile > Cycle 2 & 6 > DISTRICT > National Board Certified Teachers (NBCT)

District Fields (continued):

- *NBCT Confirmation* – Verifies and Confirms that the district has entered all the National Board Certified teachers, if any.

ALL NATIONAL BOARD CERTIFIED teachers/administrators must be reported in the Certification area of the employee record in eFinance. Add the NBC 'number' to the certification screen in eFinance along with issue date, expiration date, and type for the NBC.

If a National Board Certified Teacher is not appearing on report 209 - Employee National Board Certification, verify the employee has a NBC Certification listed in eFinance with a current active date.

Menu Path: Human Resources > Entry & Processing > Employee > Employee Information > Personnel Information > Certifications/Licenses

Must have NBC
in Number Field

Certifications							
Number	Issued	Expiration	Registration	Type	Area	Primary	
NBC	07/01/2023	06/30/2028		NBC - NATIONAL BOARD CERT		Not Primary	

SIS > Home > Update Data > LEA Profile > CYCLE 3

The screenshot shows a web application interface for updating LEA Profile data. On the left is a sidebar with a blue header 'LEA Profile' and two menu items: 'eSchoolPlus' and 'eFinancePlus'. The main content area has a breadcrumb trail 'Home > Update Data > LEA Profile' and a title 'Update LEA Profile'. Below the title is a prompt 'Please select a Cycle' followed by a dropdown menu showing 'Cycle 3'. A list of seven data tables is displayed, each with a blue underlined link and a grey 'Delete All Records' button to its right. The tables are: Bus, Bus Transportation Personnel, Contact Person, District, Finance Bank Reconciliation, Safety Drill, and School.

Table Name	Action
Bus	Delete All Records
Bus Transportation Personnel	Delete All Records
Contact Person	Delete All Records
District	
Finance Bank Reconciliation	Delete All Records
Safety Drill	Delete All Records
School	Delete All Records

Cycle 3 Finance tables:

- Contact Person
- District
- Finance Bank Reconciliation

SIS > Home > Update Data > LEA Profile > Cycle 3 > DISTRICT > Millage

District Fields (Finance related):

- ***Total Millage***
- ***Maintenance and Operation Millage***
- ***Dedicated Maintenance and Operation Millage***
- ***Debt Service Millage***
- ***Millage Results For***
- ***Millage Results Against***
- ***Total Millage 2***
- ***Maintenance and Operation Millage 2***
- ***Dedicated Maintenance and Operation Millage 2***
- ***Debt Service Millage 2***
- ***Millage Results For 2***
- ***Millage Results Against 2***
- ***Total Millage 3***
- ***Maintenance and Operation Millage 3***
- ***Dedicated Maintenance and Operation Millage 3***
- ***Debt Service Millage 3***
- ***Millage Results For 3***
- ***Millage Results Against 3***

Website Address	
Phone Extension	
Fax Extension	
Transfer Agreement - Indicates whether the district participates in transfer agreements with other districts.	
Bus Safety - Indicates if district complies with State Board of Education Regulations stating that all pupils transported in a school bus shall be instructed in safe riding practices and shall participate in emergency evacuation procedures at least twice each school year.	
Bus Safety Plan as required by Arkansas Code Ann. 06-19-110.	
Random Drug Test	
Total Millage	
Maintenance and Operation Millage	
Dedicated Maintenance and Operation Millage	
Debt Service Millage	
Millage Results For	
Millage Results Against	

Total Millage 2	
Maintenance and Operation Millage 2	
Dedicated Maintenance and Operation Millage 2	
Debt Service Millage 2	
Millage Results For 2	
Millage Results Against 2	
Total Millage 3	
Maintenance and Operation Millage 3	
Dedicated Maintenance and Operation Millage 3	
Debt Service Millage 3	
Millage Results For 3	
Millage Results Against 3	

SIS > Home > Update Data > LEA Profile > CYCLE 4

The screenshot shows a web application interface for updating LEA Profile data. On the left is a sidebar with a blue header 'LEA Profile' and two menu items: 'eSchoolPlus' and 'eFinancePlus'. The main content area has a breadcrumb trail 'Home > Update Data > LEA Profile' and a title 'Update LEA Profile'. Below the title is a prompt 'Please select a Cycle' followed by a dropdown menu showing 'Cycle 4'. A horizontal line separates this from a list of data tables. Each table entry consists of a blue underlined link and a grey button labeled 'Delete All Records'. The tables listed are 'Act 61', 'Contact Person', 'District', 'Finance Bank Reconciliation', and 'School'.

Table Name	Action
Act 61	Delete All Records
Contact Person	Delete All Records
District	
Finance Bank Reconciliation	Delete All Records
School	Delete All Records

Cycle 4 Finance tables:

- Act 61 - Tier 1
- Contact Person
- Finance Bank Reconciliation

SIS > Home > Update Data > LEA Profile > Cycle 4 > ACT 61, Tier I Training

A.C.A. §6-20-2204 Required Training

For each person identified as required to attend the training programs, the district shall submit the person's name, social security or employee state identification number, their position, sponsor of the course, and type of training (initial or annual).

Click + Add New record

[Home](#) > [Update Data](#) > [LEA Profile](#) > Act 61

Act 61

 Add new record  Refresh

SSN	State ID	Last Name	Course Name
-----	----------	-----------	-------------

Act 61, Tier I Training

- Course name field will auto populate **Tier 1 Training** starting Cycle 4. No data entry allowed in this field.
- At a minimum, two records are required per district. These include
 - Superintendent
 - CFO

Last updated

SSN	
State ID	
First Name	
Middle Name	
Last Name	
Title	
Course Name	
Hours	
Course Date	
Sponsor of the course	
Initial or Annual Training	
Save Cancel	

SIS > Home > Update Data > LEA Profile > CYCLE 5

The screenshot shows a web application interface for updating LEA Profile data. On the left is a sidebar with a blue header 'LEA Profile' and two menu items: 'eSchoolPlus' and 'eFinancePlus'. The main content area has a breadcrumb trail 'Home > Update Data > LEA Profile' and a title 'Update LEA Profile'. Below the title is a prompt 'Please select a Cycle' followed by a dropdown menu showing 'Cycle 5'. A list of data tables follows, each with a link and a 'Delete All Records' button: 'Bus', 'Contact Person', 'District', 'Finance Bank Reconciliation', 'Safety Drill', 'School', and 'School Board Training'.

Table Name	Action
Bus	Delete All Records
Contact Person	Delete All Records
District	
Finance Bank Reconciliation	Delete All Records
Safety Drill	Delete All Records
School	Delete All Records
School Board Training	Delete All Records

Cycle 5 Finance tables:

- Contact Person
- District (Employee Health Insurance & Maternity Leave Costs)
- Finance Bank Reconciliation

SIS > Home > Update Data > LEA Profile > CYCLE 1, 5, & 9 > District > EMPLOYEE HEALTH INSURANCE

Website Address	
Phone Extension	
Fax Extension	
Transfer Agreement - Indicates whether the district participates in transfer agreements with other districts.	v
Employee Health Insurance	
Facility Inspection #1 February 15th (Cycle 5)	v
Maternity Leave	
Paid Maternity Leave - Does the district offer Full or Partial paid maternity leave?	v
Total Amount Withheld for Maternity Leave (Only for Partial paid maternity leave)	
Total District Maternity Leave Cost	
Save Cancel	

District Fields:

- Website
- Phone extension
- Fax extension
- ***Employee Health Insurance***
 - Amount of monthly health insurance premium per employee paid by District/Charter/Coop.
- Maternity Leave

Note for School Districts: Beginning FY27 the minimum monthly contribution of \$350.00 will be paid directly to EBD from ADE. Any monthly contribution paid by the District above this minimum amount for an employee must be reported in this field.

Act 909 does not apply to Education Service Cooperatives. Coops are still required to remit the minimum monthly contribution of \$350.00 per employee for federally funded positions.

SIS > Home > Update Data > LEA Profile > CYCLE 5 & 8 > District > Maternity Leave

Website Address	
Phone Extension	
Fax Extension	
Transfer Agreement - Indicates whether the district participates in transfer agreements with other districts.	v
Employee Health Insurance	
Facility Inspection #1 February 15th (Cycle 5)	v
Maternity Leave	
Paid Maternity Leave - Does the district offer Full or Partial paid maternity leave?	v
Total Amount Withheld for Maternity Leave (Only for Partial paid maternity leave)	
Total District Maternity Leave Cost	
Save Cancel	

District Fields (continued):

- **Paid Maternity Leave:** Does the district offer full or partial paid maternity leave?
 - **Full (F)** - No deductions in pay while employee(s) on eligible maternity leave
 - **Partial (P)** - An amount is deducted from employee(s) pay while on eligible maternity leave.
- **Total Amount Withheld:** If partially paid, what is the total amount withheld from *all* employees pay while on eligible maternity leave?
 - July-December is reported in **Cycle 5**.
 - January-June is reported in **Cycle 8**.
- **Total District Maternity Leave Cost:** Total amount of Non-Federal district-incurred costs to fill positions for which eligible employees were on paid maternity leave.
 - July-December is reported in **Cycle 5**.
 - January-June is reported in **Cycle 8**.

SIS > Home > Update Data > LEA Profile > CYCLE 6

The screenshot shows a web application interface for updating LEA Profile data. On the left is a sidebar with a blue header 'LEA Profile' and two menu items: 'eSchoolPlus' and 'eFinancePlus'. The main content area has a breadcrumb trail 'Home > Update Data > LEA Profile' and a title 'Update LEA Profile'. Below the title is a prompt 'Please select a Cycle' followed by a dropdown menu showing 'Cycle 6'. A list of ten data tables is displayed, each with a blue underlined link and a grey 'Delete All Records' button to its right. The tables are: Bus, Bus Supplemental Transportation, Contact Person, District, Finance Bank Reconciliation, Private School, Private School Title I, Safety Drill, and School.

Table Name	Action
Bus	Delete All Records
Bus Supplemental Transportation	Delete All Records
Contact Person	Delete All Records
District	
Finance Bank Reconciliation	Delete All Records
Private School	Delete All Records
Private School Title I	Delete All Records
Safety Drill	Delete All Records
School	Delete All Records

Cycle 6 Finance tables:

- Contact Person
- District (NBCT Confirmation)
- Finance Bank Reconciliation

SIS > Home > Update Data > LEA Profile > Cycle 2 & 6 > DISTRICT > National Board Certified Teachers (NBCT)

CYCLE 6

Website Address	
Phone Extension	
Fax Extension	
Bus Safety - Indicates if district complies with State Board of Education Regulations stating that all pupils transported in a school bus shall be instructed in safe riding practices and shall participate in emergency evacuation procedures at least twice each school year.	v *
Bus Safety Plan as required by Arkansas Code Ann. 06-19-110.	v *
Act 609 Transported	*
Act 214 Transported	*
Special Education Transported	*
NBCT Confirmation – Verifies and Confirms that the district has entered all the National Board Certified teachers, if any. EVEN IF THE DISTRICT HAS NONE, please select "Yes" to confirm that your district does not have any National Board Certified teachers.	v *
Save Cancel	

District Fields:

NBCT Confirmation – Verifies and Confirms that the district has entered all the National Board Certified teachers, if any.

EVEN IF THE DISTRICT HAS NONE, please select "Yes" to confirm that the district does not have any National Board Certified teachers.

Select drop-down option Yes

SIS > Home > Update Data > LEA Profile > CYCLE 7

[Home](#) > [Update Data](#) > LEA Profile

Update LEA Profile

Please select a Cycle Cycle 7 ▾

Act 61 Tier II	Delete All Records
Ale	Delete All Records
Bus	Delete All Records
Contact Person	Delete All Records
District	
District Absence	Delete All Records
Facility Building	Delete All Records
Finance Bank Reconciliation	Delete All Records
Safety Drill	Delete All Records
School	

Cycle 7 Finance tables:

- Act 61 Tier II
- Contact Person
- Finance Bank Reconciliation

SIS > Home > Update Data > LEA Profile > Cycle 7 > ACT 61, Tier II

Act 61 requires districts to provide Tier II training and assurance of that training to ADE.

Home > Update Data > LEA Profile > Act 61 Tier II

Act 61 Tier II Training

Click + Add New record

+ Add new record Refresh

Tier II Training	Trainer Last Name	Training Date	Training List	SSN	Unique Employee Id
------------------	-------------------	---------------	---------------	-----	--------------------

Act 61, Tier II Training

- Tier II Training
 - Have the required district employees received 2 hours of Tier II training?
- Trainer Info
 - List Tier II Trainer(s) who had Tier I training and trained district employees.
*If the Tier II Trainer is NOT an employee of the district SSN is NOT required.
Leave blank in the cycle table, it will not give an error.*
- Training Date
 - Enter the date the Tier II Trainer attended the required Tier I training for the current year.
- Tier II Training List
 - Is a List of employees who attended the Tier II Training for the current Fiscal year maintained in the district office as required by A.C.A. 6-20-2204(c)?

Last updated

Tier II Training	
Trainer First Name	
Trainer Middle Name	
Trainer Last Name	
SSN	
Unique Employee Id	 (0000000000 for non-employees)
Training Date	Calendar
Tier II Training List	

Save Cancel

SIS > Home > Update Data > LEA Profile > CYCLE 8

The screenshot shows a web application interface for updating LEA profile data. On the left is a sidebar with a blue header 'LEA Profile' and two menu items: 'eSchoolPlus' and 'eFinancePlus'. The main content area has a breadcrumb trail 'Home > Update Data > LEA Profile' and a title 'Update LEA Profile'. Below the title is a dropdown menu labeled 'Please select a Cycle' with 'Cycle 8' selected. A list of data tables follows: 'Contact Person' (with a 'Delete All Records' button), 'District', 'Finance Bank Reconciliation' (with a 'Delete All Records' button), 'Finance Employee Bonuses', 'Finance Underpayments', 'Professional Development', and 'School' (with a 'Delete All Records' button').

LEA Profile

eSchoolPlus

eFinancePlus

Home > Update Data > LEA Profile

Update LEA Profile

Please select a Cycle Cycle 8 ▼

Contact Person	Delete All Records
District	
Finance Bank Reconciliation	Delete All Records
Finance Employee Bonuses	
Finance Underpayments	
Professional Development	
School	Delete All Records

Cycle 8 Finance tables:

- Contact Person
- District (Minimum Base Teacher Salary and Maternity Leave)
- Finance Bank Reconciliation
- Finance Employee Bonuses
- Finance Underpayments

SIS > Home > Update Data > LEA Profile > CYCLE 2 & 8 > District > MINIMUM BASE TEACHER SALARY

Website Address	
Phone Extension	
Fax Extension	
Minimum Base Teacher Salary	
Maternity Leave	
Paid Maternity Leave - Does the district offer Full or Partial paid maternity leave?	v
Total Amount Withheld for Maternity Leave (Only for Partial paid maternity leave)	
Total District Maternity Leave Cost	
Save Cancel	

District Fields:

- Website Address
- Phone Extension
- Fax Extension
- *Minimum Base Teacher Salary*
- Maternity Leave

SIS > Home > Update Data > LEA Profile > Cycle 5 & 8 > DISTRICT > MATERNITY LEAVE

Website Address	
Phone Extension	
Fax Extension	
Minimum Base Teacher Salary	
Maternity Leave	
Paid Maternity Leave - Does the district offer Full or Partial paid maternity leave?	v
Total Amount Withheld for Maternity Leave (Only for Partial paid maternity leave)	
Total District Maternity Leave Cost	
Save Cancel	

District Fields (continued):

- **Paid Maternity Leave:** Does the district offer full or partial paid maternity leave?
 - **Full (F)** - No deductions in pay while employee(s) on eligible maternity leave
 - **Partial (P)** - An amount is deducted from employee(s) pay while on eligible maternity leave.
- **Total Amount Withheld:** If partially paid, what is the total amount withheld from *all* employees pay while on eligible maternity leave?
 - July-December is reported in **Cycle 5**.
 - January-June is reported in **Cycle 8**.
- **Total District Maternity Leave Cost:** Total amount of Non-Federal district-incurred costs to fill positions for which eligible employees were on paid maternity leave.
 - July-December is reported in **Cycle 5**.
 - January-June is reported in **Cycle 8**.

SIS > Home > Update Data > LEA Profile > Cycle 8 > FINANCE EMPLOYEE BONUSES

Total amount on Bonus Information table must equal the total amount in Detail Distribution records based on pay code(s) and date range for the Cycle 8 fiscal year.

[Home](#) > [Update Data](#) > [LEA Profile](#) > Finance Employee Bonuses

Bonus Information

Bonus amount paid to employees.
Enter Pay Codes for which your district's bonus information is coded.

Pay Code 1	
Pay Code 2	
Pay Code 3	
Pay Code 4	
Pay Code 5	
Pay Code 6	
Pay Code 7	
Pay Code 8	
Pay Code 9	
Pay Code 10	
Pay Code 11	
Pay Code 12	
Pay Code 13	
Pay Code 14	
Pay Code 15	

TOTAL **0.00**

Report Sort Method

☒ Record Type ☐ Employee Number ☐ Employee Name ☐ Job Class

Report Criteria

Employee Number	
Pay Period Date	
Record Type	
Organization/Project	
Account	
Offset Organization	
Offset Account	
Amount	
Code	
Job Class	
Check Number	
Check Date	
Primary Paygroup	
Manual/Void	
Pay Run	
Distribution Type	

Report Type

Deduction Criteria

Only Include Cafeteria ☐

Only Include Annuity ☐

Note: Any employees who were in pay groups X or S when a bonus was paid will not pull to SIS.

