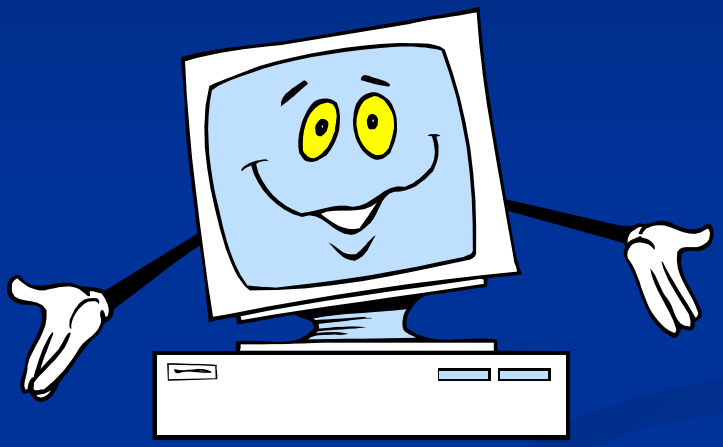
FMS



FMS FIELDS CYCLE REPORTING

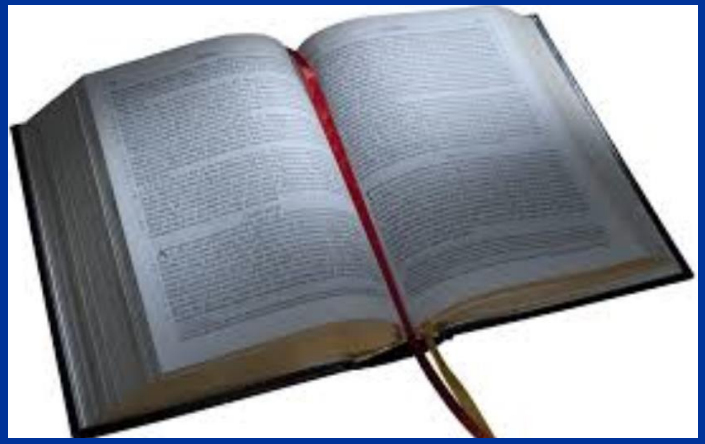
SIS FY 25

CONGRATULATIONS!!!

- 5 Districts Submit Cycle 8 (YR24) FIRST DAY ! July 14, 2014
  - BRADFORD
  - SALEM
  - AR SCHOOL BLIND
  - STAR CITY
  - CARLISLE

SIS Handbook

- APSCN Web Page (apscn.org)
  - SIS
  - State Information System
  - SIS Manual 2014-2015

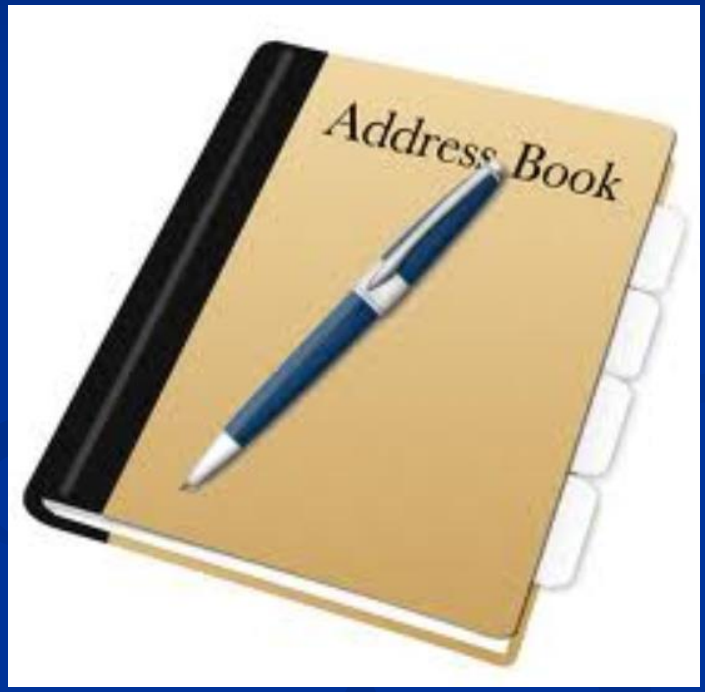


Cycles 1-9
Contact Person

- District (Legacy)/LEA Profile (Web)
- Name, Phone Numbers, Email
  - CO0040 Coordinator Code:
  - 1= Federal Program Coordinator
  - 5 = Equity –Disability Coordinator
- ETC. See list in 'Contact Person' Table in SIS Book pages 38-39

District
Cycles 1-9 (Pages 43-45)

- District / LEA Profile
  - Website Address
    - Mail Address
    - Ship Address
    - Phone
    - Fax
    - LEA Assigned COOP



District
Cycles 1-9 (Pages 43-45)

- **DI0367 FMS Security –** ***Cycle 1 Coordinator AFR Password (Alpha, Size 8)***
- **School Board Count** - ***Total # of local board members for a district.***
- **School Choice** – ***Indicates whether the district participates in the school choice program.***
- **Transfer Agreement** – ***Indicates whether the district participates in transfer agreements with other districts. (Cycles 1,3,4,5,7)***

District
Cycles 1-9 (Pages 43-45)

- **Bus Safety – Y/N**
- **School Bus Safety Plan – Y/N**
- **Extra Curricular Total Athletic Mileage –** *Total miles driven by all school vehicles for extracurricular-athletics.*
- **Extra Curricular Total Non-Athletic Mileage –** *Total miles driven by all school vehicles for extracurricular non-athletics.*

District
Cycles 1-9 (Pages 43-44)

- Insurance Carrier
  - *1=School Self-Insurance*
  - *2=School Board Association*
  - *3=Other*
- Employee Health Insurance – *Amount of monthly health insurance premium per employee paid by district.*
- Square Miles Per District
- Millage
- Safety Drill – Y/N

Cycles 1-9

- District (Legacy) or LEA Profile (web)
  - TRI-ANNUAL FIRE DRILL
    - Fire Marshall Y/N
    - Evacuation Plan Y/N
    - Building Check Y/N
- Bank Reconciliation

Finance – Property Values

- Cycle 9
- SIS Book Page 70

- **Appraised Value of all Buildings** – ***The market value of all buildings. Appraised value as of June 30th.***
- **Appraised Value of all Furniture & Equipment** – ***The market value of all furniture and equipment. Appraised value as of June 30th.***

Finance – Property Values (cont.)

