



DIVISION OF ELEMENTARY & SECONDARY EDUCATION

Office of Information Technology

Statewide Information System (SIS)

Instructions for Salaries and FTE (formerly Page 3637)

(Web Based System)

SIS Cycle 8 Additional Resources

Updated 6/2/2021

Please contact ADE SIS Programming (ADESIS.programmers@ade.arkansas.gov) for questions or corrections to this document

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Introduction

This document contains instructions on the process of pulling, validating and submitting data for the annual salaries and full-time equivalents report. In past years, this report information and the process for producing it was referred to as Page 3637.

In conference between the APSCN Financial team and ADESYS Programming, it was decided that the nomenclature “Page 3637” was no longer relevant for the system for annual reporting of salaries and full-time equivalents information. Before there was a centralized data system in the ADE, school districts had to submit annual financial reports on paper on a very lengthy form. The parts of the report that contained faculty and staff salaries broken down by category were on pages 36 and 37 of that report. Since this has not been in use for many years, it was decided to give the portion of the SIS process a name that was more descriptive of its function. This became Salaries and FTE, abbreviated SalFTE.

The entry and maintenance of Salaries and FTE (SalFTE) report data is accomplished on a tab within the ADESYS website, wherein the user can build, edit and run reports and verify the data pulled from the eFinancePlus source database. The submit phase of SalFTE is integrated to the SIS cycle submission process of cycle 8

Integration with Cycle 8

Previously, SalFTE was tightly integrated with the cycle 8 build. SalFTE records had to be built and validated during the cycle 8 process, which meant that discrepancies in the data were often found after it was too late to apply corrective action. This is no longer the case. The cycle 8 build will not pull the Salaries and FTE data during the cycle build. The user now can initiate the build of Salaries and FTE records independently of the cycle 8 build, at the user’s convenience.

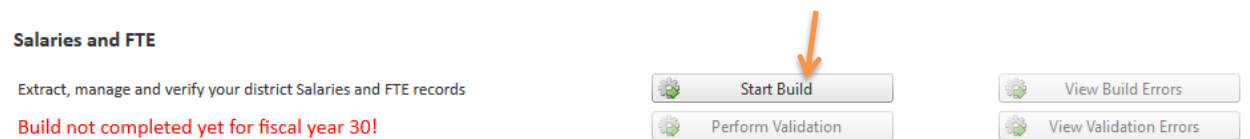
Conversely, since the cycle 8 build no longer builds Salaries and FTE data, the user MUST build Salaries and FTE separately. Also, it is imperative that at least one SalFTE build is performed before the end-of-year deadline, June 30th.

Steps to build Salaries and FTE

Access and login to SIS web site. Once logged in, **navigate** to Salaries and FTE tab as shown below.

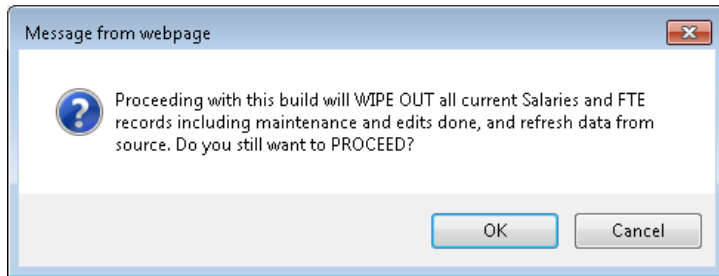


If a Salaries and FTE build has not yet been completed for the current year, a message to that effect is displayed. Initiate a build by clicking the button marked “Start Build.”



Instructions for Salaries and FTE

A message popup is presented warning that any SalFTE records will be replaced by the build process, and giving the option to Cancel.



Clicking the OK button begins the build process.

While building, the application provides a screen as shown below to indicate that a build is in progress.

Salaries and FTE

Extract, manage and verify your district Salaries and FTE records

Build not completed yet for fiscal year 30!

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

Build in progress....

View Build Errors

Perform Validation

View Validation Errors

Add a line Delete line Refresh pages Build in progress....

Line	Type	OFGFTE	OFGSal	SFFGTE	SFFSal	SFGFTE	SFGSal	FGGFTE	FGFSal	OFMFTE	OFMSal	SFMFTE
No records to display.												

