Cycle 2 Finance Information

Opens Wednesday, October 1, 2025 - Due by 11:59 PM Wednesday, October 15, 2025

Cycle 2 includes data pulled from SIS, eFinancePlus, and eSchool. The instructions provided here apply only to finance-related data from SIS and eFinancePlus. For questions regarding school-side data or how information is extracted from eSchool, please contact your eSchool representative.

Overview of Cycle 2 Finance Information

Cognos Reports related to Cycle 2 may be run at any time to verify accuracy of data.

Addressing Errors:
> Build Errors – must be corrected to run Validations
> Validation Errors – must be corrected to Submit
> Validation Warnings – Should be reviewed for accuracy
> Review Uncertified Reports for Accuracy

Must update in SIS Update Data- LEA Profile:
> Contacts
> District - NBCT Confirmation
> Bank Reconciliation for Period 2 (August)
> School

Cycle 2 pulls information from the following areas in eFinance:
> Shipping Table in Purchasing (for addresses of buildings and administration)
> Base Employee Data
>> Gender/Race/Ethnicity
>> Hire Date
>> Status
>> Years of Experience (Teachers)
>> Degree
> Personnel Information
>> Job Assignments
>>> ▪ Paraprofessional Job Assignment & Qualifications
>>> ▪ Nurse Job Assignments
>> Certifications/Licenses (NBC)
>> Degree Data
>> Qualifications (Science of Reading)
> Payroll Information
>> Check Location *(see Employee Leave section)*
>> State ID Number (on State Required screen)
> Employee Leave **Cycle 2 pulls 1st Qtr Leave (July-September)**

Cycle Forms: Obtain Certification of Data Accuracy Form from ADE Data Center
> **https://adedata.arkansas.gov/sis/Home/cycledocuments**

Submission: Cycle 2 is **DUE** by Tuesday, October 15, 2025

Certified Reports: Keep a copy of all Certified Cycle 2 reports.
> Certified Bank Reconciliation Report rpt503 must be downloaded, printed, signed by all parties listed, and then emailed to: apscn.SIScertifications@ade.arkansas.gov.

Cycle 2 Finance Information

Cognos Reports Menu Paths:

- ➤ Team Content > Financial Management System > Personnel > Attendance
  - o APSCN Attendance by Employee per building
  - o eFinance HRLY TEACHER LEAVE (Hrs/7.5)
  - o Leave and Attendance with Checks
  - o Leave Balance Report – Search by Leave Code
  - o Leave Balance Report – search by Leave Code Group

- ➤ Team Content > Financial Management System > Personnel
  - o Hire_date
  - o Employee Race/Ethnicity Report
  - o Status Code #1 Beginning Teacher
  - o Status Code #2 Transfer From Another District
  - o Status Code #3 Not Teach Last Yr But Has Taught
  - o Years in District/State/Total

- ➤ Team Content > Financial Management System > Prep for SIS > Cycle 2
  - o Cycle 2Fin Reporting
  - o Degree Information Teaching Staff (Status 1_2_3_4)
  - o Employee Job Assignment
  - o National Board Certification List
  - o Novice Teacher Report
  - o Nurse Job Assignment 454-465 Report
  - o Outstanding AP Checks
  - o Parapro Job Assignment 758-763 and Other Interest Report
  - o Qualification: Science of Reading
  - o Shipping Address

IMPORTANT NOTICE

Due to the requirements of state and federal legislation, the ADE and Arkansas public schools have reached a new level in the need for data accuracy to publish public reports. There is also a dramatic increase in reliance on data as required in the No Child Left Behind (NCLB) legislation, such as reporting Adequate Yearly Progress. It is imperative that the district users of the APSCN Financial and/or Student Management Systems check and re-check the accuracy of the data that is entered on a daily basis.

Over and above the daily entries, go back and check every field that doesn't require annual re-entry, e.g., the initial set-up screens. Please be acutely aware that every piece of data that is entered into the system is collected into some type of report and could affect the district's status as required in the NCLB and state legislation. The data pulled from the district's database for state and/or federal reports is only as good as the data entered into the system. Make sure your district is supported by providing accurate data in each SIS Cycle.

Cycle 2 Finance Information

Build Errors

- Must be corrected.
- Cannot move to Validation until corrected.

After making corrections, run Build process until error-free.

Validation Errors

- Must be corrected.
- Cannot submit until corrected.

After making corrections, run Build/Validate process until error-free.

Validation Warnings

- Should be reviewed for accuracy
- Corrected if needed

After making corrections, run Build/Validate process until error-free.

eSchool Errors

When receiving Validate Errors, here are some things districts can check in eSchool. If you need additional help with eSchool, please put in a ticket with the Student Management System (SMS).

- ✓ Check the staff catalog, ensure that all teachers have classes or make them inactive on the building information tab.
- ✓ Make sure that the pullout screen is clear
- ✓ Teachers should have a SSN
- ✓ Courses in the master schedule should not have a teacher as STAFF
- ✓ If a course should not pull into cycle 2, set the DO NOT INCLUDE IN CYCLE @ prompt 000000 in the master schedule COURSE SIS DATA tab

Error: 999-99-9999
Look in the rec_staff_bldgs for the building number and SSN. Check the reg_staff table. It should be the same in both places.

- ▪ EM0050 999-99-9999 1st character must be uppercase and not spaces.
- ▪ RG0040 Register course number does not exist in class records.

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Review Uncertified Cycle Reports for Accuracy

After all errors have been fixed, review the Uncertified Reports for accuracy prior to submission. Go to Submit Data > View Cycle Reports after completing build in SIS.

After reviewing the Uncertified Report(s) and finding corrections are necessary, make the appropriate adjustments in SIS or in the database.

After any corrections are made, do an **On-Demand Build** and **On-Demand Validation** to ensure corrections are pulled in for Cycle.

Cycle 2 Finance Information

Cycle 2 Reports

Instructions include how to enter data in SIS related to finance or fields in eFinance which pull to Cycle reports. **Review all reports for Accuracy!!**

Reports created from fields entered in SIS and in eFinance.

rpt000 - District General Information
rpt044 - Contact Persons (District)
rpt100 - School General Information
rpt488 - Contact Persons (School)
rpt503 - Bank Reconciliation

Reports created from fields in eFinance.

rpt202 - Employee Certified Staff Job Analysis
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
rpt280 - Employee Leave Report
rpt504 - Bank Reconciliation Outstanding Checks

Any fields entered in SIS that relate to school side or fields that pull from eSchool will need to be addressed with your eSchool Rep.

Reports created from school-related fields entered in SIS or in eSchool.

rpt035 - Annual Equity Compliance	rpt404 – Enrollment by School on October 1
rpt100 - School General Information	rpt408 - School Choice Count (Optional)
rpt120 - School Calendar	rpt413 - School Poverty Index
rpt206 - Employee Certified Staff Job Analysis (Out-of-District)	rpt414 - Digital Equity Counts
rpt207 - Digital Learning Course	rpt426 - Preschool Count
rpt231 - Pre-AP and AP Course Listing	rpt427 - Student listing for Seal of Biliteracy
rpt252 - School Concurrent Credit	rpt430 - School Student ELL Information
rpt253 - District Concurrent Credit	rpt431 - School Child Nutrition
rpt304 - Enrollment by District on October 1	rpt432 - School Home Language
rpt325 - District Pre-School Classrooms	rpt433 - School Homeless Students
rpt330 - District Student ELL Information	rpt434 - School Student Status Information
rpt331 - District Child Nutrition	rpt436 - School Preschool Lunch Status
rpt332 - District Home Language	rpt438 - Smart Core Waiver
rpt333 - District Homeless Students	rpt439 - Consolidated LEA
rpt334 - District Student Status Information	rpt443 - Vocational School
rpt336 - District Preschool Lunch Status	rpt454 - School Choice by School on October 1
rpt354 - School Choice by District on October 1	rpt455 - School Preschool Enrollment
rpt355 - District Preschool Enrollment	rpt456 - School Kindergarten (Preschool)
rpt356 - District Kindergarten (Preschool)	rpt458 - Arkansas Qualified Teacher
Rpt357 – District Student Meal Status Detailed List	rpt465 - School Student ID Change
Rpt380 – Adult education Student Count	rpt600 - Safety Drill Report (District)
	rpt610 - Safety Drill Report (School)

Cycle 2 Finance Information

rpt000 - District General Information

The top portion of this report will remain the same for each Cycle; the lower portion may vary depending on Cycle. This report must be reviewed during EACH Cycle to verify submitting up-to-date information.
Page 41-45 of 2025-2026 SIS Manual.

LEA: XXXXXXX	**District General Information**	**PAGE: 1**
COUNTY: NAME	**SCHOOL YEAR: 20XX – 20XX**	**RPT000 - SIS CERTIFIED**
DISTRICT: YOUR SCHOOL DISTRICT		**CYCLE: 2**

Mail Address:	111 Main St City, AR, 77777-
Ship Address:	111 Main St City, AR, 77777-
District Website Address:	www.youraddress.org
PHONE NUMBER:	(501) 555-5555 EXT: 555
FAX NUMBER:	(501) 555-5555
Number of Schools:	
Assigned Cooperative:	
Congressional District:	
District participates in School Choice program:	Y/N
Minimum Base Teacher Salary:	$XX,XXX
District has entered all NBC teachers:	Y

SIS > Home > Update Data > LEA Profile > District > select Edit

Click **EDIT** to update existing record.

Cycle 2 Finance Information

The following data is pulled from eSchoolPlus PowerSchool software.

- District Mail address: Street address, City, State, Zip, Zip-4
- District Phone number: Area Code, Prefix, Suffix
- District Fax number: Area Code, Prefix, Suffix
- District LEA
- Number of Schools
- Assigned Cooperative
- Congressional District
- School Choice

*Student Field Reps will be able to give the path to update above information in eSchoolPlus software.