- **Appraised Value of all Real Estate** – *The market value of all real property. Appraised value as of June 30th.*
- **Total Appraised Value** – *Value of Buildings, Furniture, Equipment and Land =TOTAL APPRAISED VALUE*
- **Total Insurance Carried on Property** – *The amount of insurance coverage for all real and personal property (Buildings, Furniture, and Equipment). Real Estate (Land) is not insurable…Thus, total insurance will not equal total appraised value.*

Cycles 1,2,8,9

Finance – Salary Schedules Range/ Step

- Cycle 1
- SIS pages 72-75
- Pulls every salary schedule attached to any employee not in Group X or S.

Step	Custo-dian	Custodian Firefighter	Chief Cust of 5 or fewer	Chief Cust of 6 or more	Maint. Mechanic	Skilled Craftsperson
1	18,751	19,282	19,553	20,620	21,116	21,587
2	19,152	19,684	19,954	21,022	21,618	22,193
3	19,553	20,085	20,355	21,439	22,146	22,794
4	19,953	20,487	20,754	21,890	22,667	23,395
5	20,355	20,886	21,158	22,344	23,125	23,999
6	20,754	21,285	21,589	22,798	23,716	24,601
7	21,158	21,741	22,043	23,245	24,242	25,202
8	21,589	22,195	22,493	23,696	24,766	25,804
9	22,043	22,644	22,945	24,149	25,291	26,407
10	22,493	23,096	23,395	24,601	25,813	27,010
11	22,945	23,547	23,848	25,052	26,340	27,611
12	23,395	24,002	24,302	25,501	26,864	28,215
13	23,856	24,467	24,765	25,959	27,400	28,833
14	24,327	24,942	25,241	26,427	27,948	29,466
15	24,808	25,428	25,728	26,903	28,506	30,114
16	25,298	25,921	26,223	27,388	29,076	30,775

Employee Information Screen (SUNGARD)