■ ■ ■

Once the build is complete for Salaries and FTE, a message will be shown to the user indicating when the build was completed and by whom, and how many build errors occurred. The View Build Errors button becomes available indicating the number of build errors (if there are no build errors, this button remains disabled). A grid is displayed showing Salaries and FTE lines for which salary data was found. The totals of salary and FTE for each pageline for each category are displayed in columns for quick reference.

Instructions for Salaries and FTE

Salaries and FTE

Extract, manage and verify your district Salaries and FTE records

Build Again

View 119 Build Errors

Build completed by 6001cycletest at 6/17/2020 2:43 PM with 119 build errors

Perform Validation

View Validation Errors

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

Line	Type	OFGFTE	OFGSal	SFFGTE	SFFSal	SFGFTE	SFGSal	FGGFTE	FGFSal	OFMFTE	OFMSal	SFMFTE	SFMSal
3601	C	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	3.0000	136,574.63	0.0000	0.00
3602	C	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	4.0000	195,721.26	0.0000	0.00
3603	C	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	2.0000	105,667.75	0.0000	0.00
3604	C	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	18.8816	628,389.78	0.0000	0.00
3605	C	0.0000	0.00	0.0000	0.00	0.0000	0.00	6.6391	256,821.85	3.0000	97,421.55	0.0000	0.00
3606	C	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	16.0184	566,768.72	0.0000	0.00
3607	C	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	21.0000	766,626.19	0.0000	0.00
3609	C	2.0000	41,718.09	0.0000	0.00	0.0000	0.00	3.0000	57,764.20	171.1701	4,587,721.65	0.0000	0.00
3610	C	2.0000	55,468.63	0.3639	8,134.03	0.0000	0.00	0.0000	0.00	295.8888	7,129,852.87	0.0000	0.00

To view the build errors, click on the button provided. The web browser will go to a page displaying the errors in a grid, similar to the page that displays cycle build errors.

Salaries and FTE Build Details

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

FY: 30 Started: 6/17/2020 2:43:23 PM Started By: 6001cycletest Errors: 119 Classified Count: 31 Certified Count: 49 Status: Completed

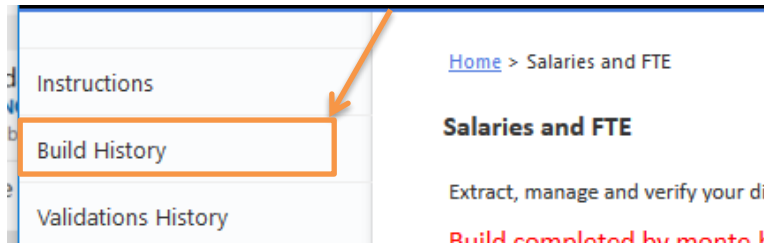
Type	Code	ID	Description	Details	Details 2
1	CC0040	SalFTE_PageLine_19794	Pageline not found: Building invalid	Emp: 19794 F/sof: 1277 Func: 1180 Obj: 61110 Gender: F	Amount: 46,900.91, Building: 397
1	CC0040	SalFTE_PageLine_22713	Pageline not found: Building invalid	Emp: 22713 F/sof: 1277 Func: 1180 Obj: 61110 Gender: F	Amount: 54,407.42, Building: 397
1	CC0040	SalFTE_PageLine_22574	Pageline not found: Building invalid	Emp: 22574 F/sof: 1277 Func: 1180 Obj: 61110 Gender: F	Amount: 46,900.91, Building: 397
1	CC0040	SalFTE_PageLine_15415	Pageline not found: Building invalid	Emp: 15415 F/sof: 1277 Func: 1280 Obj: 61110 Gender: M	Amount: 63,606.50, Building: 397

If there are a large number of build errors, it is advised to correct source data in the eFinancePlus system wherever possible and perform another SalFTE build **prior to performing any editing of data**. Builds can be performed as often as needed until the end of the fiscal year, June 30th. If the number of errors is not excessive, the SalFTE lines indicated in the error description can be edited by the user as outlined in a section below. Existing lines can be modified, or if needed, new lines can be added.