SIS > Home > Update Data > LEA Profile > Cycle 8 > FINANCE UNDERPAYMENTS

Enter the Pay Code(s) and the Fiscal Year for which the district's prior fiscal year underpayment(s) was/were coded. Note this is for CERTIFIED UNDERPAYMENTS Only.

[Home](#) > [Update Data](#) > [LEA Profile](#) > Finance Underpayments

Underpayment Information

Underpayment amount paid for each prior fiscal year underpayment.
Enter Pay Code(s) and the Fiscal Year for which your district's prior fiscal year underpayment(s) is coded.

Pay Code	Fiscal Year

TOTAL 0.00

Total FY27 underpayments (for salaries only) must reconcile back to underpayment expenditure in 2026-2027 expenditure ledger (Function 1190).

SIS > Home > Update Data > LEA Profile > CYCLE 9

The screenshot shows a web application interface for updating LEA profile data. On the left is a sidebar with a blue header 'LEA Profile' and two menu items: 'eSchoolPlus' and 'eFinancePlus'. The main content area has a breadcrumb trail 'Home > Update Data > LEA Profile' and a title 'Update LEA Profile'. Below the title is a prompt 'Please select a Cycle' followed by a dropdown menu showing 'Cycle 9'. A list of ten data categories is displayed, each with a blue underlined link and a grey 'Delete All Records' button to its right. The categories are: Act 28, Contact Person, Contracted Nonemployees, District, Finance Bank Reconciliation, Finance Building Loss, Finance Programs On Behalf Of Other Agencies, Finance Property Value, and School.

Category	Action
Act 28	Delete All Records
Contact Person	Delete All Records
Contracted Nonemployees	Delete All Records
District	
Finance Bank Reconciliation	Delete All Records
Finance Building Loss	Delete All Records
Finance Programs On Behalf Of Other Agencies	Delete All Records
Finance Property Value	Delete All Records
School	Delete All Records

Cycle 9 Finance tables:

- Act 28
- Contact Person
- Contracted Nonemployees (Nurse)
- District (Extra Curricular Mileage, Employee Health Insurance)
- Finance Bank Reconciliation
- Finance Building Loss
- Finance Programs on Behalf of Other Agencies
- Finance Property Value

SIS > Home > Update Data > LEA Profile > Cycle 9 > ACT 28

Standardized reasons for maintaining an ALE, ELL, or an ESA (Formerly NSLA) Balance.
Enter Yes (Y) or No (N).

Standardized reasons for maintaining an ALE Fund Balance	
ALE balance needed for expenditures due prior to October funds distribution.	
Received more funds than budgeted.	
Employee resignations reduced budgeted expenditures.	
Utilized other revenue sources for eligible categorical expenditures.	
Balance will be budgeted in the next fiscal year.	
Funds received too late in the fiscal year to fully expend.	
New program to be implemented in the next fiscal year.	
ALE program at Coop.	
ALE program with other districts.	
No ALE program in the next school year.	
Will transfer to another categorical fund next year where it can be spent in accordance with ACSIP.	
To cover salary and benefit increases during the first or second year of biennium when categorical funds per student did not increase.	
None of the above.	

Standardized reasons for maintaining an ELL Fund Balance	
ELL balance needed for expenditures due prior to January funds distribution.	
Received more funds than budgeted.	
Employee resignations reduced budgeted expenditures.	
Utilized other revenue sources for eligible categorical expenditures.	
Balance will be budgeted in the next fiscal year.	
Funds received too late in the fiscal year to fully expend.	
New program to be implemented in the next fiscal year.	
Failed to find qualified staff.	
Federal funds were used in place of state funds.	
Coop program for multiple districts.	
No ELL program in the school year.	
Will transfer to another categorical fund next year where it can be spent in accordance with ACSIP.	
To cover salary and benefit increases during the first or second year of the biennium when categorical funds per student did not increase.	
None of the above.	

Standardized reasons for maintaining an ESA Fund Balance	
ESA balance needed for expenditures due prior to August funds distribution. (Reason A)	
Received more funds than budgeted.	
Employee resignations reduced budgeted expenditures.	
Utilized other revenue sources for eligible categorical expenditures. (Reason D)	
Balance will be budgeted in the next fiscal year.	<input checked="" type="text"/>
Funds received too late in the fiscal year to fully expend.	
New program to be implemented in the next fiscal year.	
Failed to find qualified staff.	
Due to a decline in F & R percentage, balance to be used to transition program.	
Due to fewer students, expended less funds than budgeted.	
Will transfer to another categorical fund next year where it can be spent in accordance with ACSIP.	
To cover salary and benefit increases during the first or second year of the biennium when categorical funds per student did not increase.	
Full utilize ARRA funds for expenses which might have been covered by ESA since there is a spending deadline for these funds while conserving state and local funds while using the ARRA fund first.	
None of the above.	

SIS > Home > Update Data > LEA Profile > Cycle 9 > ACT 28

Standardized reasons for maintaining a Professional Development or Legal Balance.
Enter Y (Yes) or N (No).

Professional Development		Legal Balance		
PD balance needed for expenditures due prior to August funds distribution.		Balance needed for expenditures due prior to August 31 funds distribution.		
Received more funds than budgeted.		Received more funds than budgeted.		
Employee resignations reduced budgeted expenditures.		Funds received too late in fiscal year to fully expend.		
Utilized other revenue sources for eligible categorical expenditures.		New program to be implemented in the next fiscal year.		
Balance will be budgeted in the next fiscal year.		Failed to find qualified staff that were budgeted.		
Funds received too late in the fiscal year to fully expend.		Federal funds were used in place of state funds that were budgeted.		
New program to be implemented in the next fiscal year.		Due to fewer students, expended less funds than budgeted.		
Balance used for summer programs.		Balance used for summer programs.		
Will transfer funds to ALE.		It is prudent to carry over a balance for emergencies.		
Will transfer funds to ELL.		Carry over for capital expenditures.		
Will transfer funds to ESA.				
To cover salary and benefit increases during the first or second year of the biennium when categorical funds per student did not increase.				
None of the above.				

Carry over for technology purchases.	
No Comment.	
Balance is required to pay encumbrances from a prior year.	
A portion of the balance was used to purchase inventory that has not yet been placed into service and is reflected on the balance sheet.	
A portion of the balance includes accounts receivable that has not been collected. The balance should be maintained because of the risk of not collecting the full amount. The timing of collections is another consideration with regard to this item. The accrued 40% pullback not collected at June 30 is significant in some districts.	
The balance includes various debt service sinking funds obligated to pay debt principal and interest in a future year. Included in these are regular bond issue payments as well as QZAB escrow amounts.	
To ensure continuity of services in future years when funding sources decline, a reasonable balance is required.	
A portion of the balance is designated to cover (a) insurance deductibles (b) unemployment benefits (c) operating fund capital outlay purchases (d) deferred maintenance.	

Save Cancel

SIS > Home > Update Data > LEA Profile > Cycle 9 > CONTRACTED NONEMPLOYEES (NURSES)

Form fields:

- Last updated
- Vendor Number
- Job Code
- Degree
- Number of Contractors
- Contractor Status
- Contractor FTE
- Save
- Cancel

- **Vendor Number*** - Contracted nonemployee vendor number. Field is **Case sensitive**.

- **Job Code:**

454 – LPN – Licensed Practical Nurse
455 – RN – Registered Nurse
457 – RNP – Registered Nurse Practitioner
458 – APN – Advanced Practice Nurse
459 – APRN – Advanced Practice Registered Nurse
460 – CNP – Certified Nurse Practitioner
461 – CRNA – Certified Registered Nurse Anesthetist
462 – CNS – Clinical Nurse Specialist
463 – LPTN – Licensed Psychiatric Technical Nurse
465 – CNM – Certified Nurse Mid-wife

- **Degree:**

AAS – Associate of Applied Science
ASN – Associate of Science in Nursing
BSN – Bachelor of Science in Nursing
DNP – Doctor of Nursing Practice
DPL – Diploma of Nursing
MSN – Master of Science in Nursing

- **Number of Contractors** - Number of nurses paid as contracted nonemployees per vendor, job code, degree and status.
- **Contractor Status:**

Full Time
Part Time
- **Contractor FTE** - FTE should be calculated as it would be for the Salaries and FTE report.

**Status 1 field in Vendor Information screen in eFinance must be NURSE or will get Validation error*

SIS > Home > Update Data > LEA Profile > Cycle 9 > CONTRACTED NONEMPLOYEES (NURSES)

Contracted Nonemployees table is for the collection of contracted nonemployee nurses.

Menu Path: Fund Accounting > Reference Tables > Vendor List > search by Vendor Number > General tab > Status 1 field

Status 1 field on Vendor General tab in eFinance must be **NURSE or a Validation error will display.*

Vendor Number

Job Code

Degree

Number of Contractors

Contractor Status

Contractor FTE

Save Cancel

General Address 1099 Name and Address 1099 Information Discount Information Miscellaneous Information EFT/ACH

General Information

Vendor Code * Employee ☐

Vendor Name *

Search Name *

Federal Tax ID

Social Security Number Same as Federal Tax ID ☐

Web Address

Status Information

Inactive ☐ Continuous ☐

Hold Payment ☐

Status 1 **NURSE**

Status 2

Last Active

SIS > Home > Update Data > LEA Profile > Cycle 9 > DISTRICT > Extra Curricular Mileage & Employee Health Insurance

Website Address	
Phone Extension	
Fax Extension	
Extra Curricular Total Athletic Mileage	
Extra Curricular Total Non-Athletic Mileage	
Employee Health Insurance	
ESA Funds Transfer	
Save Cancel	

District Fields:

- Website Address
- Phone Extension
- Fax Extension
- **Extra Curricular Total Athletic Mileage**
 - Total miles driven by all school vehicles for extracurricular-athletics.
- **Extra Curricular Total Non-Athletic Mileage**
 - Total miles driven by all school vehicles for extracurricular non-athletics.
- **Employee Health Insurance**
 - Amount of monthly health insurance premium per employee paid by District/Charter/Coop.
 - Beginning FY27 the minimum \$350.00 monthly contribution will be paid directly to EBD from ADE. Any monthly contribution paid by the District above this minimum amount for an employee must be reported in this field.
 - Act 909 does not apply to Coops and therefore Coops are still required to remit the minimum monthly contribution of \$350.00 per employee for federally funded positions.
- **ESA Funds Transfer**
 - Amount of ESA funds the district intends to transfer.

SIS > Home > Update Data > LEA Profile > Cycle 9 > FINANCE BUILDING LOSS

Enter Building Loss during the Fiscal Year 2026-2027.

Click + Add New record

Finance Building Loss					
+ Add new record					
Identification Number	Date Of Loss	Type Of School	Type Of Construction	Reason For Loss	Estimated Loss

Last updated	
Identification Number	
Date Of Loss	
Type Of School	
Type Of Construction	
Reason For Loss	
Estimated Loss	
Insurance Coverage	
Save Cancel	

- **Identification Number** – A unique number to be incremented for multiple entries, e.g. 01, 02, 03.
- **Date Of Loss** - The date the building was damaged or destroyed.
- **Type of School** - Description, such as High School, Elementary, Administration, Gymnasium, etc.
- **Type of Construction**- Examples: Frame, Brick, Block.
- **Reason For Loss** - Examples: Fire, Flood, etc.
- **Estimated Loss** – Estimated VALUE of sustained loss.
- **Insurance Coverage** - Amount for which the Building was insured (amount recovered).

Building Loss definition: “Catastrophic project” a repair, renovation or new construction project necessary due to such great damage or destruction to an academic facility caused by an Act of God or violence as to render the facility unusable in full or in part.

SIS > Home > Update Data > LEA Profile > Cycle 9 > FINANCE PROGRAMS ON BEHALF OF OTHER AGENCIES

Enter Finance Programs on Behalf of Other Agencies for 2026-2027.

Finance Programs On Behalf Of Other Agencies				
+ Add new record				
District Type	Program Fund	Program Type	Net Expenditures	Net Budgeted Expenditures

Add a record IF:

- Your district, education coop, etc. receives and disburses program funding on behalf of other agencies
- OR
- Other agencies receive and disburse program funding on behalf of your district, education coop, etc.

Last updated	
District Type	
Program Fund	
Program Type	
Net Expenditures	
Net Budgeted Expenditures	
Save Cancel	

- **District Type** - Lead District or Receiving District
- **Program Fund** - Operating or Federal Grants
- **Program Type** - Area Vocation Centers, Special Education, etc. for state funds (Operating); Title I, Migrant, special education, etc. for federal funds (Federal)
- **Net Expenditures – (Actual)** If this is a “Lead district”, list the net amount of actual expenditures by the District on behalf of the other agencies. If this is a “Receiving District”, list the net amount of actual expenditures funded by other agencies.
- **Net Budgeted Expenditures** - If this is a “Lead District”, list the net amount of actual budgeted expenditures by the District on behalf of the other agencies. If this is a “Receiving District”, list the net amount of actual budgeted expenditures funded by other agencies.

Note that this table should not include records if money is exchanged!

SIS > Home > Update Data > LEA Profile > Cycle 9 > FINANCE PROPERTY VALUE

Enter Finance Property Value for 2026-2027.

Finance Property Value			
Refresh			
Appraised Value Of Buildings	Appraised Value Of Furniture Equipment	Appraised Value Of Real Estate	Total Appraised Value
Appraised Value Of Building			
Appraised Value Of Furniture Equipment			
Appraised Value Of Real Estate			
Total Appraised Value			
Total Insurance On Property			
Save Cancel			

- **Appraised Value of Buildings** – The market value of all buildings. Appraised value as of June 30th of each fiscal year.
- **Appraised Value of Furniture and Equipment** – The market value of all furniture and equipment. Appraised value as of June 30th of each fiscal year.
- **Appraised Value of Real Estate** – The market value of all real property. Appraised value as of June 30th of each fiscal year.
NOTE: “APPRAISED VALUE OF ALL REAL ESTATE” is “**Land**” only.
- **Total Appraised Value** – The combined total of the market value of the buildings, all furniture and equipment, and all real estate (Land).
NOTE: “TOTAL APPRAISED VALUE” is the **total** of the first three lines (**Buildings, Furniture & Equipment, and All Real Estate (Land)**).
- **Total Insurance (Carried) on Property** – The amount of insurance coverage for all real and personal property (Buildings, Furniture, and Equipment). Real Estate (Land) is not insurable...Thus, **total insurance will not equal total appraised value.**

SIS > Home > Update Data > LEA Profile > FINANCE KEYED TABLES

Finance Keyed Tables	C1	C2	C3	C4	C5	C6	C7	C8	C9
Act 28									X
Act 61 – Tier I				X					
Act 61 – Tier II							X		
Bank Reconciliation	X	X	X	X	X	X	X	X	X
Building Loss									X
Contact Person (certain Finance Employees)	X	X	X	X	X	X	X	X	X
Contracted Non Employee Nurse									X
District – Maternity Leave Costs					X			X	
District – Employee Health Insurance	X				X				X
District – Extra Curricular Mileage									X
District – Millage Values			X						
District – Minimum Base Teacher Salary		X						X	
District – National Board Certified Teachers (NBCT)		X				X			
Employee Benefit	X								
Employee Bonus								X	
Programs On Behalf of Other Agencies									X
Property Value									X
Underpayments								X	

SIS >Home > SUBMIT DATA

Division of Elementary and Secondary Education (DESE)
Statewide Information System

[ADE](#) | [ADE Data Center](#) | [SIS](#) | [Logout](#)

HomeResourcesUpdate DataSubmit DataCertified ReportsData Quality ChecksSalaries and FTEError GuideReport DescriptionsFinancial ApplicationsImport Data

LEA:

Build History

Validate History

View Cycle Reports

View SIS Tables

Submit History

[Home](#) > [Submit Data](#)

Submit Data

Current Cycle Info

Resubmission Cycle Info

Current Fiscal Year: Current Fiscal Year will be 2026/2027.

Current Cycle: Current Cycle will vary based on which cycle is open.

Current Cycle

Build

Date:

Status:

Error Count:

* Please make sure all information is up-to-date in LEA Profile before performing a build.

Perform On-Demand Build

View Build Errors

Validate

Date:

Status:

Error Count:

Warning Count:

Perform On-Demand Validation

View Validation Errors

Cycle Reports

SIS Tables

Certificate of Data Accuracy

File:

Upload

Submit

Date:

Status:

Submit

52

SIS > Home > Submit Data > Current Cycle Info tab > PERFORM ON DEMAND BUILD

Current Cycle Info

Resubmission Cycle Info

Current Fiscal Year:

Current Fiscal Year will be 2026/2027.

Current Cycle:

Current Cycle will vary based on which cycle is open.

Current Cycle

Build

Date:

Status:

Error Count:

* Please make sure all information is up-to-date in LEA Profile before performing a build.