The following data is pulled from eFinancePlus PowerSchool software:

- District Shipping address: Street address, City, State, Zip, Zip-4

To update SHIPPING ADDRESS for District, if needed, go to FinancePlus software.
**Menu Path*: Purchasing > Reference Tables > Shipping Codes*

- MUST use All 7 digits <u>not</u> just the 3-digit building code
- MUST be a physical address for every **7-digit** LEA building code, not a PO Box.
- Shipping Table Address Lines 2 and 3 are what will be pulled into Cycle District report.

Shipping Data		
Ship To Code *	1234567	☑ Continuous
Address Line 1	SCHOOL DISTRICT NAME	
Address Line 2	DISTRICT PHYSICAL STREET ADDRESS	
Address Line 3	DISTRICT CITY, STATE, ZIP	
Address Line 4		

Note: Shipping address will be validated against USPS. If it does not validate per USPS a validate warning will be received.   The Arkansas GIS Office is at https://gis.arkansas.gov/
Link to check address: https://agio.maps.arcgis.com/ps/webappviewer/

The following data is pulled from SIS:

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

- **Website Address**:
  The URL for the district website.
- **Phone Extension:**
  Number to dial district contact directly.
- **Fax Extension:**
  This field can be blank.
- **Minimum Base Teacher Salary**
  Minimum base teacher salary for district.
- **NBCT Confirmation:**
  Select Yes.

If changes are made, click the Save button.
If no changes are made, click the Cancel button.

Save   Cancel

Cycle 2 Finance Information

SIS - District – NBCT Confirmation

> ➤ NBCT Confirmation –Verifies and confirms 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.

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 ▾   Select YES from drop-down menu

rpt209 - Employee National Board Certification

National Board Certified Teachers – Commissioner's Memo LIC-19-009

ALL NATIONAL BOARD CERTIFIED teachers/administrators must be reported in the Certification area of the employee in eFinance. Must have NBC in Number field in the certification screen in eFinance along with the issue date and expiration date for the NBC.
Page 58 of 2025-2026 SIS Manual.

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

Certifications/Licenses -

nsert Row   Delete Row

Certifications

Number	Issued		Expiration		Registration	Type		Area		Primary	
NBC	01/01/2021	📅	12/31/2021	📅		NBC - NATIONAL BOARD CERTI	▾		▾	Not Primary	▾
		📅		📅			▾		▾		▾

Screen Shot is EXAMPLE ONLY – will use correct Issued & Expiration Dates.

Cycle 2 Finance Information

Builds and Validations – District Table/Report

If National Board Certified Teacher does not appear on report 209 - Employee National Board Certification, verify they have NBC Certification in eFinance with current active dates.

Error Code	Type	Error Message	Description
EM0240	Build	Employee has NBC cert, but Issue Date is NULL	Employee has NBC cert, but Issue Date is NULL
EM0250	Build	Employee has NBC cert, but Expiration Date is NULL	Employee has NBC cert, but Expiration Date is NULL

Verify all required fields in District Table in SIS have been updated.

Error Code	Type	Error Message	Description
DI0078	Validate	Must enter a website address for Superintendent	Website address cannot be blank
DI0631	Validate	Minimum Base Teacher Salary below minimum.	Minimum Teacher salary entered must be equal to or greater than state minimum of $50,000
DI0476	Validate	NBCT Confirmation must equal Yes	EVEN IF THE DISTRICT HAS NO NBC qualified teachers, this must equal "Yes". Please correct in LEA Profile, District page

Shipping Code MUST be a physical address for every **7-digit** LEA building code, not a PO Box.
Shipping Table Data lines 2 and 3 are what will be pulled into Cycle District report.

Error Code	Type	Error Message	Description
DI0130	Validate	Shipping Address is null	Shipping Address is blank. This must be corrected by the financial manager in FMS.
DI0130	Validate	Shipping Address cannot be a P.O. Box	Shipping address must be a street address. This must be corrected by the financial manager in FMS
DI0090	Validate	Value cannot be blank	Mailing City cannot be blank
DI0100	Validate	Value must be AR	State must be AR
DI0110	Validate	Must be numeric and begin with a 7	ZIP Code must not have non-numeric characters, and must have a 7 as the first digit.
DI0120	Validate	Must be numeric or NULL	ZIP+4 can be left blank, but if it is not blank it must only contain numerals

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Rpt100 - School General Information

The top portion of this report will remain the same for each Cycle; the lower portion may vary depending on Cycle. This report must be reviewed during EACH Cycle to verify submitting up-to-date information.

Page 106-112 of 2025-2026 SIS Manual.

SIS > Home > Update Data > LEA Profile > School > select Edit

Cycle 2 Finance Information

Rpt100 - School General Information (continued)

Click **EDIT** to update existing record.

The following data is pulled from eSchoolPlus PowerSchool software.
- District Mail address: Street address, City, State, Zip, Zip-4
- District Phone number: Area Code, Prefix, Suffix
- District Fax number: Area Code, Prefix, Suffix
- District LEA
- Number of Schools
- Assigned Cooperative
- Congressional District
- School Choice

*Student Field Reps will be able to give the path to update above information in eSchoolPlus software.

The following data is pulled from eFinancePlus PowerSchool software:
- District Shipping address: Street address, City, State, Zip, Zip-4

To update SHIPPING ADDRESS for District, if needed, go to FinancePlus software.
Menu Path: *Purchasing > Reference Tables > Shipping Codes*

    - MUST use All 7 digits <u>not</u> just the 3-digit building code
    - MUST be a physical address for every **7-digit** LEA building code, not a PO Box.
    - Shipping Table Address Lines 2 and 3 are what will be pulled into Cycle District report.

Note: Shipping address will be validated against USPS. If it does not validate per USPS a validate warning will be received.   The Arkansas GIS Office is at https://gis.arkansas.gov/
    Link to check address: https://agio.maps.arcgis.com/ps/webappviewer/

Cycle 2 Finance Information

The following data is pulled from SIS:

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

[Save] [Cancel]

- **Website Address**:
  The URL for the district website.
- **Phone Extension:**
  Number to dial district contact directly.
- **Fax Extension:**
  This field can be blank.
- **Minimum Base Teacher Salary**
  Minimum base teacher salary for district.
- **NBCT Confirmation:**
  Select Yes.

If changes are made, click the Save button.
If no changes are made, click the Cancel button.

rpt044 - Contact Persons (District)

Contact Person information is collected <u>every</u> Cycle and updated every day; therefore, Contacts should be updated with the information of the person who is CURRENTLY being paid in this position. District Level Contact Persons entered on this table will be pulled to Report 044 Contact Persons (District) and School Personnel directory on https://adedata.arkansas.gov.
Page 36-38 of 2025-2026 SIS Manual.

Adding a New SIS Contact Persons

SIS > HOME > Update Data > LEA Profile > Contact Person

It is better to DELETE Contact Persons who are no longer at the district rather than EDIT (in case the system "retains" any of the background information of the previous person).

To add a new contact person, click the **Add new record** button at the top of the grid.

Home > Update Data > LEA Profile > Contact Person

Contact Person

[+ Add new record]

| LEA | Coord Code | Description | First Name | Last Name ▲ | E |

Cycle 2 Finance Information

The edit form will appear with blank areas in which to enter information.

Below are the Coordinator Codes to be used in the Contact table.

0 = Facilities / Maintenance Director	K = Techstart Coordinator/Contact Name
1 = Federal Program Coordinator	L = Foster Care Liaison Coordinator
2 = Gifted & Talented Coordinator	M = Title IX Coordinator (Educ. Amendments of 1972)
3 = Title III Federal Grant Coordinator	MC = Mentoring Point of Contact (Districts)
4 = Curriculum Coordinator	MD = District Military Family Education Coordinator
5 = Section 504 Coord (Rehabilitation Act of 1973)	MS = School Military Family Education Facilitator
6 = Bookkeeper	N = Equity Assistance Coordinator (A.C.A. 6-17-1902)
7 = School Counselor	O = English for Speakers of Other Languages Coor.
8 = Advanced Placement® District Coordinators	P = Principal or School Administrator (Required)
8S = Advanced Placement® School Coordinators	PA = Visual and Performing Arts Coordinator
9 = Triand Primary Contact in SIS	PD = Pre-AP® District Coordinator
A = Alternative Education (ALE) Director	PS = Pre-AP® School Coordinator
AP = Assistant Principal	R = Child Nutrition Manager
B = Bus Inspector	RR = Mentoring Program Specialists (COOPs only)
C = Test Coordinator	S = eSchoolPlus Coordinator for Cycles 2 thru 7 (Required)

LEA
(For codes 'K', 'P', 'SN', 'V' and '7' enter school level LEA. For all others enter District LEA.)

Coordinator Code

State Id

OR

Prefix

First Name

Middle Name

Last Name

Suffix

Address

City

State

Zip

Zip4

Job Qualifications

Work Number   Ext:

Fax Number

Mobile Number

Email

Save   Cancel

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CO = Communications Manager / Director (District) (Required)	SL = School Library Media Specialist
D = Safe and Drug-Free Schools (SFDS) Coordinator	SN = School Nurse – (School)
DS = Data Steward for Duplicate Enrollment, ACGRS, ACE, Notice Of Intent to Homeschool	SO = School Safety Coordinator (District)
E = Treasurer	T = Technology Coordinator
ES = Effectiveness System Coordinator (District)	TC = Teacher Center Coordinator (COOPs only)
F = SIS eFinancePlus Coordinator for Cycles 1, 8, 9	U = Superintendent (Required)
G = General Business Manager (Act 1591 of 2007)	V = Family Engagement Facilitator (School)
GO = General Observer (For EES) (Optional)	W = SPED Supervisor/Early Childhood Coordinator
H = Liaison for Homeless Coordinator	WC = Wellness Committee Chairperson
I = Title VI Coordinator (Civil Rights Act of 1964)	X = Assistant Superintendent
J = Child Nutrition Director	Y = Family Engagement Coordinator (District)
JW = Journey Worker	Z = CTE Coordinator for COOPs and regular school districts. (Not for Open Enrollment Charters)

NOTE: The **"Job Qualifications"** field is to be used only for the General Business Manager (Coordinator code G). Select one of the following options for entering into this field:

> **C** = Meets CASBO requirements
> **E** = Enrolled in CASBO Courses
> **X** = Exempt from Requirements – Hired prior to July 31, 2007

Note: Contact ES Effectiveness System Coordinator must be an employee with certified job code 1000, 1015, or 1030 in eFinance.

rpt044 - Contact Persons (District) (continued)

Enter **State ID** Number or fill in the blanks with the necessary information for the Contact Person and click the **Save** button.