Employee Number

Social Security

Last Name

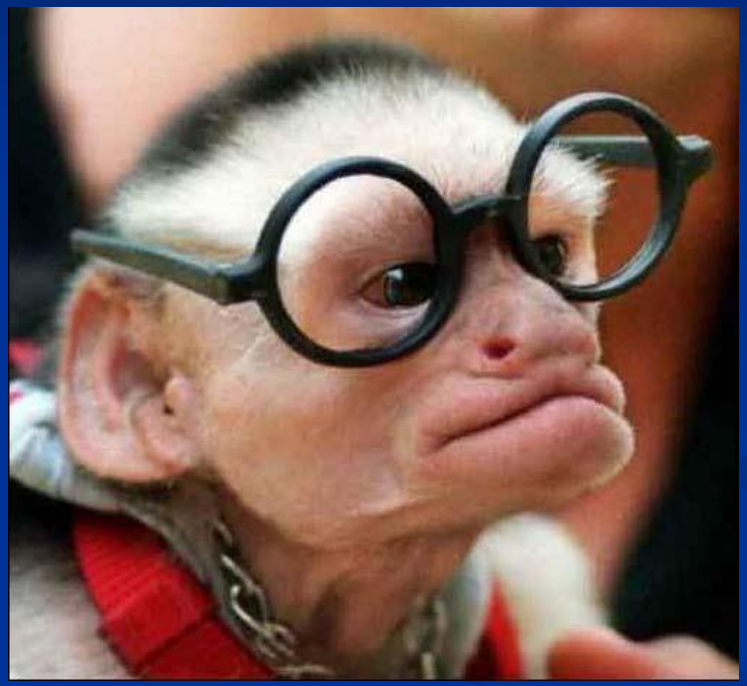
First Name

Status *

Gender *

Race/Ethnicity *

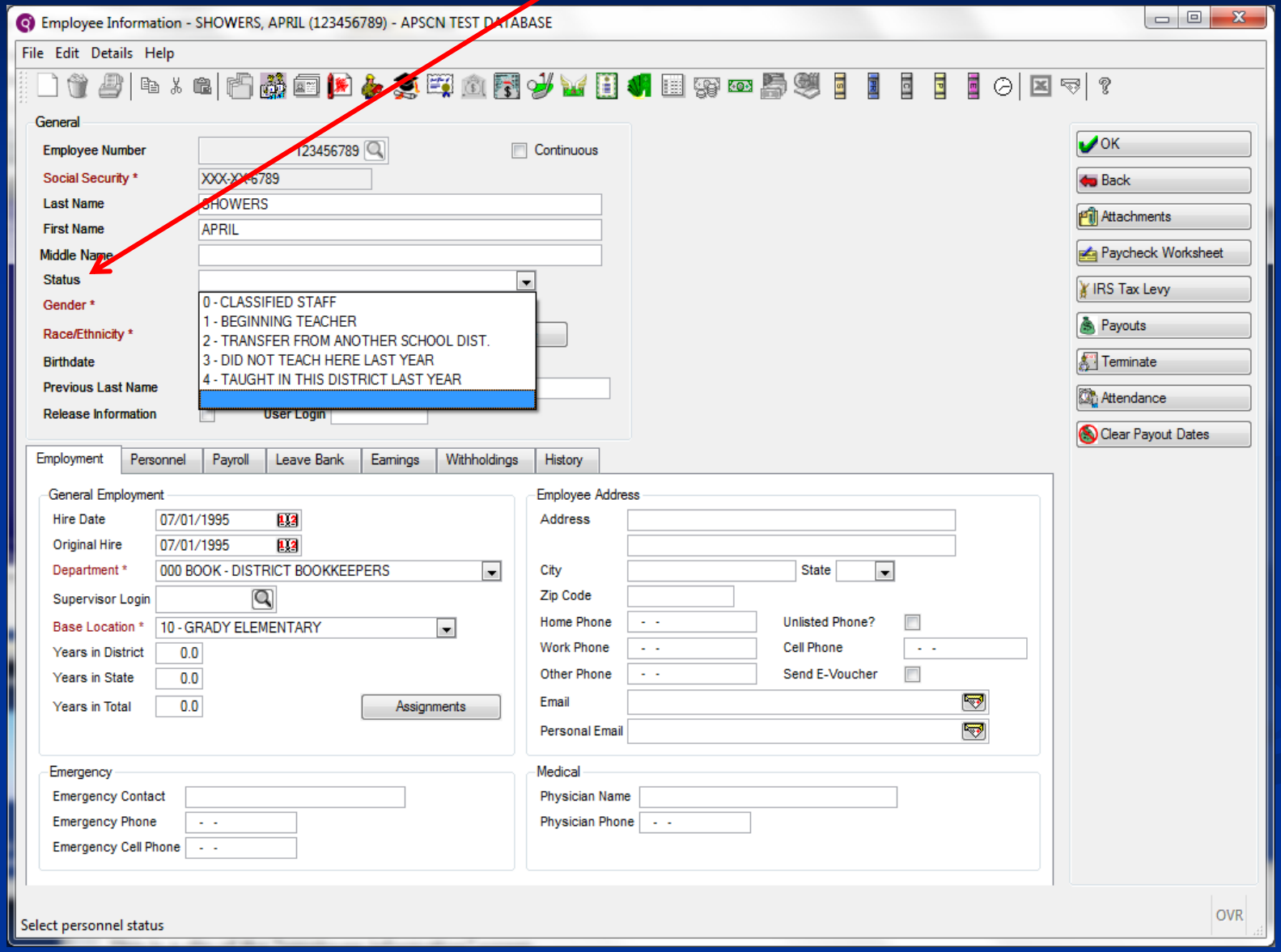
Birthdate *



Cycles 1, 2, 8, 9

2014-2015 SIS Book Pages 52-53

Path: Applications> Human Resources> Employee Information>Status



STATUS/Experience Category

- 0 = CLASSIFIED
- 1 = BEGINNING TEACHER
- 2 = TRANSFER FROM ANOTHER DISTRICT
- 3 = DID NOT TEACH HERE LAST YEAR
- 4 = TAUGHT IN THIS DISTRICT LAST YEAR

STATUS/Experience Category

- Phase I Edit (legacy) or Validation Error (web).
- Update STATUS prior to submitting Cycle :

  (1) Beginning Teacher

  (2) Transfer from another district

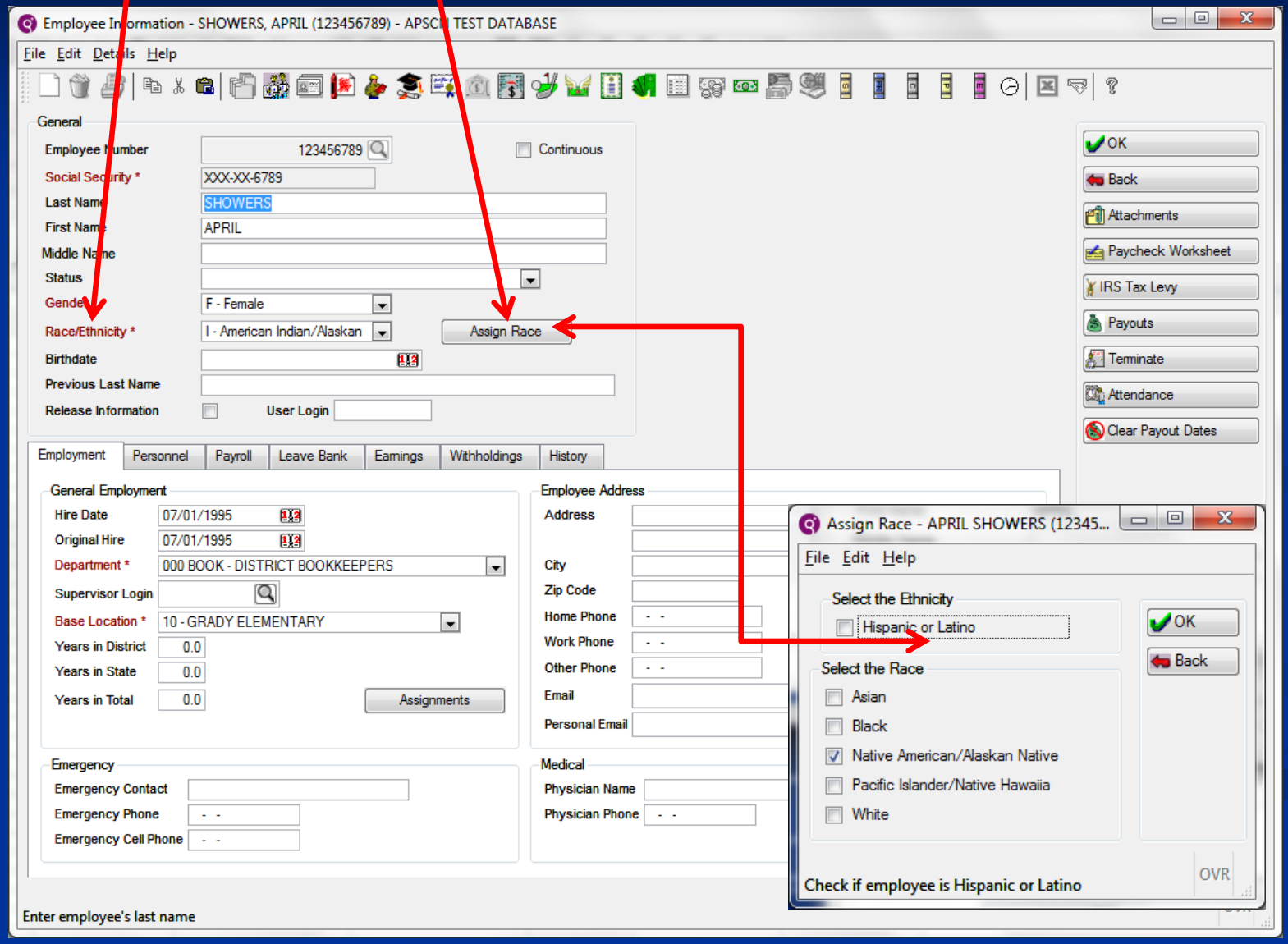
  (3) Did not teach last year but has taught
- Phase I EDIT ERROR:
  - EXP_CATEGORY = 99