Salaries and FTE Build History

If desired, the user may navigate to a page displaying the history of current year Salaries and FTE builds. This is accessed by clicking the link in the left sidebar of the Salaries and FTE tab:

Instructions for Salaries and FTE



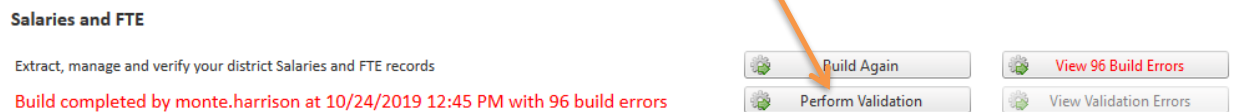
A grid is displayed indicating when a build was performed and by whom, the number of build errors generated, counts of lines for page 36 (Uncertified) and page 37 (Certified), the status of the build, and a Details link which will take the user to the Salaries and FTE Build Errors page for that particular build. The build history is sorted with the most recent build at the top of the list.

Salaries and FTE Build History

FY	Started	Started By	Errors	Classified Count	Certified Count	Status
30	10/24/2019 12:45 PM	monte.harrison	96	17	10	Completed Details
29	6/20/2019 12:20 PM	1002tbarger	0	20	34	Completed Details
28	6/29/2018 9:50 AM	1002tbarger	0	18	37	Completed Details
28	6/14/2018 8:21 AM	1002tbarger	0	18	37	Completed Details
28	5/25/2018 9:34 AM	1002tbarger	0	18	37	Completed Details
28	5/6/2018 9:47 PM	nona.comer	0	18	37	Completed Details

Salaries and FTE Validation

Validation is the process of checking records for errors after they have been pulled into SIS. This process is initiated by clicking the “Perform Validation” button. Unlike the regular cycle process, it is not necessary to clear build errors before validating.



During cycle 8, the SalFTE records must be validated along with all other SIS records by clicking the Perform On-Demand Validation button on the Submit Data page after performing a cycle build. The validation button on the SalFTE page is disabled during cycle 8.



Instructions for Salaries and FTE

While validating, the application provides a screen as shown below to indicate that a validation is in progress.

Salaries and FTE

Extract, manage and verify your district Salaries and FTE records

Build completed by monte.harrison at 10/24/2019 12:45 PM with 96 build errors

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

Build Again View 96 Build Errors

Validation in progress... View Validation Errors

Add a line Delete line Refresh pages Validation in progress...

Line	Type	OFGFTE	OFGSal	SFFGTE	SFFSal	SFGFTE	SFGSal	FGFTE	FGSal	OFMFTE	OFMSal	SFMFTE	SFMSal
------	------	--------	--------	--------	--------	--------	--------	-------	-------	--------	--------	--------	--------

Upon completion of the validation, a message will be shown to the user indicating when the validation was completed and by whom, and how many validation errors occurred. The View Validation Errors button becomes available indicating the number of validation errors (if there are no validation errors, this button remains disabled). Click the View Validation Errors button to go to a page displaying these errors in a grid.

Salaries and FTE (Formerly Page 3637) Validation Errors

Type	Code	ID	Description	Details	Details 2
Error	CC0220	SalFTE_MinTchrSalAvg	Average Teacher Salary (ASR Line 84) below state minimum	ASR Line 84 Avg Sal: 19753.02	State minimum teacher salary: \$30,122
Error	CC0390	SalFTE_OpsMat3614	Line 3614 has FEMALE op salary (matrix) but not FTE	FTE: 0.00	Salary: \$125.00
Error	CC0390	SalFTE_OpsMat3638	Line 3638 has FEMALE op salary (matrix) but not FTE	FTE: 0.00	Salary: \$1060.00
Error	CC0370	SalFTE_OpsMat3638	Line 3638 has MALE op salary (matrix) but not FTE	FTE: 0.00	Salary: \$240.00
Error	CC0340	SalFTE_OpsMat3638	LINE 3638 HAS OP SALARY (MATRIX) BUT NOT FTE	FTE: 0.00	SALARY: \$1300.00
Error	CC0200	SalFTE_SalFd3727	Line 3727 has FEMALE salary but not FTE	FTE: 0.00	Salary: \$2120.00
Error	CC0180	SalFTE_SalFd3727	Line 3727 has MALE salary but not FTE	FTE: 0.00	Salary: \$60.00

As the conditions that produced validation errors are corrected by editing the SalFTE records, the validation can be run as often as desired to monitor progress. The number of errors reported will decrease as these conditions are corrected. By the end of the fiscal year and before entering cycle 8 there should be zero validation errors.