Perform On-Demand Build

View Build Errors

Validate

Date:

Status:

Error Count:

Warning Count:

Perform On-Demand Validation

View Validation Errors

[Cycle Reports](#) [SIS Tables](#)

Certificate of Data Accuracy

File:

Upload

Submit

Date:

Status:

Submit

If there is a **Build Error Count**, the errors must be corrected before the Perform On-Demand Validation can be processed.

Click on **View Build Errors**

SIS > Home > Submit Data > BUILD HISTORY

FY will be 37.

Cycle will vary based on which Cycle the Build was completed for.

Details – click to view and then send to Excel, PDF or CSV.

Build History

Validate History

View Cycle Reports

View SIS Tables

Submit History

[Home](#) > [Submit Data](#) > Build History

Build History

FY	Cycle	Started	Type	Started By	Duration	Warnings	Errors	Status	
34	7	6/30/2024 6:00 PM	Build	SYSTEM	00:01:56	0	0	✔ Completed	Details
34	7	6/29/2024 6:00 PM	Build	SYSTEM	00:01:53	0	0	✔ Completed	Details
34	7	6/28/2024 6:00 PM	Build	SYSTEM	00:01:59	0	0	✔ Completed	Details
34	7	6/27/2024 6:00 PM	Build	SYSTEM	00:02:15	0	0	✔ Completed	Details
34	7	6/26/2024 6:00 PM	Build	SYSTEM	00:02:14	0	0	✔ Completed	Details
34	7	6/25/2024 6:00 PM	Build	SYSTEM	00:02:18	0	0	✔ Completed	Details
34	7	6/25/2024 8:03 AM	Build	SYSTEM	00:02:09	0	0	✔ Completed	Details
34	7	6/24/2024 7:43 AM	Build	SYSTEM	00:02:07	0	0	✔ Completed	Details
34	7	6/21/2024 6:00 PM	Build	SYSTEM	00:00:00	0	0	🕒 Queued	Details
34	7	6/20/2024 6:00 PM	Build	SYSTEM	00:02:07	0	0	✔ Completed	Details

⏮

⏪

1

2

3

4

5

6

7

8

9

10

...

⏩

⏭

Page size: 10

785 items in 79 pages

Home > Submit Data > Build History > Build Details

Build Details

To search the Error Guide (NOT this page) for a specific error code, enter it here:

FY: Cycle Type: Build Started By: SYSTEM Duration: 00:00:29 Warnings: 0 Errors: 1 Status: Completed

							  
Type	Code	ID	Description	Details	Details 2		
 BuildError	BC0040	BankReconNoRecs	No data in LEA Profile Bank Recon table for cycle 8				

SIS > Home > Submit Data > Current Cycle Info tab > PERFORM ON DEMAND VALIDATION

Current Cycle Info

Resubmission Cycle Info

Current Fiscal Year:

Current Cycle:

Current Fiscal Year will be 2026/2027.
Current Cycle will vary based on which cycle is open.

Current Cycle

Build

Date: 7/5/20XX 2:07 PM user: SYSTEM

Status: Completed

Error Count: 0

* Please make sure all information is up-to-date in LEA Profile before performing a build.

Perform On-Demand Build

View Build Errors

Validate

Date:

Status:

Error Count:

Warning Count:

Perform On-Demand Validation

View Validation Errors

[Cycle Reports](#) [SIS Tables](#)

Certificate of Data Accuracy

File:

Upload

Submit

Date:

Status:

Submit

If there is a **Validation Error Count**, the errors must be corrected before the Cycle can be submitted.

Click on **View Validation Errors**

SIS > Home > Submit Data > VALIDATE HISTORY

FY will be 37

Cycle will vary based on which Cycle the Validation was completed for.

Details – Click to view and then send to Excel, PDF or CSV.

Build History	Home > Submit Data > Validate History							
Validate History	Validate History							
View Cycle Reports								
View SIS Tables								
Submit History								
FY	Cycle	Started	Started By	Duration	Warnings	Errors	Status	
33	8	7/5/2023 4:49 PM	SYSTEM	00:00:06	 9	 4	 Completed	Details
33	5	2/7/2023 11:17 AM	SYSTEM	00:00:06	0	0	 Completed	Details
33	5	2/6/2023 3:51 PM	SYSTEM	00:00:01	0	0	 Completed	Details
33	5	2/6/2023 3:25 PM	SYSTEM	00:00:04	0	0	 Completed	Details
33	5	2/6/2023 2:23 PM	SYSTEM	00:00:03	0	0	 Completed	Details
33	5	2/6/2023 8:55 AM	SYSTEM	00:00:03	0	0	 Completed	Details
33	4	12/5/2022 3:33 PM	SYSTEM	00:00:01	0	0	 Completed	Details
33	4	12/5/2022 9:39 AM	SYSTEM	00:00:01	0	0	 Completed	Details
33	4	12/5/2022 9:36 AM	SYSTEM	00:00:01	0	0	 Completed	Details
33	3	11/9/2022 9:01 AM	SYSTEM	00:00:01	0	0	 Completed	Details
  1 2 3 4 5 6   Page size: 10 57 items in 6 pages								

SIS > Home > Submit Data > Current Cycle Info tab > REVIEW SIS TABLES AND UNCERTIFIED REPORTS

Verify reports once Build & Validate Errors are corrected.

The screenshot displays two main sections: 'Build' and 'Validate'. The 'Build' section includes a date and time stamp (7/5/20XX 2:07 PM), the user (SYSTEM), a status of 'Completed' with a green checkmark, and an error count of 0. A red warning message states: '* Please make sure all information is up-to-date in LEA Profile before performing a build.' Below this are buttons for 'Perform On-Demand Build' and 'View Build Errors'. The 'Validate' section shows fields for Date, Status, Error Count, and Warning Count, along with buttons for 'Perform On-Demand Validation' and 'View Validation Errors'. At the bottom right of the interface, there are two blue links: 'Cycle Reports' and 'SIS Tables'. Two blue arrows originate from these links: one points to the text 'Cycle (Uncertified) Reports' and the other points to the text 'SIS Tables'.

Cycle (Uncertified) Reports

Available after Build

Review prior to Submission

SIS Tables

Available after Build

Used to create cycle reports

SIS > Home > Submit Data > VIEW SIS TABLES Cycle 1-9

The screenshot illustrates the navigation path within the Arkansas Department of Education's Statewide Information System. A blue box highlights the 'View SIS Tables' option in the left sidebar, with a blue line indicating the path from the main menu to this specific page.

Arkansas Department of Education Statewide Information System

Home | Resources | Update Data | **Submit Data** | Certified Reports | Salaries and FTE | Error Guide | Report Descriptions | Financial Applications

Home > Submit Data

Submit Data

Current Cycle Info

Build History

Validate History

View Cycle Reports

View SIS Tables

Submit History

Current Cycle

Statewide Information System

Division of Elementary and Secondary Education (DESE)

Home | Resources | Update Data | **Submit Data** | Certified Reports | Data Quality Checks | Salaries and FTE | Error Guide | Report Descriptions | Financial Applications | Import Data

Home > Submit Data > View SIS Tables

View SIS Tables

Cycle 1 ▼

Table Name	
bank_recon	Details
calendar	Details
contactperson	Details
district	Details
empadd_duty	Details
empbasesal	Details
empben	Details
employee	Details
financeexp	Details
financegen	Details
financerev	Details
salrang	Details
salsched	Details
school	Details
stidchg	Details
empfrinben	Details
class	Details

SIS > Home > Submit Data > View SIS Tables > TABLE DETAILS > Cycle 1-9

Example of Bank Rec Data.
To export click on Excel, CSV or Word

Home > Submit Data > View SIS Tables > Table Details

bank_recon

Cycle 1 ▼

Refresh |   

Batch Id	fy	cycle	lea	finance_period	bank_bal	dep_trans	out_checks	adj_bank_bal	gl_cash_bal	bank_var	reconciled	date_recon	date_reviewed	Create Date
----------	----	-------	-----	----------------	----------	-----------	------------	--------------	-------------	----------	------------	------------	---------------	-------------

Data from SIS Tables pulled to excel

Batch Id	fy	cycle	lea	finance_period	bank_bal	dep_trans	out_checks	adj_bank_bal	gl_cash_bal	bank_var	reconciled	date_recon	date_reviewed	Create Date
d42c512c-ae29-44e4-bced-cdfecbb55dde	37	1	1234000	1	1000000.00	0.00	18682.73	981317.27	981317.27	0.00	NAME	08/01/20XX 0:00	08/01/20XX 0:00	09/25/20XX 0:00

SIS > Home > Update Data > LEA Profile > FINANCE PULLED TABLES

Finance Tables pulled from eFinance	C1	C2	C3	C4	C5	C6	C7	C8	C9
Employee	x	x			x	x		x	x
Employee Additional Duty	x								
Employee Base Salary	x								
Employee Fringe Benefits (paid by district on behalf of employee)	x								
Employee Leave		x			x	x		x	
Employee Salary/Benefits								x	
Employee Salary Range	x								
Employee Salary Schedule	x								
Finance Expenditures	x								x
Finance General Ledger	x								x
Finance Revenue	x								x
Job Assignment		x			x	x		x	
Salaries and FTE (Page 3637 Detail)								x	

SIS > Home > Submit Data > VIEW CYCLE REPORTS

Cycle 1-9

Division of Elementary and Secondary Education (DESE)
Statewide Information System

Home Resources Update Data **Submit Data** Certified Reports Data Quality Checks Salaries and FTE Error Guide Report Descriptions Financial Applications Import Data

Home > Submit Data

Submit Data

Current Cycle Info Resubmission Cycle Info

Division of Elementary and Secondary Education (DESE)
Statewide Information System

Home Resources Update Data **Submit Data** Certified Reports Data Quality Checks Salaries and FTE

Home > Submit Data > View Cycle Reports

View Cycle Reports

Cycle 1 Pdf Process Selected Reports Report Status

	Name
Cycle 1	
Cycle 2	
Cycle 3	
Cycle 4	
Cycle 5	
Cycle 6	
Cycle 7	
Cycle 8	
Cycle 9	

Build History
Validate History
View Cycle Reports
View SIS Tables
Submit History

Build History
Validate History
View Cycle Reports
View SIS Tables
Submit History

*** Reports are
Uncertified until
Submission has
been processed**

CYCLE REPORTS

"Cycle Reports" are mandatory reports that summarize financial and student information and that are certified and submitted to the state. The purpose of these reports is to ensure that every school district has access to comparable administrative computing systems and services with which to meet all local and state requirements, to promote increased compatibility of the administrative records and data maintained by each school district, to reduce the paperwork and reporting burden of school sites and districts, and to increase the accuracy and timeliness of data submitted by school districts. These reports are used for reporting to state and federal agencies, as well as legislative committees. These reports are also used for purposes of calculating funding for school districts.

SIS > Home > Submit Data > VIEW CYCLE REPORTS

Cycle 1-9 (Cycle 1)

Home > Submit Data > View Cycle Reports

View Cycle Reports

Cycle 1 ▾ Pdf ▾ Process Selected Reports Report Status

☐ Select/Deselect All	Name
☐ rpt000	District General Information
☐ rpt044	Contact Persons (District)
☐ rpt100	School General Information
☐ rpt120	School Calendar
☐ rpt205	Employee Base Salary
☐ rpt208	Employee Fringe Benefits (paid by district on behalf of employee)
☐ rpt212	Employee Benefits (Payments/services in addition to salary)

Fields entered in SIS

Fields pulled from eFinance

☐ rpt214	Employee Additional Duties Detailed
☐ rpt215	Novice Teacher List
☐ rpt465	School Student ID Change
☐ rpt488	Contact Persons (School)
☐ rpt503	Bank Reconciliation
☐ rpt504	Bank Reconciliation Outstanding Checks
☐ rpt510	Annual Financial Report (AFRB) Level I
☐ rpt511	Annual Financial Report (AFRB) Level II
☐ rpt512	Annual Financial Report (AFRB) Level III
☐ rpt520	Annual Financial Report (AFRB) Legal Balance
☐ rpt580	Annual Statistical Report (ASR) - Supplement
☐ rpt810	Salary Schedule

Fields entered in SIS and pulled from eFinance

Cycle 1 thru 9 – rpt000 District General Information

The top portion of this report will remain the same for each cycle. The lower portion will vary each cycle.
This report must be reviewed every Cycle to verify up-to-date information is being submitted.

SCHOOL DISTRICT NAME		
LEA:	District General Information	Cycle:
County:	20XX - 20XX	
Mail Address: Pulls from eSchool		
Ship Address: Pulls from eFinance: Purchasing > Reference Tables > Shipping Codes > 7-digit ADE LEA numbers		
District Website Address: Pulls from SIS		
PHONE NUMBER:	Pulls from eSchool	EXT: Pulls from SIS
FAX NUMBER: Pulls from eSchool		
Number of Schools: Pulls from eSchool		
Assigned Cooperative: Pulls from eSchool		
Congressional District: Pulls from eSchool		

Shipping Data

Ship To Code * 1234567 ☐ Continuous

Address Line 1 YOUR SCHOOL DISTRICT

Address Line 2 PHYSICAL STREET ADDRESS

Address Line 3 CITY, STATE ZIP

Address Line 4

Shipping addresses in eFinance are validated against USPS:

The Arkansas GIS Office: <https://gis.arkansas.gov/>

Link to check address: <https://agio.maps.arcgis.com/apps/webappviewer/>

Cycle 1, 2, & 5 – rpt215 Novice Teacher List

In Arkansas, a novice teacher is defined as a teacher who has completed less than three (3) school years of classroom teaching experience. This data is collected by pulling teachers with 0, 1, and 2 years of experience as reported and certified by districts through the SIS Cycle Submission process.

**Human Resources>Entry & Processing>Employee>
Employee Information>Employment Tab>Years in Total**

The screenshot shows the 'General Employment' form with the following fields:

- Hire Date: 07/01/20XX
- Original Hire: 07/01/20XX
- Department *: 1000 - TEACHER SALARY FUND
- Supervisor Login: [Search icon]
- Base Location *: 31 - SECONDARY
- Years in District: 0.0
- Years in State: 0.0
- Years in Total: 0.0 (highlighted with a red box)

This data is used to:

- Produce State, district, and school level [Report Cards](#), which are used to meet state and federal accountability requirements.
- Monitor novice teacher mentoring as required by Standard of Accreditation 4-D.4 and Ark. Code Ann. § 6-17-2806.
- Produce the Workforce Stability Index (WSI), which helps inform districts' recruitment, assignment, development, and retention decisions to ensure students have equitable access to a high-quality teacher workforce.

First Year of Teaching =	Zero (0) years experience
Second Year of Teaching =	One (1) year of experience
Third Year of Teaching =	Two (2) years of experience

Cycle 1, 2, & 5 – rpt215 Novice Teacher List (cont'd)

LEA: SCHOOL DISTRICT
 County: Novice Teacher List
 20XX - 20XX

Cycle:

----- Teacher -----		Years of Experience Teaching		
Name	ID / SSN	In District	In State	Total
SHOWERS, APRIL	XXXX-XX-XXXX	0	0.0	0.0
BELL, TINKER	XXXX-XX-XXXX	2	2.0	2.0
DARLING, WENDY	XXXX-XX-XXXX	0	0.0	0.0
DAY, MISTY	XXXX-XX-XXXX	2	2.0	2.0
DOE, JANE	XXXX-XX-XXXX	1	1.0	1.0
FROG, KERMIT THE	XXXX-XX-XXXX	0	0.0	0.0
HOOK, CAPTAIN	XXXX-XX-XXXX	0	1.0	1.0
LILY, TIGER	XXXX-XX-XXXX	0	0.0	0.0
MOUSE, MICKEY	XXXX-XX-XXXX	0	1.0	1.0
PAN, PETER	XXXX-XX-XXXX	2	2.0	2.0
PIGGY, MISS	XXXX-XX-XXXX	0	0.0	0.0
SMEE, MISTER	XXXX-XX-XXXX	0	0.0	0.0
SMITH, JOHN	XXXX-XX-XXXX	1	1.0	1.0
WINKLE, PERI	XXXX-XX-XXXX	0	1.0	1.0
Years of Teaching Experience:		8	11	11

	Less than 1 Year	1 to 2 Years	2 to 3 Years	Total Teachers
Teacher Count	6	5	3	14

From eFinance:

- Years in Total must equal 0, 1, or 2

First Year of Teaching =	Zero (0) years experience
Second Year of Teaching =	One (1) year of experience
Third Year of Teaching =	Two (2) years of experience

From eSchool:

- Teacher must be in eSchool as “primary staff” for a course (6-digit course code) that requires a license or is for concurrent credit

Cycle 1 – rpt810 Salary Schedule

Note: Commissioner's Memo FIN-19-035 Effective, Cycle 1, Sept, 2019 (FY 20), the base certified salary schedule in eFinance must have the following UNIQUE description (state-wide standardized description) for the certified base salary schedule:

CERTIFIED

Rpt810 Salary Schedule - Breakdown of salary ranges

LEA:	SCHOOL DISTRICT				Cycle: 1
County:	Salary Schedule				
	20XX - 20XX				
	SCHEDULE: 123	- CERTIFIED			
MAX-STEPS 29	MAX-RANGES 4	HOURLY/SALARY S	DAYS 190.00	HOURS/DAY 1.00	

RANGES:

STEP	BSE	BSE+15	MSE	MSE+15
1	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00
2	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00
3	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00
4	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00

Salary Schedule Data	
Schedule *	☐ Continuous
Description *	CERTIFIED
Schedule Type *	
Maximum Steps *	
Maximum Ranges *	
Contract Days Per Year *	
Hours Worked Per Day *	

SIS > Home > Submit Data > VIEW CYCLE REPORTS

Cycle 1-9 (Cycle 2)

Home > Submit Data > View Cycle Reports

View Cycle Reports

Cycle 2 Pdf Process Selected Reports Report Status

☐ Select/Deselect All	Name
☐  rpt000	District General Information
☐  rpt035	Annual Equity Compliance
☐  rpt044	Contact Persons (District)
☐  rpt100	School General Information
☐  rpt120	School Calendar
☐  rpt202	Employee Certified Staff Job Analysis
☐  rpt206	Employee Certified Staff Job Analysis (Out-of-District)
☐  rpt207	Digital Learning Course

☐  rpt209	Employee National Board Certification
☐  rpt210	Employee Science of Reading
☐  rpt211	Employee Classified Staff Job Analysis
☐  rpt215	Novice Teacher List
☐  rpt216	Employee Years of Teaching Experience
☐  rpt217	Administrator Years of Experience
☐  rpt218	Apprentice Teacher List
☐  rpt223	Para-Professional
☐  rpt224	Nurses Job Assignment
☐  rpt231	Pre-AP® and AP® Course Listing
☐  rpt252	School Concurrent Credit
☐  rpt253	District Concurrent Credit
☐  rpt280	Employee Leave
☐  rpt503	Bank Reconciliation
☐  rpt504	Bank Reconciliation Outstanding Checks
☐  rpt600	Safety Drill (District)
☐  rpt610	Safety Drill (School)

Fields entered in SIS

Fields pulled from eFinance

Fields entered in SIS and pulled from eFinance

**300 and 400 series reports not shown, all school side reports.*

Cycle 2 & 6 – rpt210 Employee Science of Reading Report

Commissioner's Memo LS-23-019:

According to the Rules Governing the Right to Read Act and Ark. Code Ann. §6-17-429:

By the beginning of the 2023-2024 school year, all teachers employed in any of the following teaching positions shall demonstrate proficiency in the knowledge and practices of scientific reading instruction:

- Elementary school teachers in grades kindergarten through six (K-6), teaching math, science, social studies, or English language arts;
- K-12 Special education teachers;
- English Language Learners teachers in grades kindergarten through six (K-6);
- Reading specialists.