Cognos Status Code REPORT

COGNOS

- Public folders
  - Personnel folder
    - Status Code # 1 Beginning Teacher
    - Status Code # 2 Transfer
    - Status Code # 3

** Race/Ethnicity Field. Select the race in this field Click Assign Race button in order to complete. - 2



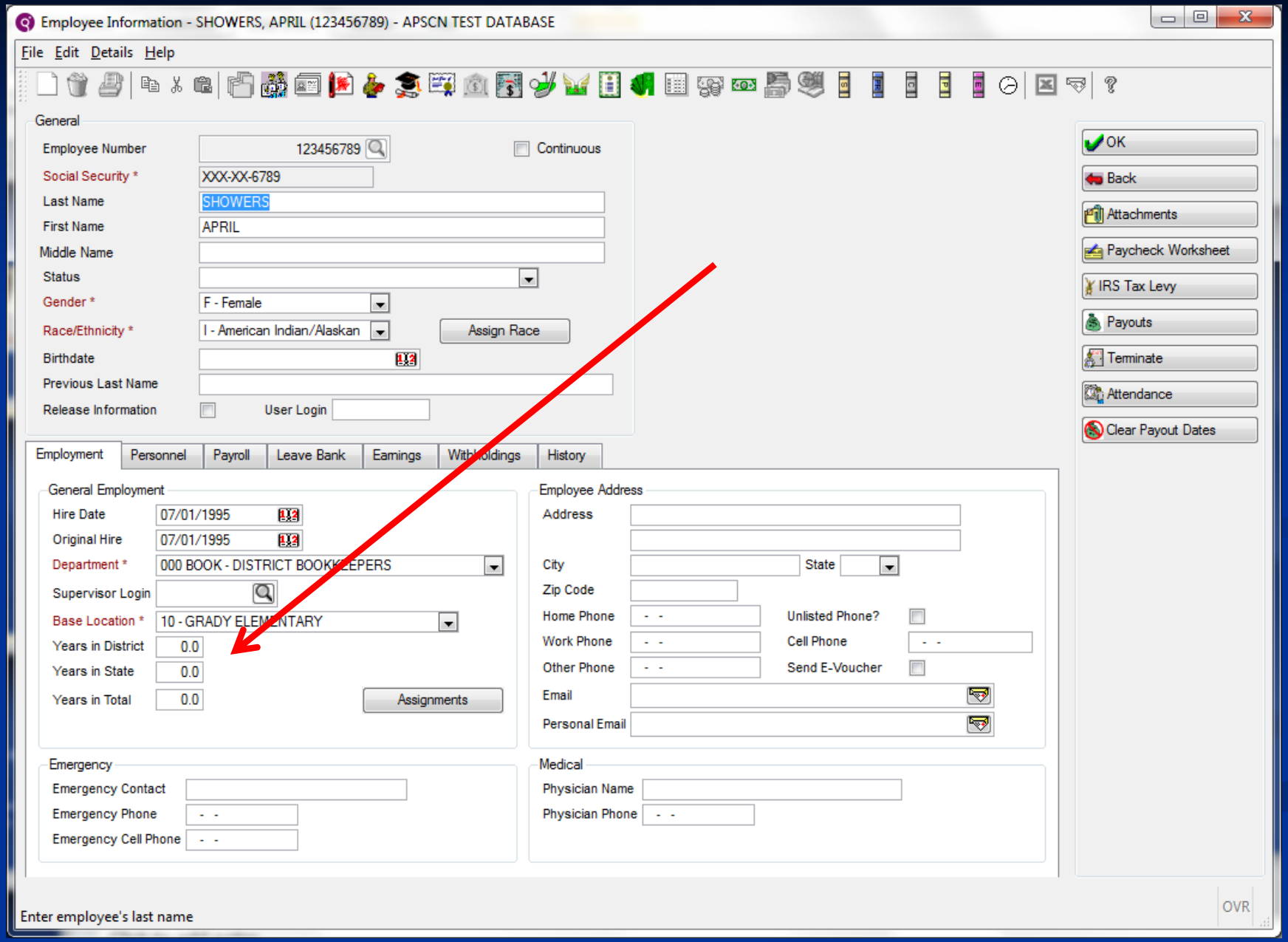
CHEER UP, it could be worse!