Modifying Salaries and FTE data

On successful completion of a build of Salaries and FTE, the page loads that data for the user in a grid format. The data is filtered to show the current financial years data only. User is free to **click** each line item to verify/modify salary & FTE values. When user clicks on a line item in the grid, the section below the grid is loaded with the details of salary and FTE for each classification. Refer to the picture below.

Instructions for Salaries and FTE

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

Line	Type	OFGFTE	OFGSal	SFFTE	SFFSal	SFGFTE	SFGSal	FGFTE	FGFSal	OFMFTE	OFMSal	SFMFTE	SFMSal
3732	C	0.0000	0.00	0.0000	0.00	1.0000	71,890.01	5.0000	298,444.57	0.0000	0.00	69.5809	3,295,591.10
3733	C	0.0000	0.00	0.0000	0.00	0.0000	0.00	12,9132	623,264.17	0.0000	0.00	48.6815	2,540,638.47
3734	C	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00
3735	C	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	7,745.00
3736	C	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	1,625.00	0.0000	0.00	0.0000	5,000.00
3737	C	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.6000	91,773.85	0.0000	0.00	0.0000	0.00
3738	C	0.0000	0.00	0.0000	0.00	0.0000	56,778.50	0.0000	45,585.76	0.0000	0.00	0.0000	0.00
3739	C	0.0000	0.00	0.0000	0.00	0.0000	62,347.25	0.0000	0.00	0.0000	0.00	0.0000	0.00
3740	C	0.0000	0.00	0.0000	0.00	1.2000	97,565.00	0.0000	0.00	0.0000	0.00	0.0000	0.00

Update Records
 3740: High School Summer School Teachers: This line was edited by 6001cycletest on 6/17/2020 2:47:50 PM

Click to save changes

OPER FUND - GENERAL SCHOOL FOOD FUND **SALARY FUND - GENERAL** FED GRANT FUND OPER FUND MATRIX SALARY FUND MATRIX

Male FTE: 0.5000 Male Salary: 30,157.50
 Female FTE: 0.7000 Female Salary: 67,407.50
 Total FTE: 1.2000 Total Salary: 97565.00

In the above picture, user has selected the row with line 3740 and type C, and its corresponding salary/FTE values are shown in the below tabs. User is free to **update** the values and **click** the button to save changes to each line item. As noted in the image, lines that have been added are shown in green, and lines that have been edited by a user are shown in blue. Lines that are in black contain the original values generated by the build process and have not been edited. When either an added line or an edited line is clicked, a message appears indicating who added or edited the line, and when. There is no limit to the number of modifications that can be made to each pageline.

While modifying data in the interface, the user will see some tabs of FTE/salaries as being disabled or input boxes accepting only numeric values. These are built-in validations put in place to help prevent user input errors.

Operations allowed on Salaries and FTE

Line	Type	OFGFTE	OFGSal	SFFTE	SFFSal	SFGFTE	SFGSal	FGFTE	FGFSal	OFMFTE	OFMSal	SFMFTE	SFMSal
3603	C												
3609	C												
3610	C	0.00		0.00		0.00		0.00		0.00		0.00	

Line:
 Type: C

Add a line: Users can add a line by **clicking the “Add a line” button**. This will provide an interface for users where values can be inserted for type and line. Note that “Type” defaults to “C”. Once saved, user can update the FTE/salary values for the added pageline. Once added, the line will appear in the grid in green. An error message is displayed if there is an attempt to add a line that already exists.

Delete a line: Users can delete a pageline by clicking on the line in the grid, then **clicking the button “Delete line.”** This will delete the corresponding line item from SIS along with its FTE/salary values. This does permanently delete the values from the pageline, however the user may add a new line with the same pageline value. It will just have blank salary and FTE values.