All other educators shall demonstrate awareness in knowledge and practices of scientific reading instruction.

The deadline for demonstrating proficiency is the beginning of the 2023-24 school year.

- Certified staff members who need a proficiency credential will be coded in eFinance once they complete phase 1 and phase 2 of a proficiency pathway.

**Questions about this list should be directed to the
Office of Learning Services**

Cycle 2 & 6 – rpt210 Employee Science of Reading Report

SOR proficiency codes are recorded in eFinance on the Qualifications table. The district is required to add the correct code to all applicable employees.

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

Qualifications

Qualification	Method	Status	Active *	Effective Date	Expiration Date	Miscellaneous Information
SR01 - Awareness SR02 - Proficiency:Assessment SR03 - Proficiency:Assessor ID Required SR04 - Proficiency:AR CLG Grad after 2021 SR05 - Proficiency:Used starting 2023-2024 SR06 - Proficiency:Additional Pathways SR07 - Special Circumstances						IF SR03 ENTER ASSESSOR TRIAND #

See Commissioner's Memo [LS-24-015](#) for additional information.

Questions about this list should be directed to Office of Learning Services

SIS Handbook Qualifications:

- 01 – Awareness
- 02 – Proficiency: Assessment
- 03 – Proficient: Assessor (ID Code required)
 - *Enter unique state id (TRIAND number) of the assessor in Miscellaneous Information field*
- 04 – Proficient: AR College Graduate after 2021
- 05 – Allows for meeting proficiency after 2023 deadline and requires an intensive support plan
- 06 – Additional Pathways: Not limited to RISE Trainers, IMSLEC, CALT, & CALP
- 07 – Special Circumstances: (Reciprocity, Alt Route Programs, Adding an area, Moving grade levels, ALPs)

Cycle 2 & 6 – rpt211 Employee Classified Staff Job Analysis

All Classified Staff should have a valid job assignment in eFinance. All applicable fields in the assignment screen should be completed for the employee to pull to the report.

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

Assignments

Assignment	Percent	Period	Location	Primary
884 - BUS DRIVER	1.0000	2	000 - ADMINISTRATIION	☒

1 match(es) found

Assignment Information

☒ Continuous

Assignment * 884 BUS DRIVER

Percent 1.0000

Period 2

Location 000 - ADMINISTRATIION

Primary Assignment ☒

- **ASSIGNMENT*** = Valid Job Codes are available on the ADE Data Center website <https://adedata.arkansas.gov/jcms> > Select **Classified Jobs**
 - Assignment codes in eFinance preceded by an “A” have to do with contracts and will not pull to this report
- PERCENT = FTE % for that Assignment.
- PERIOD = used to indicate the number of the payrate screen the assignment is tied to
 - if left blank, will default to payrate #1
- LOCATION = use valid location for assignment
- PRIMARY ASSIGNMENT = Check box if assignment is primary

Cycle 2 & 6 – rpt211 Employee Classified Staff Job Analysis

All Staff should have Gender and Race updated in eFinance.

Menu Path: Human Resources > Entry & Processing > Employee > Employee Information > Race/Ethnicity

Employee Information

Personnel Information

Payroll Information

History

Actions

General

Employee Number

10812

☐ Continuous

Social Security *

111-11-1111

Last Name

BELL

First Name

TINKER

Middle Name

Suffix

Status

0 - CLASSIFIED STAFF

Gender *

F - Female

Birthdate

01/01/1970

Previous Last Name

Preferred Name

Release Information

☐ User Login

SSO Identifier

Employment

Personnel

Race/Ethnicity

Payroll

Leave Bank

Earnings

Withholdings

History

Ethnicity *

N - Not Hispanic or Latino

Race *

W - White

Gender* drop down menu options:

Gender *

M - Male

F - Female

Ethnicity* drop down menu options:

Ethnicity *

N - Not Hispanic or Latino

H - Hispanic or Latino

N - Not Hispanic or Latino

Race* drop down menu options:

Race *

A - Asian

B - Black

I - Native American/Alaskan Native

P - Pacific Islander/Native Hawaiian

W - White

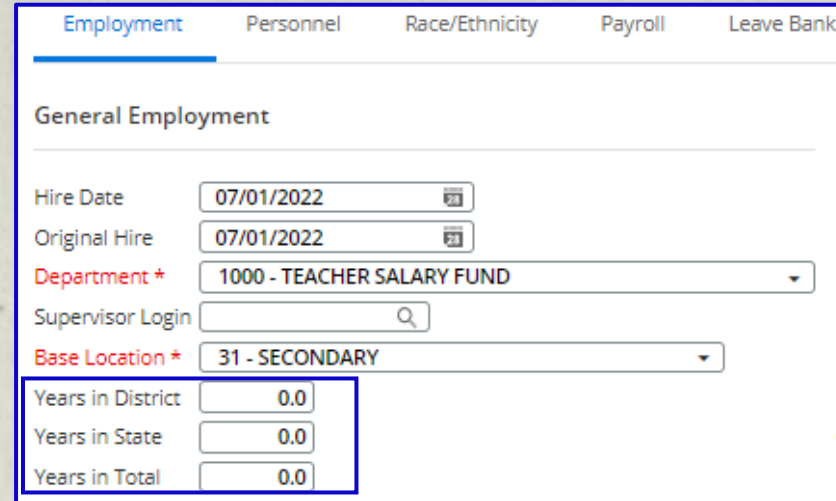
Review the information included in this report for accuracy!

SCHOOL DISTRICT NAME					Cycle:	
LEA:		Employee Classified Staff Job Analysis				
County:		20XX - 20XX				
SCHOOL DISTRICT						
		E M P L O Y E E				
ID	CLASSIFIED STAFF	GENDER	RACE	JOB CODE - DESCRIPTION	PARA-PROF QUAL	

Cycle 2 & 5 – rpt216 Employee Years of Teaching Experience

This report pulls years of service for all Active certified teaching employees within eFinance with experience values.

Human Resources>Entry & Processing>Employee>Employee Information>Employment Tab>Years in State/District/Total



The screenshot shows the 'Employee Information' form in the 'Employment' tab. The form includes the following fields:

- Hire Date: 07/01/2022
- Original Hire: 07/01/2022
- Department *: 1000 - TEACHER SALARY FUND
- Supervisor Login: [Search icon]
- Base Location *: 31 - SECONDARY
- Years in District: 0.0
- Years in State: 0.0
- Years in Total: 0.0

The 'Years in District', 'Years in State', and 'Years in Total' fields are highlighted with a blue box.

Cycle 2 & 6 – rpt217 Administrator Years of Experience

Administrator Years of Experience are years of service pulled from eSchool for employees with the following Assignment codes in eFinance.

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

- | | |
|--|--|
| • 1000 Superintendent | • 2040 Middle/Jr.High School Assistant Principal |
| • 2010 Elementary School Principal | • 2050 High School Principal |
| • 2020 Elementary School Assistant Principal | • 2060 High School Assistant Principal |
| • 2030 Middle/Jr. High School Principal | |

Cycle 2, 5 & 6 – rpt218 Apprentice Teacher List

This report lists Apprentice Teachers along with their assigned Journeyman teacher and the courses they are assigned.

eFinance:

Human Resources>Entry & Processing>Employee>Employee Information>Personnel Information>Assignments

- Must have at least one of the following Job Assignment codes:
 - 765 – Registered Apprentice Teacher
 - 766 – One Year Resident

Human Resources>Entry & Processing>Employee>Employee Information>General Information>Status Code

- If employee is NOT serving as the teacher of record enter Status Code **0 – Not Teaching (CRT & CLS)**
- If employee IS serving as the teacher of record enter Status Code **1 – Beginning Teacher**

eSchool:

- If the apprentice is NOT the teacher of record:
 - Enter the apprentice as the secondary teacher for the course(s) through which the apprentice is receiving on the job training. The primary teacher of these courses should be the Lead/Master designated teacher serving as the journeyman for the apprentice.
- If the apprentice IS the teacher of record under an Aspiring Teacher Permit:
 - Enter the apprentice as the primary teacher of record for the course(s) taught.
 - Enter the Lead/Master designated teacher serving as the journeyman as the secondary teacher for the course(s) taught by the apprentice.
 - Label all courses taught by the apprentice that require a license with the licensure exception code 'Aspiring Teacher Permit (ATP)'

Cycle 2, 5 & 6 – rpt218 Apprentice Teacher List

This report lists Apprentice Teachers along with their assigned Journeyman teacher and the courses they are assigned.

LEA:	SCHOOL DISTRICT	Cycle:															
	Apprentice Teacher List	County:															
	20XX - 20XX																
<table><tr><td colspan="3">Apprentice ID, Name</td></tr><tr><td>COURSE CODE - DESCRIPTION</td><td>Primary?</td><td>Journeyman</td></tr><tr><td colspan="3">0000000000 LAST NAME, FIRST NAME</td></tr><tr><td>233120 - 3 Reading</td><td>N</td><td>9999999999 LAST NAME, FIRST NAME</td></tr><tr><td>233110 - 3 Language Arts</td><td>N</td><td>9999999999 LAST NAME, FIRST NAME</td></tr></table>			Apprentice ID, Name			COURSE CODE - DESCRIPTION	Primary?	Journeyman	0000000000 LAST NAME, FIRST NAME			233120 - 3 Reading	N	9999999999 LAST NAME, FIRST NAME	233110 - 3 Language Arts	N	9999999999 LAST NAME, FIRST NAME
Apprentice ID, Name																	
COURSE CODE - DESCRIPTION	Primary?	Journeyman															
0000000000 LAST NAME, FIRST NAME																	
233120 - 3 Reading	N	9999999999 LAST NAME, FIRST NAME															
233110 - 3 Language Arts	N	9999999999 LAST NAME, FIRST NAME															

Questions regarding this program or the application process should be referred to the
Office of Educator Effectiveness & Licensure.

See the following Commissioner's Memos for further details on the Apprenticeship program.

- [CTE-23-005](#)
- [LIC-25-010](#)

Cycle 2, 5 & 6 – rpt223 Para-professional Report

Paraprofessional Job Assignment and Qualification (Employee Type)

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

Job Code Descriptions for Paraprofessionals

- 758 – Paraprofessional Instructional Title I-School-wide
- 759 – Paraprofessional Instructional Title I-Targeted Assistance
- **760 – Non-Instructional Aide (playground, cafeteria, etc.) - DOES NOT PULL TO REPORT**
- **761 – Personal Care Aide. Non-instructional, additional trainings required through special education - DOES NOT PULL TO REPORT**
- 762 – Paraprofessional Instructional Special Education
- 763 – Paraprofessional Instructional (Non-Title I)
- 785 – ESOL – Paraprofessional providing LIEP Services to ELs

Menu Path: Human Resources > Entry & Processing > Employee > Employee Information > Personnel Tab > Employee Type

Paraprofessional Qualification – *If the job code is for Classified Personnel (listed above) and the individual works in an instructional capacity with students in a Title I School Wide School or with Title I identified students in a Targeted Assistance School, does the employee meet ESEA paraprofessional qualification standards?*

Districts are required to have evidence for any of the 'yes' items.

- 1 = Yes, HQ by passing the Praxis Examination for Paraprofessionals (758, 759, 762, 763 & 785)
- 2 = Yes, HQ by having sixty (60) college/university hours on a Transcript (758, 759, 762, 763 & 785)
- 3 = Yes, HQ by having has an Associate's Degree (AA) (758, 759, 762, 763 & 785)
- 4 = Yes, HQ by having a Bachelor's Degree (BA or BS) (758, 759, 762, 763 & 785)
- 5 = No, Not a highly qualified paraprofessional (760 & 785)
- 6 = No, In the process of becoming highly qualified paraprofessional (758, 759, 762, 763 & 785)
- 7 = Yes, HQ only works in the preschool and has current CDA (758, 759, 762 & 763)
- 8 = Yes, HQ only works in the preschool and has Certificate of Proficiency or Technical Certificate issued by college (758, 759, 762 & 763)

Employment	Personnel	Race/Ethnicity	Payroll
General Personnel			
Part Time Status *	F - Full Time		
Employee Type			
Handicapped	1 - Y, HQ PRAXIS		
Last TB Test	2 - Y, HQ 60 HRS		
Tenure Date	3 - Y, HQ AA DEG		
Seniority Date	4 - Y, HQ BA/BS DEG		
Location	5 - NO, NOT HQ PP		
Staff State ID	6 - IN PROCESS QUA		
Bargaining Unit	7 - Y, HQ PK CDA		
Workers' Comp	8 - Y HQ PK CRTFCA		

Cycle 2, 5, & 6 – rpt223 Para-professional Report (con't)

Duties (Other Interests/Preferences)

Menu Path: Human Resources > Entry & Processing > Employee > Employee Information > Personnel Tab > Other Interests/Preferences

Employment Personnel Race/Ethnicity Payroll Leave Bank Earnings Withholdings History

General Personnel

Part Time Status * F - Full Time

Employee Type

Handicapped

Last TB Test

Tenure Date

Seniority Date

Location

Staff State ID

Bargaining Unit

Workers' Comp

1 - Y, HQ PRAXIS

2 - Y, HQ 60 HRS

3 - Y, HQ AA DEG

4 - Y, HQ BA/BS DEG

5 - NO, NOT HQ PP

6 - IN PROCESS QUA

7 - Y, HQ PK CDA

8 - Y HQ PK CRTFICA

Contract Types

Contract Type

Job Skills

A minimum of one Duty
(Paraprofessional HQ qualification code
entered in Employee Type) is required
for all paraprofessionals with an
Employee Type of 1, 2, 3, 4, 6, 7 or 8

Other Interests/Preferences

901 - ONE-ON-ONE TUTOR

902 - ASST CLSRM MANAGMNT

903 - ASST INSTR MATRL ORG

904 - ASST INSTR COMPTR LA

905 - SUPPT INSTR LIB/MEDI

906 - OTHR INSTR SUPPT SVS

907 - TRANSLATR/BILIG/PARE

Duty (Other Interests/Preferences)

- 90(1) - Provides one-on-one tutoring
- 90(2) - Assist with classroom management
- 90(3) - Assist with instructional materials organization
- 90(4) - Assist with instruction in the computer lab
- 90(5) - Provides support with instruction in library or media center
- 90(6) - Provides other instructional services
- 90(7) - Serves as translator, bilingual aide or parental involvement professional or parent educator

Cycle 2, 5, & 6 – rpt223 Para-professional Report (con't)

Putting the information together.

Job Code (Assignment)	Employee Type (Qualifier)	Other Interests/Preferences (Duty)
758	1, 2, 3, 4, 6, 7, 8	901, 902, 903, 904, 905, 906, 907
759	1, 2, 3, 4, 6, 7, 8	901, 902, 903, 904, 905, 906, 907
760	5	No Duty Required
761	No Qualifier Required	No Duty Required
762	1, 2, 3, 4, 6, 7, 8	901, 902, 903, 904, 905, 906, 907
763	1, 2, 3, 4, 6, 7, 8	901, 902, 903, 904, 905, 906, 907
785	1, 2, 3, 4, 5, 6	901, 906, 907

Review the information included in this report for accuracy!