- If a valid State ID is provided, then the other details within the box will be pulled in if the employee already exists.
- If the person is a contractor, please enter all zeros (10 zeros) for State ID and enter the other details.

Make the necessary changes and click the **Save** button.

The Contact Person record grid will be refreshed to display the updated record with changes.

eFinance – Payroll Information – State ID Number

Each contact entered in SIS that is a district employee should have a State ID in efinance. TRIAND issues State ID numbers every day after the 4 pm process is completed.

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The **State ID Number** is a unique identifier assigned to each district employee for tracking and reporting purposes in Arkansas education systems, including TRIAND and eFinance. It's essential for data reporting, certification tracking, and state-level audits.

For TRIAND to issue a State ID number, there are a few requirements that must be met:

✅ **Required Data Elements for State ID Assignment**

Field	Details / Notes
First & Last Name	Must be entered in the employee record. Blank fields will prevent ID generation.
Date of Birth	Must be a valid date. Common issues include transposed digits (e.g., 12/31/1985 entered as 31/12/1985) or incorrect formatting.
Social Security Number (SSN)	Must be accurate and match the format expected by TRIAND.
Unique Work Email Address	Each employee must have a distinct email. Shared or generic emails (e.g., info@district.org) will block ID creation.
Pay Group	Employees **must not** be in **X (Terminated)** or **S (Substitute)** pay groups on the Pay Rate screen. These groups are excluded from State ID assignment.
Wage Record	The employee must have been paid at least once in the period being reported in the cycle. The presence of an O-Gross Wages entry in the Detail Distribution section verifies this.

eFinance – Payroll Information – State ID Number (continued)

Employee State Id is found at **Menu Path**: *Human Resources > Entry & Processing > Employee > Employee Information*

Bring up the **Employee** – select *Payroll Information* menu then *State Required* from that menu.

Cycle 2 Finance Information

> ⏰ **Timing of State ID Assignment**
> - **TRIAND processes State ID assignments daily after 4:00 PM.**
> - Any updates or new employee records entered **before 4:00 PM** will be included in that day's batch.
> - Records entered **after 4:00 PM** will be processed the following business day

Common Issues That Prevent State ID Assignment
- Missing or incorrect SSN or DOB.
- Employee listed in X or S pay group.
- No payroll activity (i.e., unpaid employee).
- Duplicate email addresses.
- Incomplete demographic data.

rpt488 - Contact Persons (School)

This report displays general contact information for each school building. Contact Persons requiring school-level LEA will pull to Report 488 Contact Persons (School).
Page 36-38 of 2025-2026 SIS Manual.

Coordinator Codes requiring 7 digit school-level LEA code for their location:
       7 = School Counselor

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8S = Advanced Placement® School Coordinators (Required)
AP = Assistant Principal (NEW for FY23)
GO = General Observer (For EES) (Optional)
K = Techstart Coordinator/Contact Name
MS = School Military Family Education Facilitator
P = Principal or School Administrator (Required)
PS = Pre-AP® School Coordinator (Required)
SN = School Nurse (School)
U = Superintendent (Required)
V = Family Engagement Facilitator (School)

Builds and Validations - Contacts

Codes AP, GO, K, P, SN, V and 7 require entering the 7-digit active LEA code for their location.

Error Code	Type	Error Message	Description
CO0030	Validate	Contact Person LEA does not exist	The LEA is not present in the control table for LEA's
CO0030	Validate	Contact Person LEA is inactive	The LEA is marked as Inactive in the control table for LEA's
CO0030	Build	Coord code requires school-level LEA	Person was entered with District-level LEA, and this coordinator code requires School-level LEA
CO0030	Build	Coord code requires district-level LEA	Person was entered with School-level LEA, and this coordinator code requires District-level LEA
CO0030	Build	Duplicated coordinator	More than one person is entered with this coordinator code for this LEA
CO0030	Build	Contact Person: LEA cannot be null	Contact Person must have a valid LEA
CO0030	Validate	Coord code requires school-level LEA	Person was entered with District-level LEA, and this coordinator code requires School-level LEA

ADE Systems Controlled by Contact Persons Table

System: **ACGRS** · Cohort Graduation Rate Review System
Web Address: https://eis.ade.arkansas.gov/ACGRS/
Description: Validates and corrects student graduation data for accountability purposes.

System: **ADE-GMS** · Grants Management System
Web Address: https://gms.ade.arkansas.gov/

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Description: Manages state and federal grant applications, budgets, and reimbursements.

System: **AR APP**
Web Address: https://arapp.ade.arkansas.gov/
Description: Consolidates district planning and grant applications into one strategic tool.

System: **ACE** · Assessment Correction Engine
Web Address: https://adedata.arkansas.gov/ace
Description: Allows districts to correct assessment data and assign Reason Not Tested codes.

System: **CAS** · Course Approval System
Web Address: https://adedata2.arkansas.gov/CAS/Account/Login
Description: Used to request approval for courses not covered by standard curriculum frameworks.

System: **FGMS** · Federal Grant Management System
Web Address: https://adedata2.arkansas.gov/fgms
Description: Manages federal program budgets and ESSA reporting requirements.

System: **LEA Locator**
Web Address: https://adedata.arkansas.gov/lea
Description: Displays address and contact information for all LEAs across Arkansas.

System: **LEA Insights & Modules (LEA-I)**
Web Address: https://insight.ade.arkansas.gov/
Description: Provides dashboards and modules for analyzing district and school performance data.

System: **MSI** · My School Info
Web Address: https://myschoolinfo.arkansas.gov/
Description: Public portal to search and compare Arkansas schools and districts.

System: **RVS** · Roster Verification System
Web Address: http://insight.ade.arkansas.gov/
Description: Ensures accurate teacher-student links for calculating growth scores.

System: **SPD** · School Personnel Directory
Web Address: https://myschoolinfo.arkansas.gov/SRC/33/AR
Description: Lists contact information for school and district personnel.

System: **SFA** · Standards for Accreditation
Web Address: https://adedata.arkansas.gov/sfa/
Description: Defines instructional standards and course requirements for school accreditation.

Builds and Validations - Contacts

Some Coordinator Codes are required and will generate an error if there is no one assigned.

Error Code	Type	Error Message	Description
CO0040	Validate	Coordinator Code Cannot be NULL	Coordinator Code must be one of the values in the list in the SIS manual
CO0040	Validate	Missing Contact Person Code	No contact person entered with this code. Please Enter in LEA Profile Update Section

Cycle 2 Finance Information

CO0040	Validate	No Principal Entered for LEA	One Principal (Code P) is required per school. Please Enter in LEA Profile Update Section
CO0040	Validate	No Superintendent Entered for LEA	One Superintendent (Code U) is required per district. Please Enter in LEA Profile Update Section
CO0040	Validate	More than 1 Superintendent Entered	Only ONE Superintendent May Be Entered For Each District
CO0040	Validate	More than 1 Principal Entered	Only ONE person per school can have coord code "P"
CO0040	Validate	More than 1 Coord with code entered for LEA	Only ONE person per school can have this coord code
CO0040	Validate	Missing Contact Person Code: 'ES'	No contact person entered with this code. Please Enter in LEA Profile Update Section
CO0030	Validate	Coord code 'S' requires district-level LEA	Person was entered with School-level LEA, and this coordinator code requires District-level LEA

Verify contact information such as phone numbers and email addresses are current.

Error Code	Type	Error Message	Description
CO0245	Validate	Email Address Not Valid	Must be a complete and valid email address

Enter correct State Id for Contact or all zeros if contact is not an employee.

Error Code	Type	Error Message	Description
CO0060	Validate	State Id Required	State Id Required
CO0060	Validate	State Id Must be 10 Digits	State Id Must be 10 Digits
CO0060	Warning	State Id Required for (name). No name match on employee table.	State ID is required. There is no one in the employee table that matches this name
CO0060	Warning	State Id belongs to (name), has no match in employee table	The State ID on this contact person is matched in the employee table with a person with a different name
CO0060	Warning	State Id 0000000000 is reserved for contracted employees.	A person who is in the employee table with a valid state ID must not have State ID 0000000000 in contact person

If an employee does not have State Id in eFinance, evaluate employee information in eFinance and wait for 4pm process to complete

Error Code	Type	Error Message	Description
EM0045	Validate	State Reporting ID is blank	State Reporting ID is blank

rpt503 - Bank Reconciliation

Cycle 2 collects Period 2 (August) bank reconciliation information. The report should match the monthly Bank Reconciliation report from eFinancePlus. If updates are made in eFinance or SIS LEA Update table, a **new SIS Build** is required to ensure the report reflects those changes. *Page 52-53 of 2025-2026 SIS Manual.*

Bank Reconciliation Entry Instructions

Cycle 2 Finance Information

SIS > Home > Update Data > LEA Profile > Finance Bank Reconciliation

It is okay to also enter Period 3 (September) bank reconciliation information even though this information is not collected until Cycle 3. The only Bank Reconciliation listed should be for the CURRENT fiscal year – DELETE any PRIOR YEAR bank reconciliation records listed.

Select **Add Record** and complete the following information:

- ➢ **Finance Period**
  - o Select **Period 2 (2-Cycle 2)** from the dropdown.
- ➢ **Bank Statement Balance**
  - o Enter the **total ending balance** from all bank statements.
- ➢ **Deposit In Transit**
  - o Enter the **total dollar amount** of deposits in transit across all bank accounts.
- ➢ **Reconciled By**
  - o Enter the **name of the employee** who completed the reconciliation.
- ➢ **Date Reconciled**
  - o Enter the **date** the bank statement was reconciled in **MM/DD/YYYY** format.
- ➢ **Date Reviewed By Superintendent**
  - o Enter the **date** the superintendent reviewed the reconciliation in **MM/DD/YYYY** format.