Refresh Salaries and FTE data: Users can refresh the Salaries and FTE data displayed on screen **by clicking the “Salaries and FTE” tab**. This will reload the data from the SIS database. If the user is in the middle of a FTE/salary value update and hasn't saved it by clicking the Save Changes button, and the tab is clicked, the edited info will be lost. **User should make sure any FTE/salary modifications are saved prior to refreshing data.**

Repeated builds - Salaries and FTE

User is free to build Salaries and FTE any number of times, but be aware that **every time a build is executed, Salaries and FTE data in SIS get overwritten by data fetched from the source eFinancePlus database. This will wipe out the modifications done to Salaries and FTE data by the user.** However once the build completes, user can modify again and validate if needed. **Remember: the Build process becomes unavailable after the end date of the fiscal year, June 30th.**

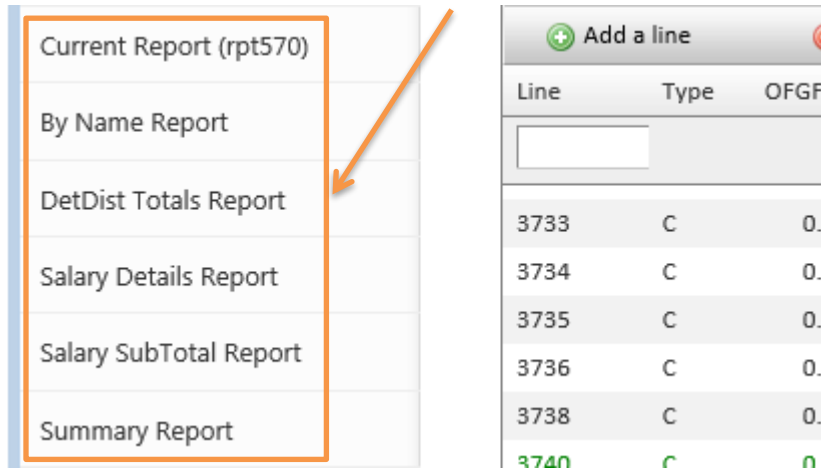
Validation and Submit in Cycle 8

The On-Demand Validation run in cycle 8 uses the same validation process that is run by the validation initiated from the Salaries and FTE page. Submit of Salaries and FTE is carried out with the cycle 8 submit. **Any modifications done by users to Salaries and FTE data after cycle 8 submit will not be reflected in the submitted data.**

Salaries and FTE Reports

Reports are provided for the purpose of checking values in the SalFTE data. These reports are accessed by links in the sidebar of the Salaries and FTE webpage.

Instructions for Salaries and FTE



Brief descriptions are as follows:

Current Report: This is essentially the same as rpt570 in the cycle reports. It is provided here so it can be run separately from cycle 8. This displays data in the SIS Salaries and FTE table.

All other of these reports display data sourced directly from the eFinancePlus system. They usually take slightly longer to process.

By Name Report: This report displays personnel by name who have received payment. These are displayed by the Salaries and FTE pageline wherein the persons' salary and FTE would be included in the totals. The name, salary, FTE and gender are displayed, along with subtotals for Male and Female, and grand total for the pageline.

DetDist Totals Report: This report displays totals from the eFinancePlus Detail Distributions table by budget unit and object.

Salary Details Report: While this report appears to be very similar to DetDist Totals Report, the figures in this report come from the eFinancePlus Expenditure Ledger table. In most cases, if the totals on this report are different from those on the DetDist Totals Report a discrepancy is indicated.

Salary Subtotal Report: This displays totals by pageline of budget unit items that are included in each pageline, broken down by Salaries and FTE categories, sorted by pageline.

Summary Report: This displays grand totals of salaries for each pageline.

Salaries and FTE – In a nutshell

- Salaries and FTE build is no longer integrated with the cycle 8 build.
- Salaries and FTE build may be run as often as needed, but **becomes unavailable after the end date of the fiscal year.**
- Users **must** build Salaries and FTE using the interface prior to the end date of the fiscal year.

Instructions for Salaries and FTE

- Updates/modifications can be done to Salaries and FTE data, including adding lines as needed.
- Validations may be run from the interface as often as needed.
- Submit continues to be integrated with cycle 8.