LEA:

County:

SCHOOL DISTRICT NAME

Para-Professional

20XX - 20XX

Cycle:

SCHOOL LEA	----- ID	EMPLOYEE ----- NAME	----- JOB CODE	PARA-PROF ----- QUALIFICATION	----- DUTIES
------------	----------	---------------------	----------------	-------------------------------	--------------

Cycle 2 & 6 – rpt224 Nurses Job Assignment Report

Nurse Job Assignment codes and FTE's will be pulled to the Nurse Job Assignment Report (rpt224)

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

- A cycle validation error will be given for all employees with a nurse job code where assignment is not equal to a "Valid LEA". This "location" is on the job assignment screen in eFinancePLUS
- Only one Nurse (nursing supervisor) is allowed district-wide location '000'

NOTE:

Cycle 8 salaries, reference # 3626, must reconcile to the ledger salary for nurses (function 2134). There will be a validation error in cycle 9 to verify salaries for function 2134 equal salary reported in cycle 8 (line 3626).

Any nurse salary (Full-time, Part-time, or Sub) should be coded to function 2134 and must NOT BE PAID from Pay Groups 'S' or 'X' or object code 61710:61729 ([FIN-23-037](#)).

Nurse Job Assignment Codes

454 – LPN – Licensed Practical Nurse

455 – RN – Registered Nurse

457 – RNP – Registered Nurse Practitioner

458 – APN – Advanced Practice Nurse

459 – APRN – Advanced Practice Registered Nurse

460 – CNP – Certified Nurse Practitioner

461 – CRNA – Certified Registered Nurse Anesthetist

462 – CNS – Clinical Nurse Specialist

463 – LPTN – Licensed Psychiatric Technical Nurse

465 – CNM – Certified Nurse Mid-wife

Review the information included in this report for accuracy!

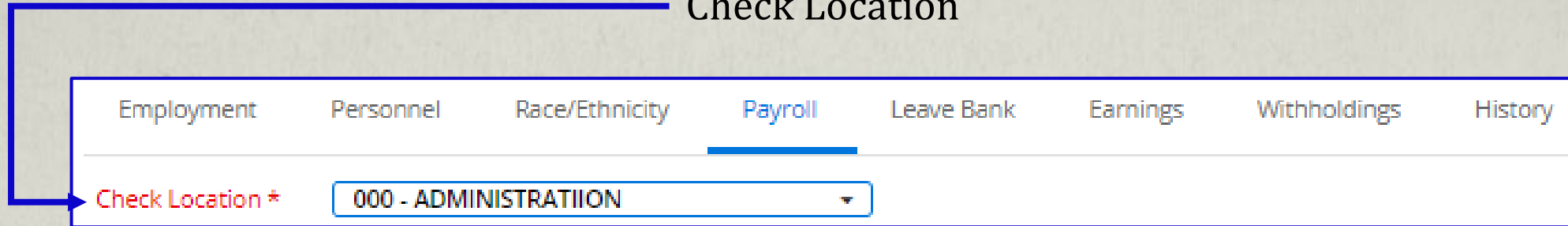
SCHOOL DISTRICT NAME						
LEA:		Nurses Job Assignment			Cycle:	
County:		20XX - 20XX				
EMPLOYEE NAME	ID	LEA	SCHOOL NAME	JOB CODE	FULL TIME	

Cycle 2, 5, 6 & 8 – rpt280 Employee Leave Report

- Employee Leave will be collected in **2, 5, 6 and 8**.
 - **Cycle 2** (Due October 15th) – July 1st thru September 30th attendance records
 - **Cycle 5** (Due February 15th) – October 1st thru December 31st attendance records
 - **Cycle 6** (Due April 15th) – January 1st thru March 31st attendance records
 - **Cycle 8** (Due July 31st) – July 1st thru June 30th attendance records
- A build error will be generated for any district/cooperative/charter who is not currently recording employee leave/absences in eFinance.
- Pay codes 094, 098, 099, 960-979, and 982-989 are all excluded from the cycle attendance collection.

Cycle 2, 5, 6 & 8 – rpt280 Employee Leave Report

Menu Path: Human Resources > Entry & Processing > Employee > Employee Information > Payroll Tab> Check Location



The screenshot shows a software interface with a horizontal tab bar at the top containing the following tabs: Employment, Personnel, Race/Ethnicity, Payroll, Leave Bank, Earnings, Withholdings, and History. The 'Payroll' tab is currently selected and highlighted with a blue underline. Below the tabs is a form area. On the left, the text 'Check Location *' is displayed in red. To its right is a dropdown menu box. The dropdown menu is open, showing a single option: '000 - ADMINISTRATION'. A blue arrow points from the 'Check Location *' text to the dropdown menu.

- District-Wide Employees such as custodians, food service, bus drivers, superintendent, central office employees may all have 000 or 'district-defined' district-wide three-digit location code in **CHECK LOCATION**.
- For all employees in buildings such as teachers, principals, secretaries, librarians, counselors, paras, etc. A **VALID LEA** in **CHECK LOCATION** will be **REQUIRED**.

Cycle 2, 5, 6 & 8 – rpt280 Employee Leave Report

Employee Leave - Check Location

Valid LEA required in **CHECK LOCATION** field if employee has one of following Classified job codes:

CLASSIFIED Job Codes	
454	Nurse - LPN
455	Nurse - RN
457	Nurse-RNP
458	Nurse-APN
459	Nurse-APRN
460	Nurse-CNP
461	Nurse-CRNA
462	Nurse-CNS
463	Nurse-LPTN
464	Physical Therapist (PT)
465	Nurse-CNM
502	Library Media Clerk
763	Paraprofessional Instructional for non-Title 1 School
765	Registered Apprentice
766	One Year Resident
777	Study Hall Monitor
785	ESOL – Paraprofessional providing LIEP services to Els

Cycle 2, 5, 6 & 8 – rpt280 Employee Leave Report

Employee Leave - Check Location

Valid LEA required in **CHECK LOCATION** field if employee has one of following Certified job codes:

CERTIFIED Job Codes	
2010	Elementary School Principal
2020	Elementary School Assistant Principal
2030	Middle/Jr. High School Principal
2040	Middle/Jr. High School Assistant Principal
2050	High School Principal
2060	High School Assistant Principal
3020	Curriculum Supervision, Sec
3030	Curriculum Supervisor, Elem
5010	Elementary Library/Media Specialist
5020	Middle/Jr. High Library/Media Spec.
5030	High School Library/Media Spec.
6015	Elementary Guidance Counselor
6020	Middle/Jr. High Guidance Counselor
6030	High School Guidance Counselor

CERTIFIED Job Codes	
7090	Master Teacher (TAP)
7100	Coach/Lead Teacher/Instructional Facilitator (Math)
7135	Coach/Lead Teacher/Instructional Facilitator (Generalist; All Subjects)
7144	ESOL – Licensed Teacher, ESOL Endorsed
7145	Inclusion Tchr (Co-teaching model)
7146	ESOL – Licensed Teacher, Not ESOL Endorsed
7150	Consulting/Indirect Spec. Educ. Tchr
7160	In School Suspension Teacher
7170	Adaptive PE Teacher
7400	Journeyman
7410	Resident Mentor

Cycle 2, 5, 6 & 8 – rpt280 Employee Leave Report

Menu Path: Human Resources > Reference Tables> Payroll > Pay Codes

The leave category displayed on rpt280 is determined by the **Check Title** of the Pay Code tied to the attendance entry.

- Maternity Leave will pull **ONLY** pay codes **980** and **981**.

General	Taxes	Deductions	Payroll
General Data			
Pay Code *			
Title *			
Check Title *			
Pay Type *			
Rate *			
Account			

Review the information included in this report for accuracy!

SCHOOL DISTRICT NAME												
LEA:				Employee Leave						Cycle:		
County:				20XX - 20XX								
	Sick	Personal	Vacation	Bereave- ment	School Business	Prof. Dev	Military	Jury Duty	LWOP	Other	ADE Maternity	Total

SIS > Home > Submit Data > VIEW CYCLE REPORTS

Cycle 1-9 (Cycle 3)

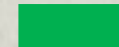
**300 and 400 series reports not shown - all school side reports.*

Home > Submit Data > View Cycle Reports

View Cycle Reports

Cycle 3 Pdf Process Selected Reports Report Status

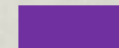
☐	Select/Deselect All	Name
☐	rpt000	District General Information
☐	rpt011	School Election Results (Millage)
☐	rpt020	Bus Information
☐	rpt021	Pupil Transportation Report
☐	rpt024	Transportation Personnel
☐	rpt044	Contact Persons (District)
☐	rpt100	School General Information
☐	rpt120	School Calendar
☐	rpt503	Bank Reconciliation
☐	rpt504	Bank Reconciliation Outstanding Checks
☐	rpt600	Safety Drill Report (District)
☐	rpt610	Safety Drill Report (School)



Fields entered in SIS



Fields pulled from eFinance



Fields entered in SIS and pulled from eFinance

SIS > Home > Submit Data > VIEW CYCLE REPORTS

Cycle 1-9 (Cycle 4)

Home > Submit Data > View Cycle Reports

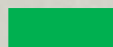
View Cycle Reports

Cycle 4 ▾ Pdf ▾ Process Selected Reports Report Status

☐	Select/Deselect All	Name
☐	rpt000	District General Information
☐	rpt044	Contact Persons (District)
☐	rpt100	School General Information
☐	rpt120	School Calendar
☐	rpt213	Special Education Employee Detail

****300 and 400 series reports not shown
- all school side reports.***

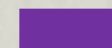
☐	rpt503	Bank Reconciliation
☐	rpt504	Bank Reconciliation Outstanding Checks
☐	rpt704	Special Education - School Age Federal Child Count by Placement/Race
☐	rpt705	Special Education - School Age Federal Child Count by Age/Disability
☐	rpt706	Special Education - School Age Federal Child Count by Race/Disability
☐	rpt720	Early Childhood Federal Child Count by Placement/Age
☐	rpt721	Early Childhood Child Count by Placement/Race
☐	rpt722	Early Childhood Count by Program Type and Resident LEA
☐	rpt723	Early Childhood Count by Disability/Race/Gender
☐	rpt724	Early Childhood Count by Placement/Disability
☐	rpt725	Early Childhood Count by Age/Disability
☐	rpt730	Special Education School Age Detailed Information
☐	rpt731	Special Education Early Childhood Detail
☐	rpt820	Act 61 Tier I Training



Fields entered in SIS



Fields pulled from
eFinance



Fields entered in SIS and
pulled from eFinance

SIS > Home > Submit Data > VIEW CYCLE REPORTS

Cycle 1-9 (Cycle 5)

[Home](#) > [Submit Data](#) > View Cycle Reports

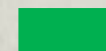
View Cycle Reports

Cycle 5 ▾ Pdf ▾ Process Selected Reports Report Status

☐	Select/Deselect All	Name
☐	rpt000	District General Information
☐	rpt020	Bus Information
☐	rpt021	Pupil Transportation
☐	rpt044	Contact Persons (District)
☐	rpt100	School General Information
☐	rpt120	School Calendar
☐	rpt202	Employee Certified Staff Job Analysis
☐	rpt206	Employee Certified Staff Job Analysis (Out-of-District)
☐	rpt215	Novice Teacher List
☐	rpt216	Employee Years of Teaching Experience
☐	rpt218	Apprentice Teacher List
☐	rpt223	Para-Professional
☐	rpt280	Employee Leave

****300 and 400 series reports
not shown - all school side
reports.***

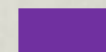
☐	rpt503	Bank Reconciliation
☐	rpt504	Bank Reconciliation Outstanding Checks
☐	rpt600	Safety Drill (District)
☐	rpt610	Safety Drill (School)



Fields entered in SIS



Fields pulled from
eFinance



Fields entered in SIS
and pulled from
eFinance

SIS > Home > Submit Data > VIEW CYCLE REPORTS

Cycle 1-9 (Cycle 6)

[Home](#) > [Submit Data](#) > View Cycle Reports

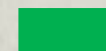
View Cycle Reports

Cycle 6 ▾ Pdf ▾ Process Selected Reports Report Status

☐ Select/Deselect All	Name
☐ rpt000	District General Information
☐ rpt020	Bus Information
☐ rpt021	Pupil Transportation
☐ rpt022	School Bus Inspection
☐ rpt023	Bus Transportation Aid
☐ rpt044	Contact Persons (District)
☐ rpt100	School General Information
☐ rpt117	Federal Programs – Private School(s)
☐ rpt118	Private School Title I
☐ rpt120	School Calendar
☐ rpt202	Employee Certified Staff Job Analysis

☐ rpt206	Employee Certified Staff Job Analysis (Out-of-District)
☐ rpt207	Digital Learning Course
☐ rpt209	Employee National Board Certification
☐ rpt210	Employee Science of Reading
☐ rpt211	Employee Classified Staff Job Analysis
☐ rpt217	Administrator Years of Experience
☐ rpt218	Apprentice Teacher List
☐ rpt223	Para-Professional
☐ rpt224	Nurses Job Assignment
☐ rpt231	Pre-AP® and AP® Course Listing
☐ rpt252	School Concurrent Credit
☐ rpt253	District Concurrent Credit
☐ rpt280	Employee Leave
☐ rpt503	Bank Reconciliation
☐ rpt504	Bank Reconciliation Outstanding Checks
☐ rpt600	Safety Drill (District)
☐ rpt610	Safety Drill (School)
☐ rpt730	Special Education School Age Detailed Information

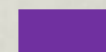
**300 and 400 series reports not shown, all school side reports.*



Fields entered in SIS



Fields pulled from eFinance



Fields entered in SIS and pulled from eFinance

SIS > Home > Submit Data > VIEW CYCLE REPORTS

Cycle 1-9 (Cycle 7)

Home > Submit Data > View Cycle Reports

View Cycle Reports

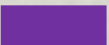
Cycle 7 ▾ Pdf ▾ Process Selected Reports Report Status

☐ Select/Deselect All	Name
☐ rpt000	District General Information
☐ rpt020	Bus Information
☐ rpt021	Pupil Transportation
☐ rpt044	Contact Persons (District)
☐ rpt100	School General Information
☐ rpt120	School Calendar
☐ rpt183	Facility Needs Assessment Building
☐ rpt231	Pre-AP® and AP® Course Listing

☐ rpt503	Bank Reconciliation
☐ rpt504	Bank Reconciliation Outstanding Checks
☐ rpt600	Safety Drill Report (District)
☐ rpt610	Safety Drill Report (School)
☐ rpt713	Special Education - School Age State Exiting by Disability/Age/Exit Status
☐ rpt714	Special Education - School Age State Exiting by Race/Exit Status
☐ rpt715	Special Education - School Age State Discipline by Disability
☐ rpt717	Special Education - School Age State Discipline by Race
☐ rpt730	Special Education School Age Detailed Information
☐ rpt731	Early Childhood Detailed Information
☐ rpt732	School Age Early Intervening Services
☐ rpt733	Special Education School Early Intervening Services 2 (School Age Only)
☐ rpt734	School Age Early Referral Tracking
☐ rpt824	Act 61 Tier II Training

 Fields entered in SIS

 Fields pulled from eFinance

 Fields entered in SIS and pulled from eFinance

**300 and 400 series reports not shown, all school side reports.*

SIS > Home > Submit Data > VIEW CYCLE REPORTS

Cycle 1-9 (Cycle 8)

[Home](#) > Certified Reports

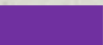
Certified Reports

Cycle 8 ▾ Pdf ▾  Process Selected Reports  Report Status

☐	Select/Deselect All	Name
☐	 rpt000	District General Information
☐	 rpt044	Contact Persons (District)
☐	 rpt100	School General Information
☐	 rpt200	Employee Salary
☐	 rpt203	Employee Benefits (in addition to salary)
☐	 rpt204	Employee Bonus
☐	 rpt221	Professional Development Hours
☐	 rpt280	Employee Leave
☐	 rpt488	Contact Persons (School)
☐	 rpt503	Bank Reconciliation
☐	 rpt504	Bank Reconciliation Outstanding Checks
☐	 rpt530	Annual Financial Report (AFRB) Underpayments
☐	 rpt570	Salaries & FTE (Classified/Certified)
☐	 rpt587	ASR Teacher Salary Averages

 Fields entered in SIS

 Fields pulled from eFinance

 Fields entered in SIS and pulled from eFinance

Cycle 8 – rpt587 ASR Teacher Salary Averages

IMPORTANT NOTICE

It is vital to state and federal reporting that all financial data is entered into the APSCN reporting system accurately. One major concern over the past few years has been the inaccurate reporting of FTEs and the ASR (Salaries and FTE – formerly Page 3637). Accurately reported FTEs are critical in order to calculate average teacher salaries and pupil-to-teacher ratios. When incorrect data must be corrected, the publication of state reports are delayed; especially the publishing of the AFR (Annual Financial Report). If the errors are not detected, the publication goes out with incorrect data about the district and is made available for the public, legislative committees, state board, etc. Since financial accountability continues to be a priority at both the state and federal levels, the accuracy of district reports is vital.