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.

Click *SAVE*.

rpt503 - Bank Reconciliation (continued)

Review Uncertified Cycle Report 503 for Variance information.

📃 **Bank Reconciliation Variance – What to Do**

Cycle 2 Finance Information

If the **variance amount** in your bank reconciliation report **differs from what was recorded in the database** when the reconciliation was run, it's important to **investigate immediately** to determine whether:

1. Reconcile Receipts
- Use **Cash Receipts Report** to match deposits with bank statement credits.
- **Total Receipts + Last Month's Deposit in Transit – Current Month's Deposit in Transit = Bank Statement Deposits & Credits**
- Adjust for interest earned if not included in bank statement.

2. Verify Cancelled/Cleared Checks
- Match cleared checks to bank statement debits.
- Include:
    - Payroll Direct Deposits
    - Journal Entries for bank fees
- Use **Concise Check Register** to find direct deposit totals.
- EFTs auto-clear but may need manual adjustment if they are not actually cleared.

3. Manual/Voided Check Activity
- Look for voided checks dated in the new month but posted in the prior period.
- Use:
    - **Detailed Displays > Transactions** (Code 20 – Manual/Void Checks)
    - **Manual Check Activity Report** (select "No" on clear confirmation)

4. Unposted Interfaces
- Check for unposted payroll, AP, receipts, or manual checks.
- Use **Automated Payroll Interface** and other interface screens.
- Reset period if needed to post without affecting reconciliation.

5. Check Dates Outside of Period
- Identify checks written in one period but dated in another.
- Use **Check Register Report** with appropriate date filters.

6. Payroll Interfaces Posted Outside Period
- Look for payroll interfaces posted outside the intended period.
- Use **Interfaced Payroll Activity Report**.

7. Journal Entry Errors
- Use **Transaction Display** (Code 19 – Journal Entries).
- Sort by cash account and description.
- Total should be **$0.00** unless for bank fees or similar.
- Non-zero totals indicate changes in cash.

rpt503 - Bank Reconciliation (continued)

8. Review Prior Period Variances
- Re-run variance reports for prior periods.
- Variances may carry forward due to late-cleared checks or backdated entries.

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- Start with the first period showing a variance; the prior period should be zero.

🆘 **Need Help?**
- **Submit a Help Desk Ticket** through APSCN if you're unable to identify the cause.
- **Review the "Bank Reconciliation Tips" document** available on the APSCN website – it contains common troubleshooting steps and examples.

Review Certified Cycle Report 503 for Variance information.

Once Cycle has been submitted, print the CERTIFIED Bank Reconciliation Rpt 503, secure the required signatures, and provide an explanation for any Deposits in Transit or Variance.

**** BE SPECIFIC! ****

DEPOSITS IN TRANSIT Explanation: Notes need to include Receipt Numbers, Deposit numbers, and Date deposited.

VARIANCE Explanation: 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 not cleared in the bank until next month, etc.

NOTE: There should NOT be a variance carried forward each period – resolve any issues as soon as they appear.

Scan signed Certified Rpt503 Bank Recon and email to apscn.SIScertifications@ade.arkansas.gov.

Builds and Validations – Bank Reconciliation

Verify the bank reconciliation table has updated information for Period 2.

Error Code	Type	Error Message	Description
BC0040	Build	No data in LEA Profile Bank Recon table for cycle 2	No data in LEA Profile Bank Recon table for cycle
BC0035	Build	Finance period Code entered is not valid.	The record has a financial period that is not correct for the cycle

Warnings will not prevent cycle submission but all variances need explanation.

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

rpt504 - Bank Reconciliation Outstanding Checks

Reports can be used to help find the Outstanding Check amount difference between APSCN Bank Reconciliation Report and SIS Bank Reconciliation Report.

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Page 52-53 of 2025-2026 SIS Manual.

If the Outstanding Check amount is different on the APSCN Bank Reconciliation Report and the SIS Bank Reconciliation Report, then take the BANK RECON OUTSTANDING CHECKS Report (rpt504) and compare it to the monthly eFinance Bank Reconciliation Report. This may help find the Outstanding Check amount difference. In reconciling amounts, keep in mind that the SIS Cycle Bank Reconciliation Report pulls in all funds regardless of disbursement fund. This report looks at the live eFinance database and gets a list of the outstanding checks as they are when the report is run.

NOTE: Outstanding checks over a year old can prevent a district from successfully submitting **Cycle 8.** To avoid this issue, here are some **best practices** to ensure checks don't remain outstanding for more than **90 days**:

✅ **Best Practices to Prevent Long-Outstanding Checks**
   1. Regular Monitoring
   - Run an **Outstanding Checks Report** monthly.
   - Review checks that have been outstanding for **60+ days** and flag them for follow-up.
   2. Timely Follow-Up
   - Contact vendors or employees if checks remain uncashed after 30–60 days.
   - Confirm if the check was lost, misplaced, or needs to be reissued.
   3. Voiding & Reissuing
   - If a check is lost or stale-dated, **void and reissue** it promptly.
   - Use proper void procedures in eFinance to ensure accurate accounting.
   4. Clear Communication
   - Include a note on checks or in vendor communications about the importance of cashing checks within 90 days.
   - Consider adding a "Void after 90 days" message on printed checks.
   5. Bank Reconciliation Review
   - During monthly bank recs, pay close attention to checks that haven't cleared.
   - Investigate any check older than 90 days immediately.
   6. Policy Enforcement
   - Establish a district policy for handling checks that remain outstanding beyond 90 days.
   - Include steps for voiding, reissuing, and notifying vendors.
   7. Use of Electronic Payments
   - Where possible, switch to **ACH or direct deposit** to reduce the risk of outstanding paper checks.
   8. Year-End Cleanup
   - Before submitting Cycle reports, run a final check for any outstanding items.
   - Address any checks over 90 days to avoid submission errors.

rpt202 - Employee Certified Staff Job Analysis

This report lists certified personnel along with their assigned job codes and, for teachers, course counts used in the Annual School Report. An individual is considered **certified** if assigned a **four-digit certified job code** in eFinance or a **six-digit course code** in eSchool with students enrolled in

Cycle 2 Finance Information

the course. These assignments are reflected in the Employee Classified Staff Job Analysis report (rpt211) during Cycles 2 and 6. The report excludes individuals assigned to **pay groups X or S**, as well as employees paid from any **617XX account**.

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Certified Personnel:

1. **Remove outdated job codes**
   Delete job codes from employees who are no longer employed.
2. **Verify Pay Rate Pay Group (**excludes individuals assigned to **pay groups X or S)**
   - **X Pay Group**: Use for employees no longer with the district.
   - **S Pay Group**: Use for substitutes only; must be paid from account **617XX**.
     o No teacher-assigned students in eSchool should be linked to S pay group.
   - **Active Pay Groups**: All current employees must be in active pay group.
3. **Add job codes for new staff**
   Assign the correct ADE job code to newly hired certified staff.
   - ➢ **Certified Employees With Students**
   All certified staff marked as primary teacher in eSchool must have students assigned to course to pull to report.
   - ➢ **Certified Employees Without Students**
   All certified staff who do not have students assigned in eSchool must still have a valid four-digit ADE job code entered in the Assignment Information screen.
4. **Update/confirm employee status**
   - ➢ Certified staff not assigned to a course with enrolled students in eSchool are considered non-teaching certified personnel for reporting purposes.
     - ✓ **0 – Not Teaching (CRT/CLS)**
   - ➢ Confirm and update the STATUS field for teachers whose employment status has changed.
     - ✓ Teachers should have status 1, 2, or 3 for first year at district.
     - ✓ Teachers with **more than one consecutive year of service** in the district should be assigned **status code 4**.
     - *Use Cognos reports to verify accuracy.*
5. **Verify Years of Experience is accurate for current year**
   Ensure the experience reflects completed years as of the start of the current school year.
   - ➢ Do not include the current year in the total unless it has been completed.
6. **Manage co-op teachers**
   Enter co-op-paid teachers in eFinance only if required to meet standards. Otherwise, inactivate them in eSchool until after Cycle 6.
7. **Confirm degree information**
   Ensure each certified employee has their highest degree correctly marked as *Highest Degree* in eFinance.

rpt211 - Employee Classified Staff Job Analysis

This report on Classified Staff contains information on **gender**, **race**, and **job code** for all **classified personnel**. All Classified Staff are required to have a valid job assignment in eFinance. All applicable fields

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(percentage, FTE, and location) in the assignment screen should be completed for the employee to pull to the report.

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

Classified Personnel:

1. **Classified Personnel**
   - All classified employees must have a valid Three-digit ADE Classified Job Code entered in the Assignment Information screen of eFinance.

2. **Status Code**
   - Must be set to **"0 – Not Teaching (Certified & Classified)"** on the Employee Information screen.

3. **Complete Employee Information**
   - Ensure all demographic and assignment fields are filled out accurately to avoid errors in Cycle reporting.
     - Gender
     - Race/Ethnicity
     - Hire Date (Legal age to work)

4. **Assignment Screen Requirements**
   - **Job Code** – Must be a valid three-digit ADE job code.

5. **Special Job Code Notes**
   - **Paraprofessionals/Classroom Aides**: Job Codes 758–763
     - **Qualifications** (Employee Type)
     - **Duty** (Other Interests/Preferences)
   - **Nurses**: Job Codes 454, 455, 457, 460, 461, 462, 463, 465
     - **Location must be 000** for nursing supervisors.
     - Otherwise, use a **valid LEA location code**.

```
Assignment Information

Assignment *        [                    Q ]
Percent             [                  ]
Period              [      ]
Location            [                        ▾ ]
Primary Assignment  [ ]
```

eFinance – Base Employee Data – Gender, Race/Ethnicity, Hire Date

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All Staff should have Gender, Ethnicity and Race updated in eFinance. The system only requires Gender and Ethnicity when adding an employee, but Race must also be added for Cycle reporting purposes.

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

On the **Employee Information** screen, select the **Race/Ethnicity** tab:

Builds and Validations – Employee Ethnicity, Race, Gender, Hire Date

Must choose appropriate Ethnicity AND Race code.