Employee Information

Employment Tab

Bottom Section

- Hire Date
- Years in District
- Years in State
- Years in Total


Employee Information - SHOWERS, APRIL (123456789) - APSCN TEST DATABASE
File Edit Details Help
General
Employee Number 123456789
Continuous
Social Security * XXX-XX-6789
Last Name SHOWERS
First Name APRIL
Middle Name
Status
Gender * F - Female
Race/Ethnicity * I - American Indian/Alaskan
Assign Race
Birthdate
Previous Last Name
Release Information
User Login
OK
Back
Attachments
Paycheck Worksheet
IRS Tax Levy
Payouts
Terminate
Attendance
Clear Payout Dates
Employment
Personnel
Payroll
Leave Bank
Earnings
Withholdings
History
General Employment
Hire Date 07/01/1995
Original Hire 07/01/1995
Department * 000 BOOK - DISTRICT BOOKKEEPERS
Supervisor Login
Base Location * 10 - GRADY ELEMENTARY
Years in District 0.0
Years in State 0.0
Years in Total 0.0
Assignments
Employee Address
Address
City
State
Zip Code
Home Phone
Unlisted Phone?
Work Phone
Cell Phone
Other Phone
Send E-Voucher
Email
Personal Email
Emergency
Emergency Contact
Emergency Phone
Emergency Cell Phone
Medical
Physician Name
Physician Phone
Enter employee's last name
OVR

Because some of us have this issue….

We have developed a Cognos report that will help you!

Cognos Reports

- COGNOS
- Public Folders>Financial Management System>Personnel
  - Hire Date
  - Years in District/State/Total