Therefore, it is requested that the Cycle Financial Coordinator, and any other person(s) responsible for entering data into the APSCN system check, recheck, and then verify the accuracy of the FTE data before submitting Cycle 8. Districts must pay close attention to the ASR supplement report, which gives the average teacher salary based on the FTEs entered on Page 37. If salaries on this report do not appear to be reasonable, further analysis is essential before proceeding with the submission of Cycle 8.

For more detailed instructions about the Salaries and FTE – formerly Page 3637 procedures, see the documents on the APSCN web page: **APSCN's web site (apscn.ade.arkansas.gov) > FMS > Financial Management System – SIS and Cycles > Salaries and FTE > Salaries and FTE (Page 36/37) - Instructions.**

SIS > Home > Submit Data > VIEW CYCLE REPORTS

Cycle 1-9 (Cycle 9)

[Home](#) > Certified Reports

Certified Reports

Cycle 9 ▾ Pdf ▾ Process Selected Reports Report Status

☐	Select/Deselect All	Name
☐	rpt000	District General Information
☐	rpt044	Contact Persons (District)
☐	rpt100	School General Information
☐	rpt275	Contracted Non-Employee Nurse Count
☐	rpt385	District Act 28
☐	rpt405	Graduate Student Listing
☐	rpt488	Contact Persons (School)

☐	rpt503	Bank Reconciliation
☐	rpt504	Bank Reconciliation Outstanding Checks
☐	rpt510	Annual Financial Report (AFRB) Level I
☐	rpt511	Annual Financial Report (AFRB) Level II
☐	rpt512	Annual Financial Report (AFRB) Level III
☐	rpt520	Annual Financial Report (AFRB) Legal Balance
☐	rpt540	Annual Financial Report (AFRB) Programs on Behalf of Other Agencies
☐	rpt550	Annual Financial Report (AFRB) Property Values
☐	rpt560	Annual Financial Report (AFRB) Building Losses
☐	rpt580	Annual Statistical Report (ASR) - Supplement
☐	rpt581	Athletic Expenditures

Fields entered in SIS

Fields pulled from eFinance

Fields entered in SIS and pulled from eFinance

****rpt580 will be incomplete until updated by ADE***

ASR Coding Specifications can be found at [APSCN.ade.arkansas.gov](https://apscn.ade.arkansas.gov) > Reports > Annual Statistical Report Information > ASR Coding Specifications

Cycle 9 – rpt510, 511, 512 Annual Financial Report (AFRB) Level I, II, and III

LEA: County:	SCHOOL DISTRICT NAME Annual Financial Report (AFRB) Level I 20XX - 20XX	Cycle: 9
FUND 1 - Teacher Salary Beginning Balance Total Revenues Total Expenditures Total Transfers Ending Balance FUND 2 - Operating Beginning Balance Total Revenues Total Expenditures Total Transfers Ending Balance	LEA: County: FUND 1 - Teacher Salary Beginning Balance: Expenditures: 1100 - Reg Prog/Elem Sec 61000 - 61999 Sub-Totals 1100 - 1199 1200 - Spec Ed 61000 - 61999 Sub-Totals 1200 - 1299 1300 - Wkfc Ed Prog 61000 - 61999 Sub-Totals 1300 - 1399 1500 - Comp Ed Prog 61000 - 61999 Sub-Totals 1500 - 1899	Cycle: 9
	LEA: County:	SCHOOL DISTRICT NAME Annual Financial Report (AFRB) Level III 20XX - 20XX
		Actual FY 2026 – 2027 Budget FY 2027 – 2028
	FUND 1 - Teacher Salary Beginning Balance:	\$0.00 \$0.00
	Expenditures:	
	1105 - PreSch	
	61110 - 61119	\$0.00 \$0.00
	61510 - 61519	\$0.00 \$0.00
	Sub-Totals 1105 - 1109	\$0.00 \$0.00
	1110 - Kind	
	61110 - 61119	\$0.00 \$0.00
	61510 - 61519	\$0.00 \$0.00
	Sub-Totals 1110 - 1119	\$0.00 \$0.00

Cycle 9 – rpt520 Annual Financial Report (AFRB) Legal Balance

Run Board Report for Teacher Salary, Operating, and Debt Service Funds to compare with Legal Balance Report.

Menu Path: Fund Accounting > Custom > Board Report

SCHOOL DISTRICT NAME		
LEA:	Annual Financial Report (AFRB) Legal Balance	Cycle: 9
	(Teacher Salary, Operating and Debt Service Funds)	
County:	20XX - 20XX	
	Actual FY 2026-2027	Budget FY 2027-2028
BEGINNING BALANCE	0.00	0.00
PLUS Total Operating & Debt Service Funds Revenues*	0.00	0.00
PLUS Operating & Debt Service Funds Transfers 'in' from other Funds	0.00	0.00
PLUS Operating & Debt Service Funds Other Revenue (Indirect Cost & Other)	0.00	0.00
LESS Teacher Salary Fund Expenditures	0.00	0.00
LESS Operating Fund Expenditures	0.00	0.00
LESS Operating Transfers 'Out' (To Funds 3,5,6,7,8)	0.00	0.00
LESS Total Debt Service Fund Expenditures	0.00	0.00
LEGAL BALANCE	\$0.00	\$0.00
	=====	=====
	\$0.00	\$0.00
*Accrued Revenue included in this total		
Legal Balance includes restricted categorical balances as shown on the Categorical Fund Report. However, the categorical balances will be deducted from the Legal Balance reports for ADE and Legislature.		

Report Information



Report Criteria

Fund

[124]*

Starting Period *

1

Ending Period *

13

Year *

2027

Reserve For Encumbrance Accounts

☐

Print Section 1 Only

☒

Print Single Columns in Section 1

☐

Eliminate Empty Lines in Section 3

☐

Eliminate Page Break on Funds in Section 3

☐

ARKANSAS PUBLIC SCHOOL COMPUTER NETWORK				PAGE NUMBER: 1			
DATE:		SCHOOL DISTRICT		MODULE NUM: STATMN9EAR			
TIME:		DETAILED STATEMENT OF CHANGES IN FUND BALANCES					
		FOR PERIODS 1 THROUGH 13					
SELECTION CRITERIA: orgn.fund like '[124]%'							
FUND/SF	FUND TITLE	BEG BALANCE	REVENUE	NON-REVENUE	NON-EXPEND	EXPENDITURES	END BALANCE

SIS > Home > Submit Data > CERTIFICATE OF DATA ACCURACY

For each cycle the appropriate Certificate of Data Accuracy form must be downloaded, printed, signed by the superintendent, scanned to a file, and **uploaded**.

[Home](#) > [Submit Data](#)

Submit Data

Current Cycle Info

Resubmission Cycle Info

Current Fiscal Year: 20XX-20XX

Current Cycle: 8

District Has Submitted Cycle 8

Current Cycle

Build

Date: 7/31/20XX 4:50 PM user:

Status: Completed

Error Count: 0

Perform On-Demand Build

View Build Errors

Validate

Date: 7/31/20XX 4:52 PM user:

Status: Completed

Error Count: 0

Warning Count: 16

Perform On-Demand Validation

View Validation Errors

Certificate of Data Accuracy

File: [Data Accuracy.pdf](#)

Browse...

Upload

Submit

Date:

Status:

* Please make sure all information is up-to-date in LEA Profile before performing a build.

[Cycle Reports](#)

[SIS Tables](#)

95

SIS > Home > Submit Data >

Cycle 1 > CERTIFICATE OF DATABASE SECURITY APPLICATIONS

For Cycle 1, the **Certificate of Database Security Applications** form must be downloaded, printed, signed by all parties listed and then emailed to apscn.SIScertifications@ade.Arkansas.gov with the Bank Reconciliation form.

Cycle 1 Certification of Database Security Applications

We hereby certify with the three (3) signatures below that the eFinance security DBA (security resource 190) has reviewed and confirmed that all users in the eFinance database are current and active employees and that users have matching Active Directory accounts listed in the Account Notification Management System (ANMS). The district shall submit quarterly documentation to APSCN for any finance users that are non-employees, excluding 'state designated users.'

As required in Commissioner's Memo FIN-15-106, we certify that the user IDs in the FMS database and the SMS Database also have an active directory account for _____ School District as of _____.

SCHOOL DISTRICT

LEA

BUSINESS MGR/CFO/SECURITY ADM SIGNATURE

DATE

ESCHOOL DATABASE SECURITY ADMINISTRATOR

DATE

SUPERINTENDENT SIGNATURE

DATE

SIS > Home > Submit Data > SUBMIT

When the **Certification of Data Accuracy Form** has been uploaded select the **SUBMIT** button.

Home > Submit Data

Submit Data

Current Cycle Info

Resubmission Cycle Info

Current Fiscal Year: 20XX-20XX
Current Cycle: 8

District Has Submitted Cycle 8

Current Cycle

Build

Date: 7/30/20XX 6:00 PM user: [Perform On-Demand Build](#)

Status: Completed [View Build Errors](#)

Error Count: 7/31/20XX 4:50 PM user:

Validate

Date: 7/31/20XX 4:51 PM user: [Perform On-Demand Validation](#)

Status: Completed [View Validation Errors](#)

Error Count: 7/31/20XX 4:52 PM user:

Warning Count: 16 [Cycle Reports](#) [SIS Tables](#)

Certificate of Data Accuracy

File: [Data Accuracy.pdf](#)

Submit

Date:

Status:

* Please make sure all information is up-to-date in LEA Profile before performing a build.

SIS > Home > CERTIFIED REPORTS

Print, Review and Verify information on reports.

Certified Reports

- Available after Submission
- Official records
- Keep copy (*Once a Build is complete for a Cycle the previous year's information becomes inaccessible and all data updates to current cycle.*)

Division of Elementary and Secondary Education (DESE)
Statewide Information System

Home

Resources

Update Data

Submit Data

Certified Reports

Salaries and FTE

Error Guide

Report Descriptions

Financial Applications

Import Data

View Certified Reports

Home > Certified Reports

Certified Reports

Cycle 1

Pdf

Process Selected Reports

Report Status

SIS > Home > CERTIFIED REPORTS > rpt503 Bank Reconciliation

SCHOOL DISTRICT Bank		
LEA:	Reconciliation	Cycle:
County:	20XX - 20XX	
Finance Period:		
1.	BANK STATEMENT BALANCE	\$0.00
2.	PLUS DEPOSITS IN TRANSIT	\$0.00
3.	LESS OUTSTANDING CHECKS	\$0.00
4.	ADJUSTED BANK BALANCE	\$0.00
5.	LESS COMPUTER CASH BALANCE	\$0.00
6.	VARIANCE (Should be 0.00)	\$0.00
RECONCILED BY		USER NAME
DATE RECONCILED		XX/XX/20XX
DATE REVIEWED BY SUPERINTENDENT		XX/XX/20XX
INSTRUCTIONS: Please print, sign, date, scan and email the final version to apscn.SIScertifications@ade.arkansas.gov		
_____ "Reconciled by" Printed Name	_____ "Reconciled by" Signature	_____ Date
_____ Superintendent Printed Name	_____ Superintendent Signature	_____ Date
IF #2 AND/OR #6 IS NOT \$0.00 AN EXPLANATION IS REQUIRED BELOW (Attach extra sheet if needed):		
DEPOSITS IN TRANSIT Explanation:		
VARIANCE Explanation:		
Run: X/X/20XX XX:XX:XX PM		
RPT503 - SIS (CERTIFIED)		
Page:		

A completed and signed copy of the **CERTIFIED** Bank Reconciliation (rpt503) from each cycle should be submitted to apscn.SIScertifications@ade.arkansas.gov immediately after the cycle submission has been processed.

INSTRUCTIONS: Please print, sign, date, scan and email the final version to apscn.SIScertifications@ade.arkansas.gov

Superintendent Printed Name Superintendent Signature Date

IF #2 AND/OR #6 IS NOT \$0.00 AN EXPLANATION IS REQUIRED BELOW (Attach extra sheet if needed):

DEPOSITS IN TRANSIT Explanation:

Be Specific. Notes should include: Receipt Numbers, Deposit Numbers, Date(s) deposited, etc.

VARIANCE Explanation:

Be Specific. Notes should include: checks written or voided outside of the period, Bank cleared check for a different amount, payroll direct deposit written last day of the month but did not clear the bank until the following month, etc.

For additional reconciling assistance, please review the Bank Reconciliation Tips document available on the apscn.ade.arkansas.gov website to help find any variance.

Variances should NOT be carried forward each period. Address issues as they appear.

SIS > Home > Submit Data > RESUBMISSION CYCLE INFO

[Home](#) > [Submit Data](#)

Submit Data

Current Cycle Info

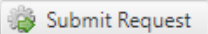
Resubmission Cycle Info

Request Resubmission Cycle

Fiscal Year:

Cycle:

Email:



Reasons for Resubmission

Resubmission Request

Fiscal Year:

Cycle:

Request Date:

Expiration Date:

Status:

Last Status Update:

 **Reasons for Resubmission**

Table Name	Reason
------------	--------

AR - Arkansas Code Annotated A.C.A. § 6-20-2202

- The board of directors of each school district, open-enrollment public charter school, and education service cooperative annually shall prepare a budget of expenditures and receipts that shall be filed with the Department of Education by **September 30** of each year.
- Cannot resubmit Cycle 1**
- Cannot resubmit Cycle 2**
- Cannot resubmit Cycle 4**
- Cannot resubmit Cycle 7**
- Cannot resubmit Cycle 9 after September 10th**

Finance Cycle Troubleshooting

SIS > Home > REPORT DESCRIPTIONS

View a list of reports with descriptions by Cycle.

Division of Elementary and Secondary Education (DESE)

Statewide Information System

[ADE](#) | [ADE Data Center](#) | [SIS](#) | [Logout](#)

[Home](#)

[Resources](#)

[Update Data](#)

[Submit Data](#)

[Certified Reports](#)

[Data Quality Checks](#)

[Salaries and FTE](#)

[Error Guide](#)

[Report Descriptions](#)

[Financial Applications](#)

[Import Data](#)

[Home](#) > Report Descriptions

Cycle 8 ▼

Serial #	Rpt #	Rpt Name	Description
1	000	District General Information	This report lists general district information.
2	044	Contact Persons (District)	This report lists district-level contact persons.
3	100	School General Information	This report lists general information for each school building in the district that is collected in the current cycle.
4	200	Employee Salary	This report lists employees by name and employee number and the total salary amounts paid by fund, SOF, function, location, program code and account.
5	203	Employee Benefits (in addition to salary)	This report lists employees by name and employee number and the total benefit amounts paid by fund, SOF, function, location, program code and account for accounts 62000 - 62999.
6	204	Employee Bonus	This report lists amounts of bonuses paid to employees.
7	221	Professional Development Hours	This report lists certified employees, job type, and professional development hours for the current fiscal year.
8	224	Nurses Job Assignment	This report lists employees assigned one of the nurse job codes.
9	280	Employee Leave	This report lists Leave information for employees.
10	488	Contact Persons (School)	This report lists school-level contact persons for Contact Codes 7 - Counselor, AP - Assistant Principal, SN - School Nurse, P - Principal or School Admin, V - Family Engagement Facilitator.
11	503	Bank Reconciliation	This report lists bank reconciliations entered for the current cycle.
12	504	Bank Reconciliation Outstanding Checks	This report lists a list of outstanding checks from FMS system for the current cycle.
13	530	Annual Financial Report (AFRB) Underpayments	This report lists any underpayments of salary owed to employees.
14	570	Salaries & FTE (Classified/Certified)	This report lists full financial Page 36 and 37 salaries and FTE report.
15	587	Teacher Salary Averages	Displays total FTE and average salaries for Certified personnel in classroom and non-classroom jobs.