Error Code	Type	Error Message	Description
EM0130	Build	Invalid or NULL Employee RaceCode	Race cannot be null and must be one of the codes in the SIS manual
EM0130	Validate	Invalid or NULL RaceCode	Invalid or NULL RaceCode
EM0130	Build	Employee Race Missing	Employee is marked 'Hispanic', but no Race is indicated.

Employee Gender must be specified in eFinance. Note that the system only requires Gender and Ethnicity when adding employee, but Race must also be added for Cycle reporting purposes.

Error Code	Type	Error Message	Description
EM0140	Validate	Employee Gender must be M or F	Gender must be M or F
EM0140	Build	Employee Gender cannot be null	Employee Gender cannot be null

Employee must have hire date and be of legal working age.

Error Code	Type	Error Message	Description
EM0160	Build	Employee Hire Date has an invalid value	Employee Hire Date has an invalid value
EM0160	Validate	Employee Hire Date must be between 01/01/1900 and current date	Date Hired must be >= 01/01/1900 and <= current date

eFinance – Base Employee Data – Status

Cycle 2 Finance Information

Status Code Overview

Code	Meaning
0	Not Teaching (applies to both Certified & Classified staff)
1	Beginning Teacher
2	Transfer from another school district
3	Did not teach last year, but has taught previously
4	Taught in this district last year

✅ **Best Practices for Maintaining Status Codes**

1. **Run Cognos Reports** to identify employees with **Status Codes 1, 2, or 3**.
   - Path: **Cognos > Team Content > Financial Management System > Personnel**
     - ✓ Status Code #1 Beginning Teacher
     - ✓ Status Code #2 Transfer
     - ✓ Status Code #3 Previously Taught
2. **Verify Status Codes Are Current-Year**
   - For Arkansas school districts, teachers in their first year at the district should be assigned one of the following status codes in the Statewide Information System (SIS)
   - Any person moving from classified position to teaching position will need new code.
3. **Assign Correct Codes for New Staff**
   - **Code 0:** Use for staff who are not teaching this year (including certified and classified personnel).
   - **Code 1:** New to the profession, first year teaching anywhere.
   - **Code 2:** Previously taught elsewhere, new to the district.
   - **Code 3:** Has prior teaching experience but did not teach last year.
   - **Code 4:** Update for any staff who taught in the district last year and were previously coded as 1, 2, or 3.
4. **Why This Matters**
   - Cycle submission errors
   - Inaccurate state reporting
   - Funding and compliance issues

Builds and Validations – Employee Status

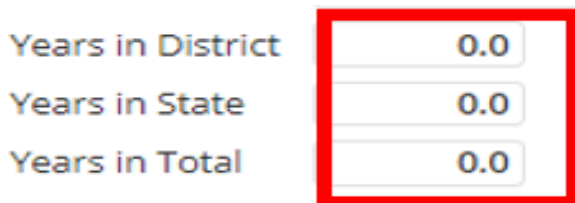Every employee not in Pay Groups X or S must have Status code in eFinance.

Error Code	Type	Error Message	Description
EM0180	Build	Employee Experience Category is NULL	Experience Category must equal 0, 1, 2, 3 or 4
EM0180	Validate	Employee Experience Category must equal 0, 1, 2, 3 or 4	Experience Category must equal 0, 1, 2, 3 or 4

eFinance – Base Employee Data – Years in District, State, Total

Cycle 2 Finance Information

Years in District / State / Total – Definitions & Guidance

In eFinance, the Years of Experience fields—specifically Years in District, Years in State, and Years in Total—are used only for reporting employees with teaching position status codes 1 through 4.

Years in District	0.0
Years in State	0.0
Years in Total	0.0

Years in District
- Represents the number of years the employee has worked in the current school district.
- Exception: Beginning Teachers who previously worked in the district in a non-teaching role must still have 0 years entered here.
- This field is used for district-specific experience tracking.

Years in State
- Reflects the number of years the employee has worked in Arkansas public school districts or systems.
- Does NOT include time spent working for state agencies like ADE, APSCN, DHS, etc.
- Used for state-level experience reporting.

Years in Total
- Represents the total years of experience that count toward salary schedule steps.
- May include:
  - Time with ADE, AAEA, ATRS
  - Experience in other states
  - Other qualifying education-related service

Note: These three fields may differ depending on the employee's career path and district policy.

Verification Tool
- Use the **Cognos report** to verify accuracy:
  - Path: **Cognos > Team Content > Financial Management System > Personnel > Years in District/State/Total**

Builds and Validations – Employee Teacher Experience

Verify experience matches satus selected.

Error Code	Type	Error Message	Description
EM0200	Validate	EM0205 Years experience in state must be >= EM0200 years in district	If exp_category = 1, exp_distyrs must = 0
EM0205	Validate	If Certified Job_Code,then Exp_Totyrs must be >= Exp_Distyrs	If Experience Category is 1, 2, 3 or 4, Total Years must ≥ District Years

Cycle 2 Finance Information

eFinance – Base Employee Data – Years in District, State, Total (Continued)

Status Code 1 – BEGINNING TEACHER

- **Beginning Teachers (Status 1)** must have **0 entered in all three fields**:
  - Years in District = 0
  - Years in State = 0
  - Years in Total = 0
- Even if they previously worked in the district in a **non-teaching role**, their teaching experience must start at zero.

Builds and Validations – Employee Status

Beginning Teachers with Status 1 must have zero years experience in District, State, and Total.

Error Code	Type	Error Message	Description
EM0200	Validate	Beginning teachers must have zero years experience	If exp_category = 1, exp_distyrs must = 0
EM0205	Validate	Beginning teachers must have zero years experience	If exp_category = 1, exp_state must = 0
EM0190	Validate	Beginning teachers must have zero years experience	If exp_category = 1, exp_totyrs must = 0

Cycle 2 Finance Information

eFinance – Base Employee Data – Degree
Highest Degree Field – Certified Staff Requirements

Teachers MUST have Highest Degree designated as *-Highest Degree. If a non-standard degree is listed, the district must record the **most accurate recognized degree** as the Highest Degree.

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

- Click on the **Personnel Information** menu at the top left of the Employee Information screen.

- Select **Degrees** to view or update the Highest Degree field.

- Verify the **Highest Degree** is selected.
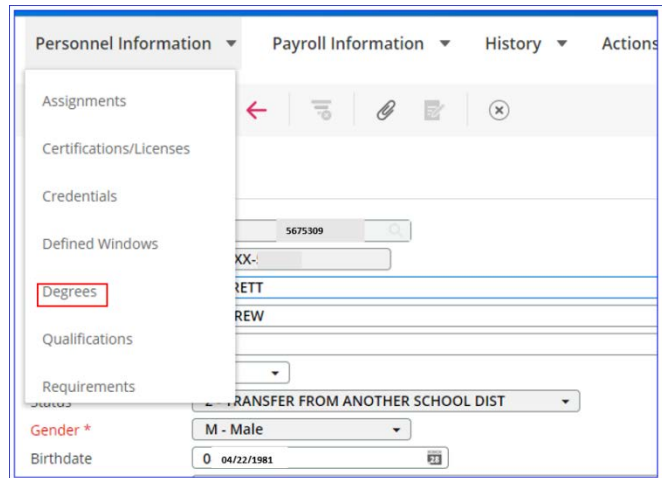
Note: The database does not validate this data. Users must verify the degree marked as highest is truly the highest degree earned by the employee.

To add a degree, select the **Insert Row** option from the top left of the Degree Data screen.
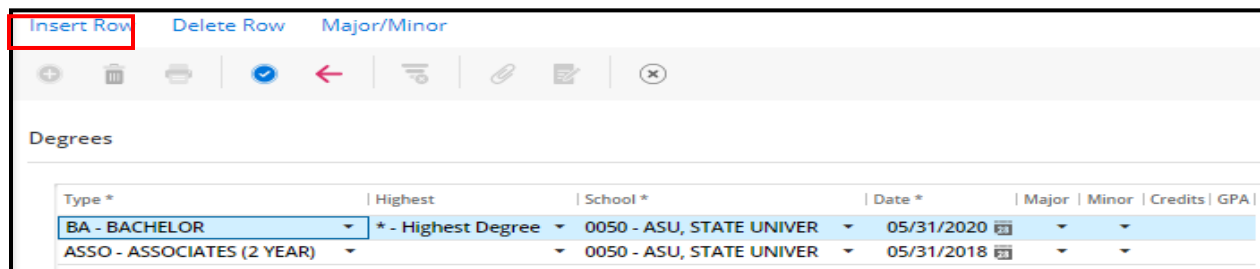
- Select the degree **Type** from the dropdown menu
  - Selections pull from *Degree Table* (District-Defined)
- If this is the highest degree earned by this employee then select the **Highest Degree** option
  - Only one degree is allowed to be marked as the highest.

Note: If the desired Degree Type or Degree School is not listed, then users will need to update the reference tables.

Builds and Validations – Employee Degree
If employee Status is 1, 2, 3, or 4 (certified teacher), MUST have Highest Degree designated.

Error Code	Type	Error Message	Description
EM0175	Validate	If certified, Employee degree description is required	If Experience Category is 1, 2, 3 or 4, degree description is required

Cycle 2 Finance Information

Builds and Validations - Employee

Error: Employee SSN does not exist in job assignment records.

Check the SSN in the Staff Catalog to make sure it is SAME as in FMS. Also, the Class may not have been updated with the new teacher's SSN and system is looking for a teacher who is not there.

1) Mis-matched SSN between eSchool/eFinance staff records

2) Active staff in eSchool who have left the district

3) Staff in eSchool with no students assigned need a job code in eFinance. Most usually end up being: *7235 Interventionist (Generalist; all subjects)*. They must be in eSchool for class rosters, schedules, GPS, ASIS, etc. but won't have courses/students assigned to them. Location assigned in eSchool must match the location in the job code.

4) eFinance Assignment Period number has to match the Pay Rate # of their current job. Human Resources > Employee Information >

       1: Payroll Information > Pay Rates > [# next to current job]

       2: Personnel Information > Assignments > Assignment Information: Period > [# from
       Payroll screen]

5) "Staff," "Counselor," etc. used as teacher of record for eSchool course with assigned students. Real teacher of record will have to be set.