Employee Information

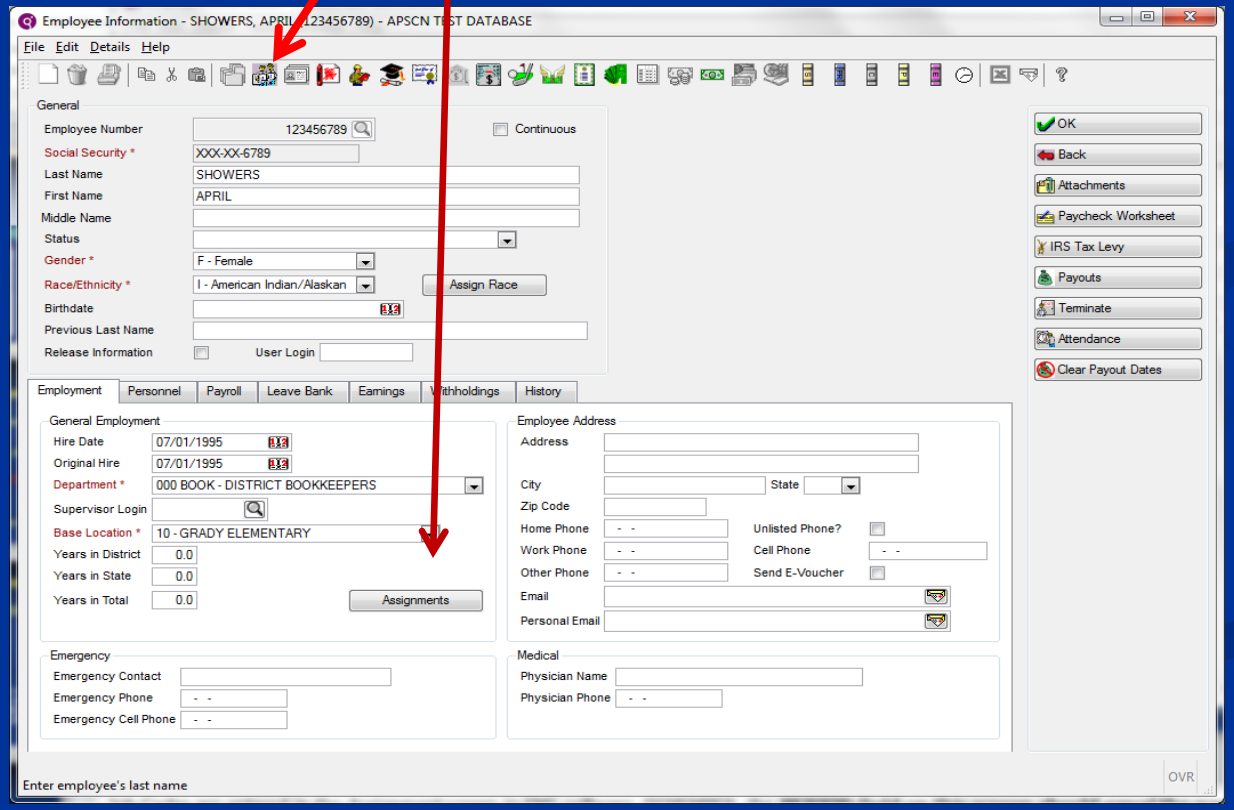
Employment Tab
Bottom Section

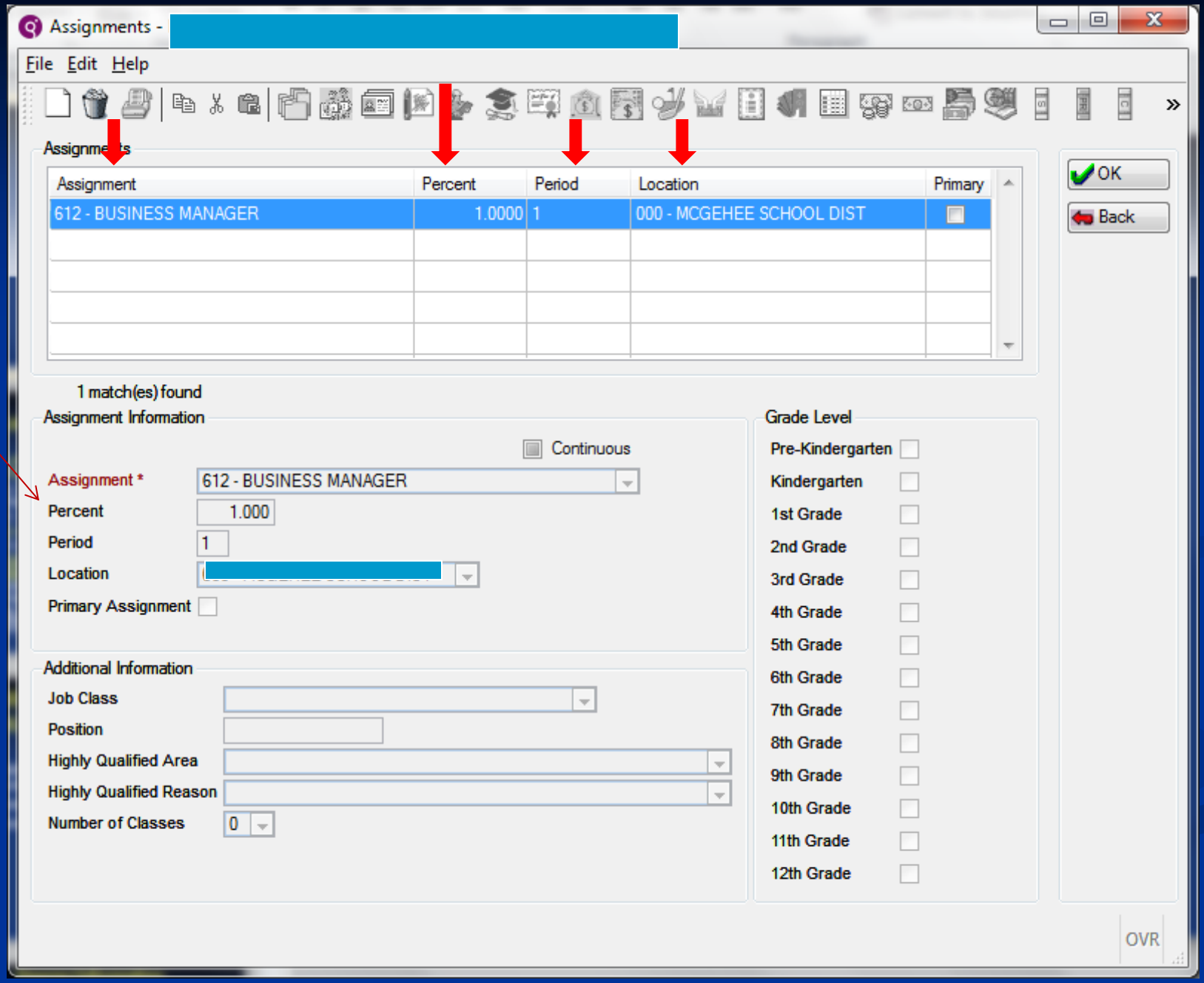
- Example: Employee "Suzie"
  - Five (5) years in her current district 'B' in AR,
  - Prior 1 year in another district in AR,
  - Prior 2 years in Texas District.
- Years in District = ?
- Years in State (AR) = ?
- Years in Total = ?
- District = 5, State=6, Total = 8

Assignment Button for JOB CODES

Employee Information Screen

- Employment Tab
- Assignments button (or Icon)




Assignments -
File Edit Help
Assignments
Assignment
Percent
Period
Location
Primary
612 - BUSINESS MANAGER
1.0000
1
000 - MCGEHEE SCHOOL DIST
OK
Back
1 match(es) found
Assignment Information
Continuous
Assignment *
612 - BUSINESS MANAGER
Percent
1.000
Period
1
Location
Primary Assignment
Grade Level
Pre-Kindergarten
Kindergarten
1st Grade
2nd Grade
3rd Grade
4th Grade
5th Grade
6th Grade
7th Grade
8th Grade
9th Grade
10th Grade
11th Grade
12th Grade
Additional Information
Job Class
Position
Highly Qualified Area
Highly Qualified Reason
Number of Classes
0
OVR

Payrate

ASSIGNMENTS SCREEN

- **ASSIGNMENT = JOB CODE**

  ADE JOB CODE: apscn.org/SIS/ JOB CODES MANAGEMENT SYSTEM.

- **PERCENT**

  % of time (FTE) for each Assignment

- **PERIOD = PAY RATE #**

- **LOCATION = ADE LEA (Last 3 digits)**

WHO NEEDS Assignment Code(s)?

- All CERTIFIED staff with no student count.