SIS > Home > ERROR GUIDE

[Home](#) > Error Guide

Build and Validation Errors and Warnings

To search for a specific error code, enter all six characters here: [Search](#)

This page presents a list of tables. Select cycle for which to display tables:

ALL

ALL

Cycle 1

Cycle 2

Cycle 3

Cycle 4

Cycle 5

Cycle 6

Cycle 7

Cycle 8

Cycle 9

Click table name to see the fields:

SIS Table Name	Code
Act 61	AC
Act 61 Tier II	AI
ALE (Annual Report)	AS
ALE Days	AL
Bus	BU
Bus – Supplemental Transportation	TP
Bus – Transportation Personnel	TS
Calendar	CA
Class	CL
Contact Persons	CO
Discipline	DS
District	DI
Equity – Compliance Reports	EC
Finance – Act 28	AT
Finance – Bank Reconciliation	BC
Finance – Building Losses	BL

SIS > Home > ERROR GUIDE

Example of Errors: Bank Reconciliation Table

[Home](#) > Error Guide

Build and Validation Errors and Warnings

To search for a specific error code, enter all six characters here:

This page presents a list of tables. Select cycle for which to display tables: ▼

Click table name to see the fields:

SIS Table Name	Code
Contact Persons	CO
District	DI
Finance – Bank Reconciliation	BC
Finance – Employee	EM
Finance – Employee Bonus	EB
Finance – Employee Leave	EL
Finance – Employee Salary/Benefits	ES
Finance – Salaries and FTE	CC
Finance – Salaries and FTE Detail	CD
Finance – Underpayments	UP
Job Assignment	JA
Professional Development	PD
School	SC

Table: 'Finance – Bank Reconciliation'

Field Name	Code	Element
lea	BC0030	LEA
finance_period	BC0035	Finance Period
bank_bal	BC0040	Bank Balance Statement
bank_var	BC0090	Bank Account Variance

SIS > Home > ERROR GUIDE

Example of Errors: Bank Reconciliation Error Codes, Type, Error Message and Description

Errors for SIS Field: 'LEA'

Error Code	Type	Error Message	Description
BC0030	Build	BankRec: LEA cannot be null.	LEA cannot be NULL
BC0030	Validate	BankRec LEA does not exist	The LEA is not present in the control table for LEA's
BC0030	Validate	BankRec LEA is inactive	The LEA is marked as Inactive in the control table for LEA's

Table: 'Finance – Bank Reconciliation'

Field Name	Code	Element
lea	BC0030	LEA
finance_period	BC0035	Finance Period
bank_bal	BC0040	Bank Balance Statement
bank_var	BC0090	Bank Account Variance

Errors for SIS Field: 'Finance Period'

Error Code	Type	Error Message	Description
BC0035	Build	Finance period Code entered is not valid.	The record has a financial period that is not correct for the cycle

Errors for SIS Field: 'Bank Balance Statement'

Error Code	Type	Error Message	Description
BC0040	Build	Cycle {0} Requires Finance Periods {1} to be reported.	Some cycles encompass more than one financial period, and must have more than one bank rec record: Cycle 5 includes periods 5 and 6, cycle 6 includes periods 7 and 8, and cycle 7 includes periods 9 and 10.
BC0040	Build	No data in LEA Profile Bank Recon table for cycle	No data in LEA Profile Bank Recon table for cycle

Errors for SIS Field: 'Bank Account Variance'

Error Code	Type	Error Message	Description
BC0090	Warning	BankRec Variance does not equal zero	BankRec Variance does not equal zero

[Click to go back to Table and Column lists...](#)

SIS CYCLE ERRORS

Build Errors

Validate Errors

Validate Warnings

Build Errors

- **Must be corrected**
- **Cannot move to Validation processing until all are corrected**
- **After correction, run the Build process until error free**

Validation Errors

- **Must be corrected**
- **Cannot Submit until all are corrected**
- **After Correction,**
 - **Run Build process if data changed in FMS database**
 - **Run Validate process if data changed in the SIS LEA Profile tables**

Validation Warnings

- Can submit Cycle without correcting warnings
- Determine if Validation Warning is an acceptable error
 - ❖ Warning examples:
 - ASR Teacher Salary Averages
 - Salaries and FTE Nurse, FTE, Total and Avg Sal for Nurses

Common Build Errors

Bank Reconciliation

- **BC0040 No data in LEA Profile Bank Recon Table for cycle**
 - No data exists in Update Data>LEA Profile Bank Recon for referenced Cycle

Job Assignment

- **JA0065 – jobassgn Must have at least one Paraprofessional Duty code**
 - Job assignments with job code 758, 759, 762, 763, or 785 must have at least one Paraprofessional Duty code

Employee

- **EM0240 – Employee has NBC cert, but Issue Date is NULL**
 - NBC Issue date must be a valid current/future date in employee Certifications/Licenses screen of eFinance
- **EM0250 – Employee has NBC cert, but Expiration Date is NULL**
 - NBC Expiration date must be a valid current/future date in employee Certifications/Licenses screen of eFinance

Leave

- **EL0160 – EmpLeave Start Date is NULL**
 - Start date must be a valid non-null date for attendance entry in eFinance

Salaries and FTE

- **CC0040 – N&D Location does not indicate Elem, Mid/JH or HS**
 - SalFTE requires a level to assign the salary and FTE for this person to the appropriate page line. It may be necessary to edit the page line to add the amounts manually.
 - System is unable to determine what line to add Salary and FTE due to missing location code. User will have to determine what line to manually adjust. (EX: SpEd Teachers – Lines 3731, 3732, and 3733)

Common Validate Errors

Employee

- **EM0040 – This Employee has missing job assignment record**
 - Employee should have a job assignment for LEA
 - Check pay rate and Job Assignment screen
 - Period must = the pay rate # on the associated pay rate screen
- **EM0045 – State Reporting ID is blank**
 - Check Empl State ID under State Required – TRIAND (*See Example*)
- **EM0130 – Invalid or NULL Race code**
 - Check eFinance Employee Information>Race/Ethnicity tab
- **EM0175 – If certified, Employee degree description is required**
 - If Experience Category is 1, 2, 3 or 4, degree description is required
 - Certified employee must have Degree listed as *Highest Degree in eFinance
- **EM0175 – Employee degree description must be one of the recognized degree types**
 - Less than Bachelors, Bachelors, Masters, or Doctorate (*See Example*)
- **EM0180 – Employee Experience Category must equal 0, 1, 2, 3 or 4**
 - Experience Category must equal 0, 1, 2, 3 or 4
 - Any Employee in Pay Group other than X or S must have a Status code of 0, 1, 2, 3, or 4
- **EM0190 - Beginning Teacher must have zero years experience**
 - If exp_category = 1 then exp_totyrs must = 0
 - Must have 0 in Years in District, Years in State & Years in Total (*See Example*)

Common Employee Cycle error : State Reporting ID is Blank

Employee

- **EM0045 – State Reporting ID is Blank**
 - Check Empl State ID under State Required – TRIAND

TRIAND issues State ID numbers every day after 4 p.m. In order for Triand to issue a State ID number, there are a few data requirements which must be met.

- Employee First & Last Name (field cannot be blank)
- Valid Date of Birth
- Social Security Number
- **NOT** in X or S Pay Group on Pay Rate screen
- Unique work email address
- Wage record in Detail Distribution

Arkansas State Retirement Information			
Employment Type	CRT	Empl State Id	1234567890
AESD Exempt	N	Ins Eligible	Y
N/T/D		Ins Participan	Y
Service Credit	4	Last Date Emp	
Cur Serv Days	0		
MTD Serv Days	0	Prev MTD Serv	0
QTD Serv Days	0	Prev Qtr Serv	0
FTD Serv Days	0		
Prv Serv Days	0		
Maiden Name			

CRT = Certified / CLS = Classified

Employee State ID is found at:

Menu Path: Human Resources > Entry & Processing > Employee > Employee Information
Bring up the **Employee** - Select **Payroll Information** menu then select **State Required**

Common Employee Cycle error : Employee Degree Description

An employee's degree marked as *Highest Degree must match one of the recognized degree types.

Human Resources>Entry & Processing>Employee>Employee Information>Personnel Information>Degrees

Degree Data

Insert Row

Delete Row

Major/Minor

Degrees

Type *	Highest	School *	Date *	Major	Minor	Credits	GPA
MA - MASTERS	* - Highest Degree	0050 - ASU, STATE UNIVER	05/01/2019				

Recognized Degree Types:

- Less than Bachelors
- Bachelors
- Masters
- Doctorate

Common Employee Cycle error: EM0190 - Beginning Teacher must have zero years experience

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

Status: 1 - Beginning Teacher

Beginning teachers must have zero (0.0) years experience for:

- Years in District
- Years in State
- Years in Total

General

Employee Number: 10068 ☐ Continuous

Social Security *: 123-45-6789

Last Name: PAN

First Name: PETER

Middle Name:

Suffix:

Status: 1 - BEGINNING TEACHER

Gender *: M - Male

Birthdate: 01/01/1960

Previous Last Name:

Release Information: ☐ User Login

SSO Identifier:

General Employment

Hire Date: 07/01/2022

Original Hire: 08/18/1982

Department *: 1000 - TEACHER SALARY FUND

Supervisor Login:

Base Location *: 31 - SECONDARY

Years in District: 0.0

Years in State: 0.0

Years in Total: 0.0

Employee Address

Address: 123 LOST BOYS WAY

City: NEVERLAND State: AR

Zip Code: 12345

Home Phone: Unlisted Phone? ☒

Work Phone: Cell Phone:

Other Phone: Send E-Voucher ☒

Email *: peter.pan@neverlandschools.org

Personal Email:

Common Validate Errors (cont'd)

Job Assignment

- **JA0055 – Must have Parent Facilitator for each school LEA**
 - This LEA has no job assignment records with job code = 7070
- **JA0060 – Job code must have paraprof_qual 1,2,3,4,6,7 or 8**
 - Job codes 758, 759, 762, 763 require Paraprofessional Qualification equal to 1, 2, 3, 4, 6, 7 or 8. Job code 785 requires Paraprofessional Qualification equal to 1, 2, 3, 4, 5 or 6.
- **JA0060 – Job code 760 must have paraprof_qual = 5**
 - Job code 760 requires Paraprofessional Qualification equal to 5
- **JA0065 – Job code must have at least one Paraprofessional Duty Code**
 - Every Paraprofessional with a job code qualifier of 1, 2, 3, 4, 6, 7 or 8 (758, 759, 762, 763 and 785) must have a minimum of 1 duty. (785 duties are limited to 1, 6, and 7)
- **JA0070 – FTE should be greater than zero for this job code**
 - FTE greater than zero required if job code has 3 or 4 digits
 - Add correct FTE to Job Assignment Code, cannot be zero

Salaries and FTE (Cycle 8)

- **CC0220 Average Teacher Salary (ASR Line 84) below state minimum**
 - Total of salary lines is below the state minimum
- **CC0220 Total for line 3701 must be <= \$325,000**
 - Total for line 3701 Superintendent must be <= \$325,000
 - This can be corrected in the Salaries and FTE section on line 3701

Common Validate Errors (cont'd)

Professional Development (Cycle 8)

- **PD0050-ProfDev State Reporting ID, Staff Column is Null**
 - This error indicates that a value has been entered which does not conform to the 10 numeric character requirement for State Id.
 - This can be corrected in the LEA Profile update section of SIS.

Employee Leave

- **EL0070 – Location does not correspond to a valid LEA**
 - The location is from the Check Location field of the Payroll table. For teachers and certain other employees, this must correspond to a building that has a valid LEA.
 - If Employee has two employee numbers. Both check locations must be valid LEA for teacher position
- **EL0170 – emp_leave stop date is NULL**
 - Stop date must be a valid non-null date.
 - This must be corrected with a SQL statement run by DIS.

Finance Salary Schedule

- **SA0050 – Must have one record with description = "CERTIFIED"**
 - Update name of Base certified Salary Schedule name to read CERTIFIED (Comm Memo [FIN-19-035](#))
- **SA0050 – Must have only one record with description = "CERTIFIED"**
 - Adjust non-base certified salary schedule name which duplicates "CERTIFIED" to something more appropriate.

Warnings Examples

Employee Leave

- **EL0040 – emp_leave SSN does not exist in the employee records**
 - Leave record has an SSN that does not belong to any person in the employee table
 - Employees in Pay groups X or S will not pull to employee table
 - Employee must not have pay rate in Pay Group S and must have det dist records for current fiscal year to pull to employee table

Contractors Non Employees – Nurse Data Collection (Cycle 9)

- **NE0050 – Nonemployee Contractor, job_code column is NULL or not LPN-454, LPTN-463, RN-455, RNP-457, CNP-460, CNM-465, CRNA-461, CNS-462, APN – 458, or APRN – 459**
 - JobCode is NULL or not a valid value
 - This can be corrected in the Update Data>LEA Profile section of SIS.
- **NE0060-Degree -Nonemployee Contractor, degree column is NULL, or not AAS, ASN, BSN, DNP, DPL, or MSN**
 - Degree is NULL or not a valid value
 - This can be corrected in the Update Data>LEA Profile section of SIS.

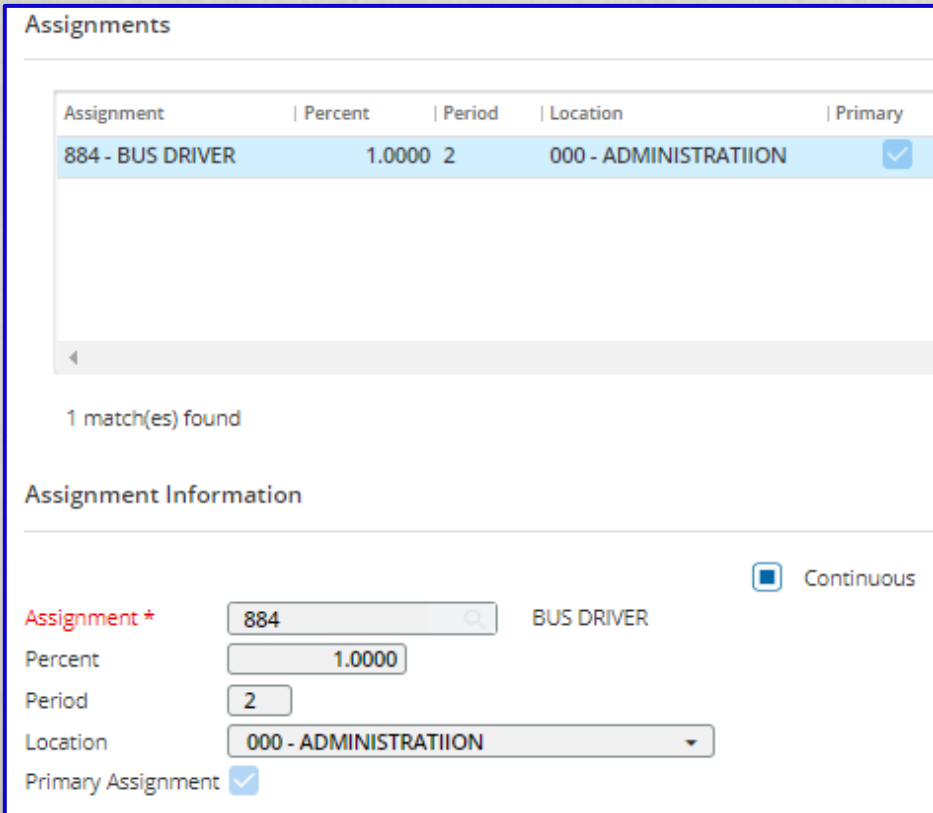
Reminders For Pulled Data

Cycle 2, 5, 6 & 8 Employee Job Assignment

All Classified Staff and non-teaching Certified Staff should have a valid job assignments in eFinance.

- Classified Job Assignments are 3 digits
- Certified Job Assignments are 4 digits
- Any Course Codes (6 digits) used in the Assignment screen will result in a Cycle Validation Error

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



The screenshot shows the 'Assignments' screen in eFinance. At the top, there's a table with columns: Assignment, Percent, Period, Location, and Primary. One row is highlighted: '884 - BUS DRIVER' with Percent '1.0000', Period '2', Location '000 - ADMINISTRATIION', and a checked Primary checkbox. Below the table, it says '1 match(es) found'. Under the 'Assignment Information' section, there are input fields for Assignment * (884), Percent (1.0000), Period (2), Location (000 - ADMINISTRATIION), and a checked Primary Assignment checkbox. A 'Continuous' checkbox is also present.

Assignment	Percent	Period	Location	Primary
884 - BUS DRIVER	1.0000	2	000 - ADMINISTRATIION	☒

1 match(es) found

Assignment Information

☒ Continuous

Assignment * BUS DRIVER

Percent

Period

Location

Primary Assignment ☒

- **ASSIGNMENT*** = Valid Job Codes are available on the ADE Data Center website <https://adedata.arkansas.gov/jcms>
 - Classified Jobs
 - Certified Jobs
- PERCENT = FTE % for that Assignment.
- PERIOD = used to indicate the number of the payrate screen the assignment is tied to
 - if left blank, will default to payrate #1
- LOCATION = use valid location for assignment
- PRIMARY ASSIGNMENT = Check box if assignment is primary

Employee Job Assignment: SpEd Inclusion Teachers

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

- For Special Ed Inclusion Teachers to be included in the VAM (Value Added Model) data, they will need to:
 - have a Job Assignment code 7150 – Consulting/Indirect Spec. Educ. Tchr in eFinance
 - and be listed as the Secondary Teacher on course(s) in eSchool.

***VAM (Value Added Model) data is the method used to display student growth and provide teacher merit pay.**

Job Code	Job Title	Grade Low	Grade High	
7150	Consulting/Indirect Spec. Educ. Tchr	K	12	+ Details
7150	Consulting/Indirect Spec. Educ. Tchr	7	12	+ Details
7150	Consulting/Indirect Spec. Educ. Tchr	K	6	+ Details
7150	Consulting/Indirect Spec. Educ. Tchr	P	12	+ Details

Assignments

Assignment	Percent	Period	Location	Primary
7150 - CONSULTING/IND SP ED TCHR	1.0000	1	000 - ADMINISTRATIION	☒

1 match(es) found

Assignment Information

☒ Continuous

Assignment * CONSULTING/IND SP ED TCHR

Percent

Period

Location

Primary Assignment ☒

Employee Status Code Name Change

Human Resources>Entry & Processing>Employee>Employee Information>General>Status

General

Employee Number

10812

☐ Continuous

Social Security *

111-11-1111

Last Name

BELL

First Name

TINKER

Middle Name

Suffix

Status

0 - NOT TEACHING (CRT & CLS)

0 - NOT TEACHING (CRT & CLS)

1 - BEGINNING TEACHER

2 - TRANSFER FROM ANOTHER SCHOOL DIST

3 - NOT TEACH LAST YR/TAUGHT PUB SCHOOL

4 - TAUGHT IN THIS DISTRICT LAST YEAR

Gender *

Birthdate

Previous Last Name

Preferred Name

Release Information

SSO Identifier

- Beginning FY26 employee Status Code 0 – Classified Staff was changed to 0 – Not Teaching (Certified & Classified)

Maternity Leave Entry (Eligible Employee) – Cycles 5 & 8

Maternity leave for eligible employees can be recorded through the Attendance module or on the timecard during Pay Run Processing.