6) eSchool staff assigned to a course with scheduled students that is flagged to not pull in Cycle.

Error Code	Type	Error Message	Description
EM0040	Build	SMS Employee SSN not found in FMS	SMS Employee SSN not found in FMS
EM0040	Build	Employee Invalid Employee SSN #	Employee SSN is invalid
EM0040	Build	Employee is not in the FMS Person Table	The Person table does not have a matching record with this SSN
EM0040	Build	Employee is not in the FMS Payrate Table	The Payrate table does not have a matching record with this SSN
EM0040	Build	Employee SSN is NULL in SMS	Enter valid SSN for this employee in SMS
EM0040	Build	SSN is a duplicate	This SSN is entered more than once
EM0040	Build	Employee SSN cannot be null	Employee SSN cannot be null
EM0040	Validate	This Employee has missing job assignment record	Check eFin assignment. Check eSch master schedule if teacher
EM0040	Validate	This teacher has missing job assignment record	Check eSch master schedule and building assignmnet
EM0040	Validate	This OUTOFDIST teacher has missing job assignment record	Check eSch master schedule and building assignment

Cycle 2 Finance Information

eFinance – Personnel Information - Job Assignments

Assignment Information – Key Requirements

Ensure that job codes used in eFinance and eSchool are valid for state reporting and meet ADE requirements.

- **Certified Employees Without Students**
  - All certified staff who do not have students assigned in eSchool must still have a valid ADE Certified job code entered in the Assignment Information screen of eFinance.
- **Classified Personnel**
  - All classified employees must have a valid ADE Classified job code entered in the Assignment Information screen of eFinance.
- **Valid Assignment Codes**
  - Assignment codes starting with "A" were previously used for contracts and are now invalid. These are no longer needed if contracts are printed using Cognos.
  - Only 3 digit Classified and four digit certified codes are allowed in efinance.
    - Any six digit course code used in efinance will result in cycle error.
  - Review assignment codes in the database to ensure they are up to date.
  Menu Path: *Human Resources > Reference tables > Personnel > Assignment Codes*
  - Use the **Job Code Management System (JCMS)** to confirm that a job code is valid and appropriate for the employee's role.

  ADE Data Center – Job Code Management System provides a searchable database of **valid ADE job codes**. Includes job titles, licensure requirements, and applicable grade levels.

  https://adedata.arkansas.gov/jcms

Job Code Management System

The Job Code Management System (JCMS) lists both certified and class job codes, job titles, required licensure codes and applicable student grade ranges for a the licensure code.

Certified Jobs   Classified Jobs   Course Code Management System

Cycle 2 Finance Information

eFinance – Personnel Information - Job Assignments (continued)

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

Assignment Information Fields:

Assignment
- A code that identifies the employee's assignment (usually related to subject area taught).
- Defined in the **Assignment Code table**.
- Used for **EEO-5 reporting**.

Percent
- Indicates the **percentage of time** spent on the assignment.
- Enter as a **decimal** (e.g., 25% = .25, 100% = 1.00).
- **Total percent across assignments does not need to equal 100%.**

Period
- Must match the **Rate #** on the **Pay Rate screen** for **state reporting**.
  - If linked to Pay Rate #1 → enter 1.0
  - If linked to Pay Rate #2 → enter 2.0

Location
- Code for the **work location** tied to the assignment.
- Defined in:
  Human Resources > Reference Tables > Personnel > Locations
- If no assignment is entered, the **Personnel Information window's Location field** is used for EEO-5 reporting.

Primary Assignment
- Checkbox to mark the **main assignment** for the employee.
- Only **one assignment** can be designated as **primary**.

Cycle 2 Finance Information

Builds and Validations – Job Code

Certified Personnel who do not have students assigned in eSchool must have job code in eFinance.

Error Code	Type	Error Message	Description
JA0055	Build	jobassgn Job Code cannot be NULL	jobassgn Job Code cannot be NULL

Each LEA must have Parent Facilitator (Job code 7070) for each school LEA.

Error Code	Type	Error Message	Description
JA0055	Validate	Must have Parent Facilitator for each school LEA	This LEA has no job assignment records with job code = 7070

The Percent = FTE % for Assignment represents the amount of time the employee works in this position.

Error Code	Type	Error Message	Description
JA0070	Validate	FTE should be greater than zero for this job code	FTE greater than zero required if cycle 2 and job code has 3 or 4 digits

Location listed in job assignment must be three digit valid LEA or 000-district wide(depending on position).

Error Code	Type	Error Message	Description
JA0030	Build	jobassgn Emp Loc is null in FMS assignment table	Employee Location needed to determine LEA is null in FMS assignment table
JA0030	Build	jobassgn LEA cannot be NULL	jobassgn LEA cannot be NULL
JA0030	Build	jobassgn Location must be three characters	jobassgn Location must be three characters
JA0030	Build	jobassgn Location must be numeric	jobassgn Location must be numeric

Cycle 2 Finance Information

rpt223 - Para-Professional Report

This report lists individuals coded as **paraprofessionals**, including their **Highly Qualified Paraprofessional (HQT) status**, **qualifications**, and **assigned duties**. This data is required for both **Cycle 2** and **Cycle 6** submissions.

To be included in the report:
- Paraprofessionals must have a valid **qualification code** entered in the **Employee Type** field.
- This applies to employees with job codes **758, 759, 760, 762, 763** or **785**

Important Note: Employees assigned job codes **760 or 761** will **not be included** in this report.
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Paraprofessional Job Assignment Codes:

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 Employee Type needed	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

Job Code Descriptions for Paraprofessionals (Assignment):
758 – Paraprofessional Instructional Title I-School-wide
759 – Paraprofessional Instructional Title I-Targeted Assistance
760 – Non-Instructional Aide (playground, cafeteria, etc.)-Qualifier '5' ONLY
761 – Personal Care Aide. Non-instructional, additional trainings required through special education
762 – Paraprofessional Instructional Special Education (Title I)
763 – Paraprofessional Instructional (Non-Title I)
785 – ESOL - Paraprofessional providing LIEP Services to Els

Highly Qualified Paraprofessional Duties (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 Finance Information

rpt223 - Para-Professional Report (continued)

Paraprofessional Qualification (Employee Type Table) – If the job code is for Classified Personnel (listed below) 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, the employee meets ESEA paraprofessional qualification standards Y or N (1-8). One option must be indicated in eFinance in the "Employee Type" field. 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 or 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)

The qualifications (1,2,3,4,5,6,7,8) and duties (90(1), 90(2), 90(3), 90(4), 90(5), 90(6), 90(7)) are reported on paraprofessional employees in eFinance on the Personnel TAB in the "Employee Type" field and Other Interests/Preferences section respectively.

Menu Path: Human Resources > Entry & Processing > Employee > Employee Information > Personnel Tab > Employee Type "Qualifier" **and** Other Interests/Preferences "Duty"(the path is the same for both.)

Duty Code Requirement

Paraprofessionals with qualification codes 1, 2, 3, 4, 6, 7, or 8 must also have a Highly Qualified Duty Code (901–907) assigned.

Cycle 2 Finance Information

Builds and Validations – Job Code | Paraprofessional

Error Code	Type	Error Message	Description
JA0065	Build	jobassgn Must have at least one Paraprofessional Duty code	Job assignments with job code "758", "759", "762", "763", "785" must have at least one Paraprofessional Duty code

Error Code	Type	Error Message	Description
JA0060	Build	Job code must have paraprof_qual 1,2,3,4,6,7 or 8	Job codes 758, 759 and 762, 763 require Paraprofessional Qualification equal to 1,2,3,4,6,7 or 8
JA0060	Validate	Job code must have paraprof_qual 1,2,3,4,5, or 6	Job code 785 require Paraprofessional Qualification equal to 1,2,3,4,5, or 6

Error Code	Type	Error Message	Description
JA0060	Build	Job code 760 must have paraprof_qual = 5	Job code 760 requires Paraprofessional Qualification equal to 5

The Percent = FTE % for Assignment represents the amount of time the employee works in this position.

Error Code	Type	Error Message	Description
JA0070	Validate	FTE should be greater than zero for this job code	FTE greater than zero required if cycle 2 and job code has 3 or 4 digits

Location listed in job assignment must be three digit valid LEA or 000-distrist wide(depending on position).

Error Code	Type	Error Message	Description
JA0030	Build	jobassgn Emp Loc is null in FMS assignment table	Employee Location needed to determine LEA is null in FMS assignment table
JA0030	Build	jobassgn LEA cannot be NULL	jobassgn LEA cannot be NULL
JA0030	Build	jobassgn Location must be three characters	jobassgn Location must be three characters
JA0030	Build	jobassgn Location must be numeric	jobassgn Location must be numeric

Cycle 2 Finance Information

rpt224 - Nurse Job Assignment Report

The Nurse Job Assignment report is to be reviewed to ensure accurate and complete reporting of all employees assigned to nurse-related roles. It captures each nurse's job assignment, location (valid LEA), and FTE during Cycles 2, 6, and 8. This report can help the district determine if it is meeting Arkansas Code § 6-18-706 – School Nurse Requirements.

Page 89-90; 56-58 of 2025-2026 SIS Manual

Validation Rules
- A **cycle validation error** will occur if a nurse job code is reported with a location that is **not a valid LEA**.
- The **location field** is found on the **Job Assignment screen in eFinancePLUS**.
- Only **one Nurse Supervisor** may be assigned the **district-wide location code '000'**.
- 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 61170:61179 (FIN-23-037).
- All nurse job codes—including **contracted nonemployees** reported in the **Contracted Nonemployees table in Cycle 9**—must be associated with a **valid school LEA**.