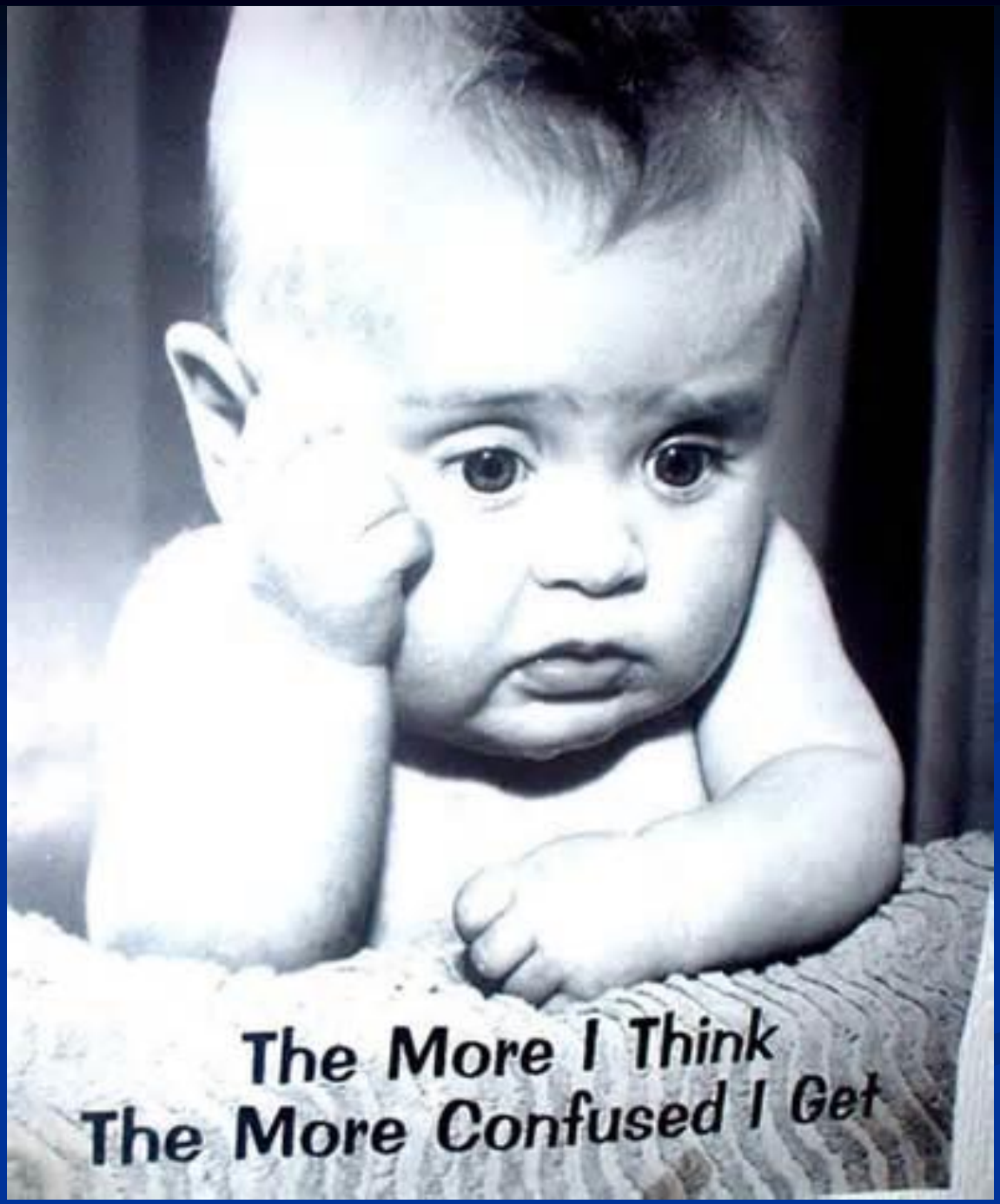
- All CLASSIFIED staff

* Nurse – Location on Assignment = 000.

Cycle Edits

- Validate Error EM0040
  - This SSN does not exist in Job Assignment records. (Job Code Missing)
    - Emp SSN = XXXXXX1337

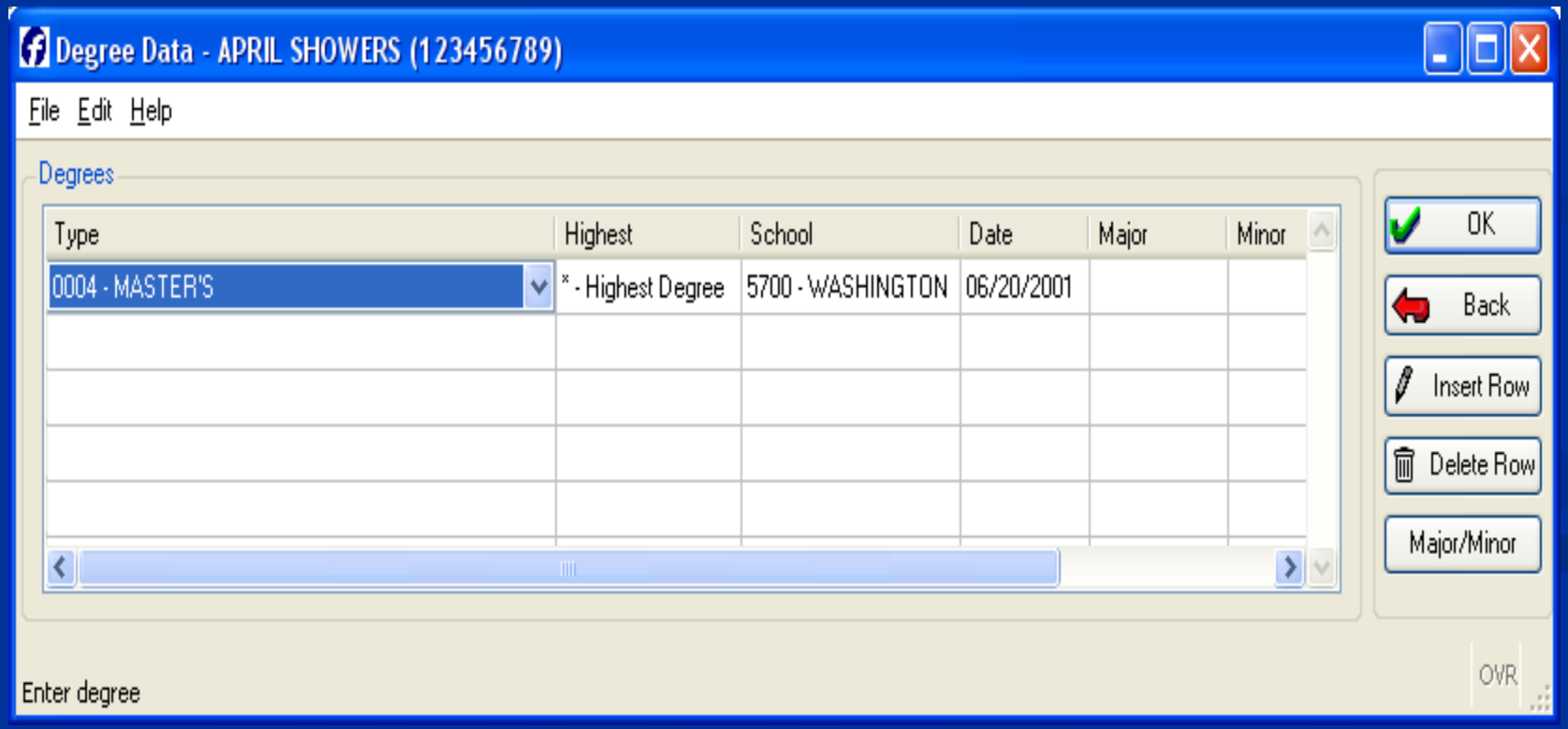
- Validate Warning EM0125
  - State Reporting ID is blank.
  - Employee SSN = XXXXXX9755