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

❖ If recording eligible maternity leave through the Attendance module use:

- Pay Code -
 - **980** – ADE Maternity Daily Rate
 - **981** – ADE Maternity Hourly Rate
- Start Date – Start Date of eligible maternity leave entry
- Stop Date – Stop Date of eligible maternity leave entry
- Hours/Days – Number of Days or Hours that need to be paid out as maternity leave
- Remarks – Notes/Remarks related to the attendance entry (EX:. Maternity Leave – Sub John Smith)

Menu Path: Human Resources>Entry & Processing>Payroll>Pay Run Processing>Edit Employee Time

❖ If recording eligible maternity leave on the timecard through Pay Run Processing use:

- Class – Employee's primary Job Class
- **Pay Code** -
 - **980** – ADE Maternity Daily Rate
 - **981** – ADE Maternity Hourly Rate
- Hours/Days – Number of Days or Hours that need to be paid out as maternity leave
- Pay Rate – Automatically populates
- Amount – Automatically populates (Hours/Days*Pay Rate)
- Budget Unit and Salary Account for eligible employee will automatically populate from the pay rate screen
- Key in eligible maternity leave dates and remarks on associated Attendance screen when it displays

Note: If districts need assistance setting up the Leave Code for Maternity Leave and/or verifying the Pay Code set up then a Helpdesk ticket should be opened.

Maternity Leave Entry (Eligible Employee) – Cycles 5 & 8

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

Employee Data

Substitute Data

Employee Number *

☒ Continuous

Pay Code *

Start Date *

Stop Date *

Hours/Days *

Remarks

Leave	Balance	Taken YTD	Earned YTD	Pending Leave Balance

Employee Data

Substitute Data

Employee Number *

☒ Continuous

Pay Code *

Start Date *

Stop Date *

Hours/Days *

Remarks

Leave	Balance	Taken YTD	Earned YTD	Pending Leave Balance
100 - SICK LEAVE - CERTIFIED 12	101.0000	0.0000	12.0000	101.0000
200 - PERSONAL BUSINESS - CERT	2.0000	0.0000	2.0000	2.0000
300 - PERFECT ATTENDANCE - CEF	2.0000	1.0000	0.0000	2.0000
400 - VACATION - CERTIFIED	49.5000	7.0000	10.0000	49.5000
500 - MISC LEAVE W/O PAY	0.0000	0.0000	0.0000	0.0000
600 - MISC LEAVE WITH PAY	0.0000	0.0000	0.0000	0.0000
700 - CATASTROPHIC LEAVE	1.0000	0.0000	0.0000	1.0000
	0.0000	0.0000	0.0000	
900 - FULL DEDUCT	0.0000	0.0000	0.0000	0.0000
007 - MATERNITY LEAVE DAILY	60.0000	0.0000	0.0000	60.0000

Maternity Leave Entry (Eligible Employee) – Cycles 5 & 8

Menu Path: Human Resources>Entry & Processing>Payroll>Pay Run Processing>Edit Employee Time

Additional Rates



Example Pay Rate Screen

Rate Information

Primary Pay Rate ☒ Include Dock ☒ Rate # 1

Job Class * 2324 DIR FEDERAL PROGRAMS

Pay Code * 001 SALARY-CONTRACT

Pay Group * 1 - PAY GROUP 1

Status * A - Active

Calendar * 2520 240 DAY LICENSED ADM

Start Date 07/01/20XX

End Date 06/30/20XX

Pay Start Date * 07/01/20XX

Pay End Date * 06/30/20XX

Days Worked 240.00

Pay Cycle

Pay Information

Pay Method * R - Range/Step Pay

Schedule CER CERTIFIED

Range 04 MSE + 15

Step 25.00

Hours/Day 1.00

Pays/Year 24.0

FTE 1.000000

Override Type S - System Calculate

Pay Hours 0.00

Pay Rate 3,273.000000

Docking Rate 327.300000

Dock Units 0.00

Dock Amount 0.00

Dock Arrears 0.00

Dock Pays 0

Annual Salary and Contract

Annual Salary 78,552.00

Paid 65,460.00

Contract Position ☒

Contract Days 240.00

Summer Pay

Contract Limit 78,552.00

Balance 13,092.00

Pay Out Date

Pay Out Amount 0.00

Organization

BUDGET UNIT Account %

1000232400000000 61110 1.0000

Timecard Data

Employee - TINKER BELL - (10176)

Job Class *	Pay Code *	Hours/Days	Pay Rate	Amount	BUDGET UNIT	Account	Title	Project	Account	Tax	Cycle *	FLSA
2324	001 - SALARY-CONTRACT	0.0000	0.00000	3,273.00							1	0
2324	980 - ADE MATERNITY DAILY RATE	2.0000	327.30000	654.60	1000232400000000	61110	CERT SALARY				1	0
		0.0000	0.00000	0.00							1	0

Example Timecard in Pay Run Processing

Maternity Leave Entry (Eligible Employee) – Cycles 5 & 8

Menu Path: Human Resources>Entry & Processing>Payroll>Pay Run Processing>Edit Employee Time

Attendance - TINKER BELL (10176)

Insert Row Delete Row Duplicate Items Enter Service Days

Attendance Information

Example Attendance screen from Pay Run Processing

-General

Pay Code	Start Date	Stop Date	Hours/Days	Remarks
980 - ADE MATERNITY DAILY RATE	05/05/20XX	05/06/20XX	2.0000	MATERNITY LEAVE

-Substitute

Sub ID	Sub Name	Pay Code	Class

Pay Rate	Amount	Location	Tax
0.00000	0.00		

BUDGET UNIT	Account	Start Date	Stop Date	Hours/Days

Title

ARKANSAS PUBLIC SCHOOL COMPUTER NETWORK
DATE:
TIME:

SCHOOL DIST
ATTENDANCE EDIT LISTING

PAGE NUMBER: 1
ATTEND13

SELECTION CRITERIA: employee.empl_no=10176 and attend.start_date>='20XX0701' and attend.stop_date<='20XX0630'
SORT ORDER: CHECK LOCATION/NAME STATUS TYPE: B-BOTH ATTENDANCE AND TIMECARDS POST TYPE: B-BOTH POSTED AND UNPOSTED

LOCATION	EMPLOYEE NO	NAME	PAY CD	LV CD	FROM DATE	TO DATE	HRS/DAYS	POST	REMARKS
028	10176	BELL, TINKER	120	4	07/08/20XX	07/11/20XX	4.0000	P	
			120	4	07/16/20XX	07/16/20XX	1.0000	P	vacation
			120	4	08/02/20XX	08/02/20XX	1.0000	P	vacation
			120	4	12/05/20XX	12/05/20XX	1.0000	P	Vacation
			140	3	03/21/20XX	03/21/20XX	1.0000	P	Perfect Attendance
			980	0	05/05/20XX	05/06/20XX	2.0000	P	MATERNITY LEAVE

**Example Attendance report AFTER
creating timecard maternity entry**

TOTAL EMPLOYEE:	10.0000	EMP COUNT: 6
TOTAL CHK LOC:	10.0000	CHK LOC COUNT: 6
TOTAL REPORT:	10.0000	FINAL COUNT: 6

Maternity Leave Entry (Substitute Employee) – Cycles 5 & 8

Menu Path: Human Resources>Entry & Processing>Payroll>Pay Run Processing>Edit Employee Time

❖ To indicate that a Sub is covering for someone on maternity leave, the timecard will need to reflect:

- Class – District defined
- Pay Code – District defined
- Hours/Days – Number of Days or Hours that need to be paid out for Sub coverage
- Pay Rate – District defined/Determined by Pay Code setup
- Pay Rate – Automatically populates
- Budget Unit - Must be 16 Characters
 - The **Subject Code** must be **ML** for all sub pay covering eligible maternity leave.
- Account – Determined by District

Timecard Data

Employee - PETER PAN - (11174)

Job Class *	Pay Code *	Hours/Days	Pay Rate	Amount	BUDGET UNIT	Account	Title	Project	Account	Tax	Cycle *	FLSA
1190	030 - SALARY-SUB-CERTIFICATE	2.0000	85.00000	170.00	10002324000000ML	61710	CERT SUBSTITU				1	0
		0.0000	0.00000	0.00							1	0

SIS > Home > SALARIES AND FTE

The Salaries and FTE tab is used to extract, manage and verify the district Salaries and FTE data.
This tab is only used for Cycle 8 SIS data submission.

Division of Elementary and Secondary Education (DESE)
Statewide Information System

[ADE](#) | [ADE Data Center](#) | [SIS](#) | [Logout](#)

[Home](#) | [Resources](#) | [Update Data](#) | [Submit Data](#) | [Certified Reports](#) | [Data Quality Checks](#) | **[Salaries and FTE](#)** | [Error Guide](#) | [Report Descriptions](#) | [Financial Applications](#) | [Import Data](#)

Instructions

Build History

Validations History

Current Report (rpt570)

By Name Report

DetDist Totals Report

Salary Details Report

Salary SubTotal Report

Summary Report

[Home](#) > [Salaries and FTE](#)

Salaries and FTE

Extract, manage and verify your district Salaries and FTE records

Start Build

View Build Errors

Perform Validation

View Validation Errors

Lines in green have been added Lines in blue have been edited

Add a line

Delete line

Refresh pages

Line	Type	OFGFTE	OFGSal	SFFFTE	SFFSal	SFGFTE	SFGSal	FGFTE	FGFSal	OFMFTE	OFMSal	SFMFTE	SFMSal

Update Records

OPER FUND - GENERAL

SCHOOL FOOD FUND

SALARY FUND - GENERAL

FED GRANT FUND

OPER FUND MATRIX

SALARY FUND MATRIX

Male FTE:

Male Salary:

Female FTE:

Female Salary:

Total FTE:

Total Salary:

Click to save changes

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Salaries and FTE Detail Table – Cycle 8

Division of Elementary and Secondary Education (DESE)
Statewide Information System

Home Resources Update Data **Submit Data** Certified Reports Salaries and FTE Error Guide Report Descriptions

Build History
Validate History
View Cycle Reports
View SIS Tables
Submit History

Home > Submit Data > View SIS Tables

View SIS Tables

Cycle 8 ▼

Table Name	
bank_recon	Details
contactperson	Details
district	Details
employee	Details
SalFTE	Details
school	Details
staff_dev	Details
employeesalary	Details
underpayments	Details
employeebonus	Details
SalFTEDetail	Details
emp_leave	
jobassgn	

After the Salaries and FTE tab information has been built, the Salaries and FTE Detail (SalFTEDetail) table can be accessed on the Submit Data tab for Cycle 8.

- The data in this table will reflect the data as it was created during the last Build process on the Salaries and FTE tab.

Home > Submit Data > View SIS Tables > Table Details

SalFTEDetail

Cycle 8 ▼

Refresh |  

Batch Id	fy	cycle	lea	page	type	ssn	emp_state_id	unit	account	fname	lname	sex	fte	salary	createdate
----------	----	-------	-----	------	------	-----	--------------	------	---------	-------	-------	-----	-----	--------	------------

Salaries and FTE Detail Table – Cycle 8 (cont'd)

This table is similar the By Name Report, with a few additions in the data that it provides.

It will display:

- Page/Line number of employee salary
- Budget Unit and Account
- Employee Name
- Gender
- FTE
- Salary total (by employee/budget unit/account)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Batch Id	fy	cycle	lea	page	type	ssn	emp_state_id	unit	account	fname	lname	sex	fte	salary	createdate
2	c4852dc9-c647-44fd-9168-6a49e2e28f7c	XX	8	1234000	3622	C	XXXXXXXXXX	9876543210	2.2821E+15	61120	TINKER	BELL	F	0.35	6746.16	6/13/20XX 3:43:41 PM
3	c4852dc9-c647-44fd-9168-6a49e2e28f7c	XX	8	1234000	3622	C	XXXXXXXXXX	0123456789	2.2821E+15	61520	TIGER	LILY	F	0.00	1201.22	6/13/20XX 3:43:41 PM
4	c4852dc9-c647-44fd-9168-6a49e2e28f7c	XX	8	1234000	3725	C	XXXXXXXXXX	1234567890	1.0001E+15	61110	WENDY	DARLING	F	1.00	50000.00	6/13/20XX 3:43:41 PM
5	c4852dc9-c647-44fd-9168-6a49e2e28f7c	XX	8	1234000	3727	C	XXXXXXXXXX	0000000001	1.0001E+15	61110	PRINCESS	POPPY	F	1.00	50000.00	6/13/20XX 3:43:41 PM
6	c4852dc9-c647-44fd-9168-6a49e2e28f7c	XX	8	1234000	3725	C	XXXXXXXXXX	0000000002	1.0001E+15	61510	PETER	PAN	M	0.00	1788.40	6/13/20XX 3:43:41 PM
7	c4852dc9-c647-44fd-9168-6a49e2e28f7c	XX	8	1234000	3622	C	XXXXXXXXXX	0000000003	2.2811E+15	61120	CINDER	ELLA	F	1.00	22671.75	6/13/20XX 3:43:41 PM
8	c4852dc9-c647-44fd-9168-6a49e2e28f7c	XX	8	1234000	3725	C	XXXXXXXXXX	0000000004	1.0001E+15	61110	MISS	PIGGY	F	1.00	50000.00	6/13/20XX 3:43:41 PM
9	c4852dc9-c647-44fd-9168-6a49e2e28f7c	XX	8	1234000	3731	C	XXXXXXXXXX	0000000005	1.0001E+15	61110	JESSICA	RABBIT	F	1.00	50000.00	6/13/20XX 3:43:41 PM
10	c4852dc9-c647-44fd-9168-6a49e2e28f7c	XX	8	1234000	3609	C	XXXXXXXXXX	0000000005	2.0002E+15	61520	JESSICA	RABBIT	F	0.00	1600.00	6/13/20XX 3:43:41 PM
11	c4852dc9-c647-44fd-9168-6a49e2e28f7c	XX	8	1234000	3645	C	XXXXXXXXXX	0000000007	2.0003E+15	61720	CAPTAIN	HOOK	M	0.00	660.00	6/13/20XX 3:43:41 PM

Coops ONLY – Virtual Teachers and Evaluators

Coops are required to report Virtual Teachers and Evaluators in eFinance using Assignment Codes.

Human Resources>Entry & Processing>Employee>
Employee Information>Personnel Information>Assignments

The screenshot shows the 'Employee Information' system interface. The 'Personnel Information' dropdown menu is open, and the 'Assignments' option is highlighted with a red box. The left sidebar contains search criteria for Employee Number, Social Security Number, Last Name, First Name, Middle Name, Department, and Base Location. The main content area shows various tabs like Activity Tracker, Certifications/Licenses, Continuing Education, Credentials, Defined Windows, Degrees, Qualifications, and Requirements. There are also checkboxes for 'Only List Pending Employees', 'Include Terminated Employees', and 'Exclude Pending Employees'.

Only complete the **Assignment*** AND **Location** fields, all others must be left blank.

Virtual Assignment codes must be removed when:

- Employee is no longer a Virtual Teacher or Evaluator
- Employee leaves employment with the Coop

The screenshot shows the 'Assignment Information' form. The 'Assignment*' field is set to 'VIR-E' and the 'Location' dropdown is set to '000 - District-wide'. The 'Primary Assignment' checkbox is unchecked. The form also includes fields for 'Percent' and 'Period'.

The screenshot shows the 'Assignment Information' form. The 'Assignment*' field is set to 'VIR-T' and the 'Location' dropdown is set to '000 - District-wide'. The 'Primary Assignment' checkbox is unchecked. The form also includes fields for 'Percent' and 'Period'.

Years of Service – Cycle 1, 2 and 5

Human Resources>Entry & Processing>Employee>Employee Information>Employment Tab>Years in District/State/Total

Employment	Personnel	Race/Ethnicity	Payroll	Leave Bank
General Employment				
Hire Date	07/01/2022			
Original Hire	07/01/2022			
Department *	1000 - TEACHER SALARY FUND			
Supervisor Login				
Base Location *	31 - SECONDARY			
Years in District	0.0			
Years in State	0.0			
Years in Total	0.0			

Years in District – Total number of years employee has worked in district.

- Less 1 year for teachers because step one on salary schedule is beginning year and therefore 0 years of experience.

Years in State – Total number of years employee may have worked in a school district/system other than current district in ARKANSAS

- Does NOT contain number of years an employee may have worked for the state (EX: APSCN, ADE, DHS, etc.)

Years in Total – Total number of years that count toward the employee's years salary schedule steps, both in and out of the state of Arkansas as well as any other years that some districts count in total years (EX: years employed by ADE or other qualifying agency by school definition).

The Service Desk can be reached by phone or email:

501-682-4357

OR

1-800-435-7989

OR

arprod@servicenowservices.com



ANY
QUESTIONS
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