Job Assignment Example
Menu Path: Human Resources > Entry & Processing > Employee > Employee Information > Personnel Information > Assignments
- **Assignment**: 455 (Registered Nurse)
- **Percent**: 1.00 (FTE for the location)
- **Period**: 1 (Pay Rate)
- **Period Field**: If left blank, defaults to the **Primary Pay Rate number**
- **Location**: Three-digit valid LEA code

Nurse Job Codes
- **454** – Licensed Practical Nurse (LPN)
- **455** – Registered Nurse (RN)
- **457** – Registered Nurse Practitioner (RNP)
- **460** – Certified Nurse Practitioner (CNP)
- **461** – Certified Registered Nurse Anesthetist (CRNA)
- **462** – Clinical Nurse Specialist (CNS)
- **463** – Licensed Psychiatric Technical Nurse (LPTN)
- **465** – Certified Nurse Midwife (CNM)

Arkansas Code § 6-18-706 – School Nurse Requirements

(e) Staffing Ratios
- Minimum of 1 school nurse per 750 students (FTE), or proportionate ratio.
- If feasible, 1 nurse per campus is encouraged.
- Adjusted ratios:
  - 1:400 in schools with high concentrations of students with disabling conditions.
  - 1:125 in centers for profoundly disabled students.

Cycle 2 Finance Information

rpt210 - Employee Science of Reading Report

Under **Act 1063 of 2017 – The Right to Read Act**, districts must report each instructor's proficiency in the **Science of Reading (SoR)**, reflecting their knowledge and practices in scientific reading instruction.
Page 58 of 2025-2026 SIS Manual.

Reporting Details
- **Proficiency codes** must be entered in **eFinance** using the **Qualification Code Table**.
- This data is collected in **Cycles 2 and 6** via the **Employee Science of Reading Report (rpt210)**.
- Any SoR data entered into eFinance **after Cycle 6 of the previous year** will not appear in **AELS** until **after Cycle 2 of the following year**.

District Responsibilities
- Each employee should have **only one active SoR proficiency code**.
- Districts must ensure the **correct proficiency code** is assigned to all applicable employees on the **Employee Qualifications screen** in eFinance.

Who Must Demonstrate Proficiency
Beginning in FY 2023–2024, the following educators are required to demonstrate proficiency in the knowledge and practices of scientific reading instruction:
- K–6 teachers who teach:
  - Math
  - Science
  - Social Studies
  - English Language Arts
- K–12 Special Education (SPED) teachers
- K–6 English Language Learner (ELL) teachers
- Reading specialists

Who Must Demonstrate Awareness
All other licensed educators not listed above must demonstrate awareness of the knowledge and practices of scientific reading instruction.

- - - - - - - - - EMPLOYEE - - - - - - - - -		Science of Reading	
NAME		SoR Code	Assessor ID *
LAST, FIRST		02	
LAST, FIRST		03	123456791

Note: Note: Long-term subs marked as primary teacher in eSchool MUST have a value of LTS in licensure exception to avoid getting a cycle error for missing SOR code in eFinance.

Cycle 2 Finance Information

eFinance – Qualifications: Science of Reading

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

Science of Reading Code Descriptions

Select the appropriate Qualification from the drop-down menu.

The **eFinance** description of **Science of Reading Codes** in the Qualification Table are abbreviated versions of the codes. The **Office of Learning Services** description of **Science of Reading Codes** are the detailed version of the codes and are what Districts should use for determining what code should be given to employee in the qualification table of eFinance.

The following "SOR" codes have been added to all eFinance Qualification Code Tables.
Comm. Memos LS-22-012, LS-23-019, LS-24-015

CODE	Descriptions in eFinance (due to limited space)	CODE	Office of Learning Services Descriptions
SR01	Awareness	SR01	Awareness is always coded SR01. All administrators and other educators who do not require proficiency should be coded with SR01 after completing the requirements.
SR02	Proficiency:Assessment	SR02	Passing the Pearson Foundations of Reading Test OR identified as proficient in AELS
SR03	Proficiency:Assessor ID Required	SR03	Certified assessor observes and coaches, collecting sufficient evidence to deem proficient
SR04	Proficiency:AR CLG Grad after 2021	SR04	Graduates of an approved Arkansas Teacher Prep Program after 2021
SR05	Proficiency:Used starting 2023-2024	SR05	Allows for meeting proficiency after 2023 deadline and requires an intensive support plan
SR06	Proficiency:Additional Pathways	SR06	RISE Trainers, CALT or CALP certification, Apple Group Dyslexia Therapist Course completers
SR07	Special Circumstances	SR07	Special Circumstances (Reciprocity and Alt Route Programs) - allows for meeting proficiency after 2023 deadline and requires a proficiency plan

Science of Reading – Qualification Data Fields

- **Qualification** - select and choose one of the SR01 through SR07 codes from drop-down

- **Active*** - should be **Active** field for a current qualification**.** If no valid code for the employee or employee is no longer employed at district, mark **Not Active.**

Cycle 2 Finance Information

eFinance – Qualifications: Science of Reading (continued)

- **Effective Date** – enter date of Awareness or Proficiency of employee, whichever is applicable. Date can be entered in the field or selected from a date in the calendar icon displayed in that field.

- **Miscellaneous Information** - used to enter the Assessor ID of the Assessor of the employee who is marked proficient with the SR03 code. Click in the blank space of **Miscellaneous Information** field to enter the **State ID (TRIAND #)** of the Assessor.

Can an employee have multiple SoR codes in eFinance?

An employee may have two SOR codes; however, there can only be **one Active** SOR Code thus any old codes **should be marked Inactive**. Only one code will be reported in Cycle.

Example: There are certain circumstances where a teacher taught one grade and had the SR01 Code but then the teacher is now teaching another higher grade and should have a SR03 Code. The SR01 Code should be **Inactive** and the SR03 Code should be **Active.**

What if we hire new staff that transferred from another district?

Many educators will have already been coded by a previous district; an educator's proficiency or awareness status is viewable in AELS.

- If so, they will need to be coded again in your district's eFinance.
    - If they have already been identified as proficient in AELS, use SR02.
    - If they are identified as aware, use SR01.

Questions about the **Science of Reading** list should be directed to Sandy Shepard (ADE Lead Regional RISE Specialist) 501-682-9961.

Cycle 2 Finance Information

Builds and Validations – Employee SOR Qualification

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

Error Code	Type	Error Message	Description
EM0260	Validate	Science of Reading is NULL	Science of Reading is required for all teachers. Valid values are 01, 02, 03, 04, 05, 06, or 07

*The Assessor ID for SR03 will be the TRIAND number of the Assessor. SIS will give validation errors if there is no assessor ID in Miscellaneous Information field for SR03 or if the Assessor ID is not in the table provided by ADE.

Error Code	Type	Error Message	Description
EM0265	Validate	Science of Reading: Assessor ID invalid or missing	If Science of Reading = 03 - Proficient, the State ID of the assessor is required. Assessor must be present in the list of approved assessors provided by ADE
EM0265	Validate	Science of Reading: Assessor ID not in approved list	If Science of Reading = 03 - Proficient, the State ID of the assessor is required. Assessor must be present in the list of approved assessors provided by ADE

Note: Long-term subs marked as primary teacher in eSchool MUST have a value of LTS in licensure exception to avoid getting a cycle error for missing SOR code in eFinance.

Cycle 2 Finance Information

rpt215 - Novice Teacher List Report

Accurately Reporting Novice Teacher Data

The report identifies teachers with **0, 1, and 2 years of experience** as reported and certified by districts. In Arkansas, a **novice teacher** is defined as one with **less than three (3) school years** of classroom teaching experience. This data is collected through the **SIS Cycle Submission process**, which pulls experience levels as reported and certified by districts.
Page 57 of 2025-2026 SIS Manual.

Note: For teachers to pull to the Novice Teacher Report, they must have course codes/students attached to them in eSchool.

Example of types of employees who would NOT pull into Novice Teacher Report:
- o **Guidance Counselor**
- o **Inclusion Teacher**

Course Codes excluded from pulling to report:

970190	Credit Recovery
999000	Study Hall
999020	Recess
999110	Computing Activity
999830	Student Aide
999840	Lunch

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.

Status Code 1 – BEGINNING TEACHER
- **Beginning Teachers (Status 1)** must have **0 entered in all three fields**:
  - Years in District = 0
  - Years in State = 0
  - Years in Total = 0
- Even if they previously worked in the district in a **non-teaching role**, their teaching experience must start at zero.

The following guidance has been developed to help districts ensure novice teacher data is correctly reported to the state.

Cycle 2 Finance Information

Accurately Entering Teacher Years of Experience in eFinance

"Years in Total" from the General Employment tab of eFinance is used to determine the years of experience for a teacher. All public schools have access to eFinance. Contact Nona Comer nona.comer@ade.arkansas.gov with any issues around accessing this tab.

Even if your district does not use eFinance for contracts, this data must be entered to ensure accurate reporting. After the data is entered once, it will automatically update to add experience each year the teacher is employed by your district (when *Advance Years of Service* is processed).

When entering data for novice teachers, report as follows for "**Years in Total**":

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
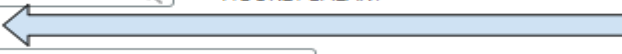
Remove Teachers who Leave the District from eFinance

When teachers leave a district, the pay group is updated to Pay Group "X" in the pay rate screen to ensure they are no longer pulled into an active payroll. The "X" Pay Group is also the filter that prevents employees from being pulled into certified SIS cycle data.

Note: Class, Pay code, and Status are not updated.

The following guidance has been developed to help districts ensure that novice teacher data is reported correctly to the state.

Cycle 2 Finance Information

Accurately Entering Teachers In eSchool:

Staff Catalog

The teacher must be entered into the staff catalog, menu path Scheduling> Staff
The staff record much have the teacher SSN, State ID and be assigned to a building.

Master Schedule

The teacher must be assigned to courses in the master schedule. This is a record of what courses the teacher is actually assigned as the primary teacher.

Cycle 2 Finance Information

rpt217 – Administrator Years of Experience

This report displays the years of service for administrators as recorded in eSchool, based on their Job Assignment codes in eFinance. The report includes only those employees whose job assignments match the applicable administrator codes listed below:

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

- 1000 - Superintendent
- 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

eSchool:
Menu Access: Administration > Registration Setup > Building > Staff > District-Defined OR Scheduling > Courses > Resources > Staff > District – Defined > Staff Misc

For questions regarding school-side data or how information is extracted from eSchool, please get in touch with your eSchool representative.

Builds and Validations – Employee Admin Experience

Error Code	Type	Error Message	Description
EM0208	Validate	Employee is missing Admin Years of Service	Persons with job codes '1000', '2010', '2020', '2030', '2040', '2050' or '2060' must have Admin Years of Service in fields EM0206, EM0207, EM0208 and/or EM0209
EM0208	Validate	Total Admin Years must equal in and out of state	EM0206 Administrator - Total Years is the sum of total number of years as an administrator both in state and out of state

Cycle 2 Finance Information

rpt218 – Apprentice Teacher List

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

LEA:	**SCHOOL DISTRICT** **Apprentice Teacher List** **20XX - 20XX**		**Cycle:** **County:**
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	

eFinance:
Job Assignment
Menu Path: 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

Status:
Menu Path: 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)'

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 Finance Information

rpt280 - Employee Leave Report

eFinance - Employee Leave

Employee Leave will be collected in Cycles 2, 5, 6 and 8. Leave report (rpt280) Docking Pay Codes 094, 098 & 099 along with ADE Reserved Pay Codes 960-979; 982-989 (unused leave etc.) are all excluded from the cycle attendance collection.
Page 65 of 2025-2026 SIS Manual.

**See Cycle 2 Quarterly Leave Collection and Reconciliation instructions for creating filtered attendance report in eFinance to verify with Leave report (rpt280)

Attendance records are collected quarterly on the following schedule:
- **Cycle 2** (Due October 15th) – pulls *July 1st thru September 30th*
- **Cycle 5** (Due February 15th) – pulls *October 1st thru December 31st*
- **Cycle 6** (Due April 15th) – pulls *January 1st thru March 31st*
- **Cycle 8** (Due July 31st) – pulls *July 1st thru June 30th*

Leave collection pulls all attendance records (Posted/Unposted) input with a Start Date *OR* an End Date that falls within the date range listed for the cycle. **Error message will be generated if EITHER the leave Start Date OR End Date falls outside of the date range being collected.**

- *To keep clean reconciliation records it is recommended to record two separate entries for any attendance items that cross months.*
    EX: Attendance needs to be recorded for 07/29/20XX-08/02/20XX
    - Create entry for 07/29/20XX-07/31/20XX
    - Create entry for 08/01/20XX-08/02/20XX

Verify/Edit Locations Table - New locations may be added to the location reference table.
Reference Table Menu Path to add/ edit locations: *Human Resources > Reference Tables > Personnel > Locations*

Verify/Edit Check Locations on Employee Information
- District-wide employees—including custodians, food service staff, bus drivers, the superintendent, and central office personnel—may be assigned a **three-digit location code of 000** or a **district-defined district-wide code** in the **check location field.**
- For employees assigned to specific buildings—such as teachers, principals, secretaries, librarians, counselors, nurses, and paraprofessionals—a **valid LEA code** must be entered in the **check location field.**

Human Resources>Entry & Processing>Employee>Employee Information>Payroll Tab> **Check Location**

Employment	Personnel	Race/Ethnicity	Payroll
Check Location *	MAIN - MAINTENANCE SHOP		

Cycle 2 Finance Information

rpt280 - Employee Leave Report (continued)

Valid LEA requires **CHECK LOCATION** if the employee has one of the following job codes:

CLASSIFIED Job Codes

Nursing Positions	Other Health & Support Roles
454 – Nurse - LPN	**464** – Physical Therapist (PT)
455 – Nurse - RN	**502** – Library Media Clerk
457 – Nurse - RNP	**Instructional Support**
458 – Nurse - APN	**763** – Paraprofessional Instructional (non-Title I School)
459 – Nurse - APRN	**785** – ESOL Paraprofessional (providing LIEP srv to ELs)
460 – Nurse - CNP	**777** – Study Hall Monitor
461 – Nurse - CRNA	**Apprenticeship & Residency**
462 – Nurse - CNS	**765** – Registered Apprentice
463 – Nurse - LPTN	**766** – One Year Resident
465 – Nurse - CNM	

Valid LEA requires **CHECK LOCATION** if the employee has one of the following job codes:

CERTIFIED Job Codes

School Administration	Instructional Leadership & Support
2010 – Elementary School Principal	**7090** – Master Teacher (TAP)
2020 – Elementary School Assistant Principal	**7100** – Coach/Lead Teacher/Instructional Facilitator (Math)
2030 – Middle/Jr. High School Principal	**7135** – Coach/Lead Teacher/Instructional Facilitator (Generalist; All Subjects)
2040 – Middle/Jr. High School Assistant Principal	**ESOL & Inclusion**
2050 – High School Principal	**7144** – ESOL – Licensed Teacher, ESOL Endorsed
2060 – High School Assistant Principal	**7145** – Inclusion Teacher (Co-teaching model)
Curriculum Supervision	**7146** – ESOL – Licensed Teacher, Not ESOL Endorsed
3020 – Curriculum Supervisor (Secondary)	**Special Education & Behavior Support**
3030 – Curriculum Supervisor (Elementary)	**7150** – Consulting/Indirect Special Education Teacher
Library/Media Specialists	**7160** – In-School Suspension Teacher
5010 – Elementary Library/Media Specialist	**Specialty Instruction**
5020 – Middle/Jr. High Library/Media Specialist	**7170** – Adaptive PE Teacher
5030 – High School Library/Media Specialist	**Mentorship & Career Development**
Guidance Counselors	**7400** – Journeyman
6015 – Elementary Guidance Counselor	**7410** – Resident Mentor
6020 – Middle/Jr. High Guidance Counselor	
6030 – High School Guidance Counselor	

Cycle 2 Finance Information

Builds and Validations – Employee Leave

Leave record has a 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 in order to pull to employee table

Error Code	Type	Error Message	Description
EL0040	Warning	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
EL0040	Build	SSN cannot be NULL	SSN cannot be NULL

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 an Employee has two employee numbers. Both check locations must be valid LEA for the teacher position

Error Code	Type	Error Message	Description
EL0070	Validate	emp_leave 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.
EL0030	Validate	LEA is inactive	The LEA is marked as Inactive in the control table for LEA's
EL0030	Validate	LEA does not exist	The LEA is not present in the control table for LEA's
EL0030	Build	LEA cannot be NULL	LEA cannot be NULL

Stop date must be a valid non-null date. This must be corrected with a sql statement run by DIS.

Error Code	Type	Error Message	Description
EL0170	Validate	emp_leave stop date is NULL	Stop date must be a valid non-null date
EL0170	Build	EmpLeave Stop Date invalid	Stop date is earlier than 7/1 of the current year

Start date must be a valid non-null date. This must be corrected with a sql statement run by DIS.

Error Code	Type	Error Message	Description
EL0160	Build	EmpLeave Start Date is NULL	Start date must be a valid non-null date

Cycle 2 Finance Information

Certificate of Data Accuracy

District SIS Cycle Coordinators are encouraged to verify cycle reports using **Submit Data: View Cycle Reports** in advance. Once verified, the Superintendent's signature should be acquired and the completed **Certification of Data Accuracy** form should be uploaded. Additionally, SIS Cycle Coordinators can view their district's Certificate of Data Accuracy Form under the Resources tab.

- Once the un-certified cycle reports have been verified by the applicable staff and Superintendent as being correct, obtain the **Certification of Data Accuracy Form** from the web. The path is http://www.apscn.org > **SIS > Statewide Information System (ADE Data Center) > Cycle Documents > Cycle 2 Certification of Data Accuracy.**

- The **Certification of Data Accuracy Form** with the Superintendent's signature will need to be up-loaded before the "Submit" step of the cycle can be completed. (ADE Commissioner's Memo RT-18-034).

- The **Upload** step/process will be available after the Validate step has 0 Error Count.

Cycle 2 Finance Information

Submit Cycle

The **Submit** Button will be gray until the **Certification of Data Accuracy Form** has been uploaded. Once the Certificate of Data Accuracy has been uploaded, click the **Submit** button.

Validate Warnings will NOT impede cycle submission to ADE. However, VERIFY that the data is correct.

Resubmissions Cycle 2 Resubmission Policy – Arkansas SIS

System Design
- Cycle 2 can only be resubmitted if the submission window is still open:
  - Open Window: October 1st – October 15th
  - After October 15th: No resubmissions allowed
- Once certified and the window closes, the data is locked in the K–12 data warehouse.

Certified Data Is Locked
- Ensures consistency for:
  - Federal IDEA reporting
  - Accreditation
  - Civil rights compliance
- Prevents retroactive changes that could affect statewide data integrity.

Cycle 2 Finance Information

Certified Reports

The **Certified Reports** tab lists all the Cycle Reports based off the certified (submitted) data. Select the appropriate **Cycle** and click on the **individual reports** to open them. Print reports and review the information listed.

Keep a copy of all Certified Cycle 2 reports in a binder – labeled and stored in a safe place. Prior year Cycle reports are not saved in SIS.

Cycle 2 Finance Information

Email Bank Reconciliation Report – rpt503

The **Certified** Bank Reconciliation Report – rpt503 must be downloaded, printed, signed by all parties listed, and then emailed to apscn.SIScertifications@ade.arkansas.gov.

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:

If #2 (Deposits in Transit) AND/OR #6 (Variance) IS NOT $0.00 AN EXPLANATION IS REQUIRED BELOW (Attach extra sheet if needed)

<p align="center">******   BE SPECIFIC!   ******</p>

DEPOSITS IN TRANSIT Explanation: Notes need to include Receipt Numbers, Deposit numbers, Date deposited.

VARIANCE Explanation: Be specific, Checks written or voided outside of the period, bank cleared check for a different amount, payroll direct deposit wrote last day of the month but not cleared in bank until next month, etc.

NOTE: Should NOT be carrying a variance forward each period – take care of any issues as soon as they appear.

For assistance in finding the cause of a variance, please review the Bank Reconciliation Tips document available on the APSCN website. If additional assistance is required, please call in a Help Desk ticket.