The More I Think
The More Confused I Get

Degree Information

Employee Information Screen

- Personnel Tab
- "DEGREE" Button



Paraprofessional

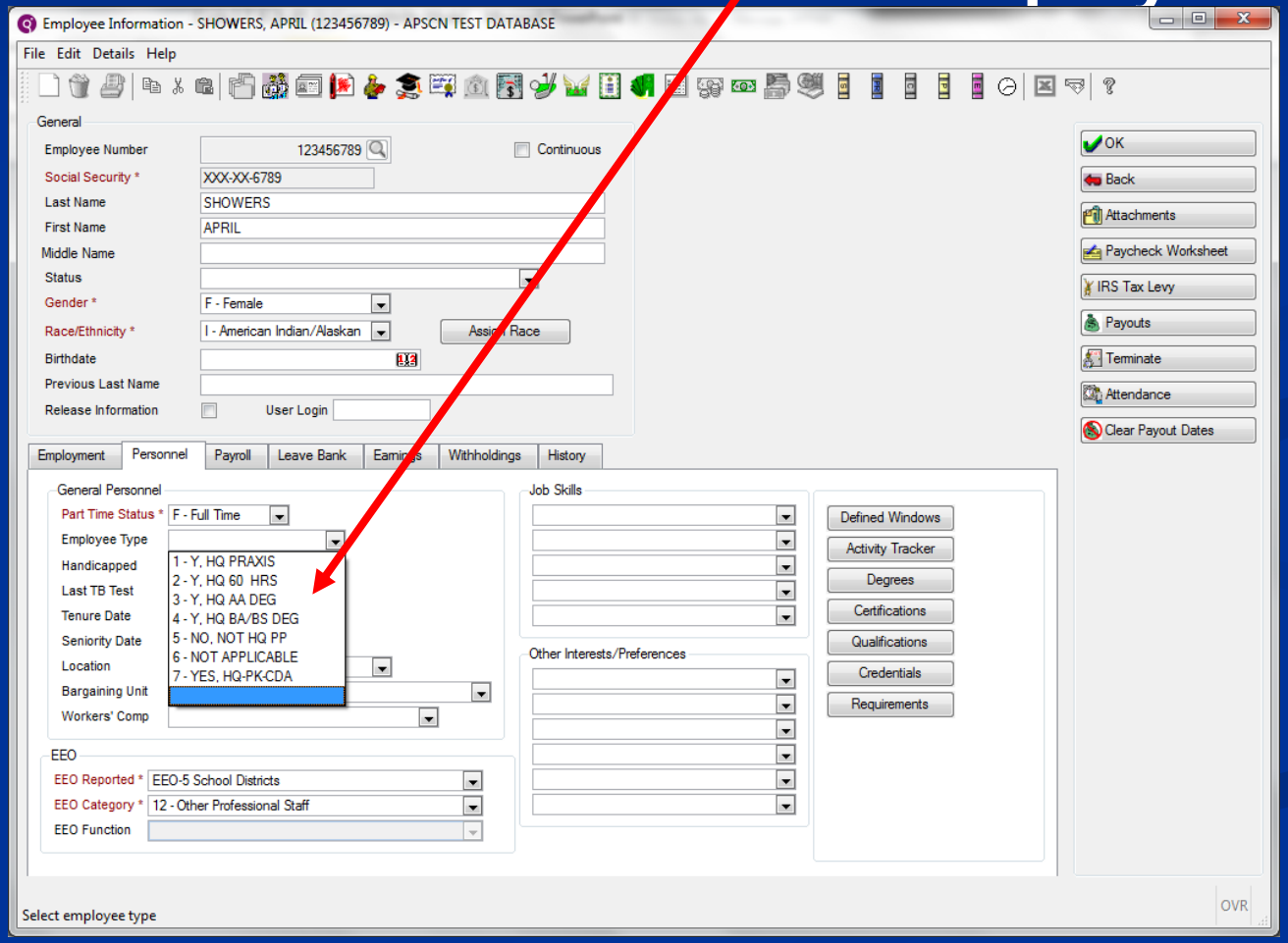
- **Parapro Qualification.**
  - **Page 87 SIS FY 25 Handbook.**

See Job Assignment table in SIS Book

If the job code is for Classified Personnel (Appendix G) and the individual works in an instructional capacity with students in a Title I School-Wide School or with Title I identified students in a Targeted Assistance School, does the employee meet No Child Left Behind (NCLB) paraprofessional qualification standards?

Paraprofessional - Employee Type

FinancePlus Main Menu
Applications > Human Resources > Employee Information> Personnel Tab > Employee Type



Employee Information Screen
Personnel Tab

- **EMPLOYEE TYPE – Required for Instructional Paraprofessional, Job Codes 758,760 & 762**
  - ***1 = Yes, HQ. Has Passed Praxis Examination**
  - ***2 = Yes, HQ. 60 college/university hours on a transcript.**
  - ***3 = Yes, HQ. Associate Degree (AA)**
  - **4 = Yes, HQ. Bachelor's Degree (BA or BS)**
  - **5 = No, Not a highly qualified paraprofessional**
  - **6 = Not Applicable**
  - ***7 = Yes, HQ. The Para works only in Pre-School and has CDA License.**

*** Schools Required to have evidence/documentation**

EMPLOYEE BASE SALARY
(Cycle 1 - Page 55-56 SIS Book)

- Salary Schedule Code
- Job Class Title
- Contract Days
- Days Worked
- Range/Step on SS
- Base Salary (range and step salary from Salary Schedule)
- Annual Salary (Contract Limit Salary)

Employee Base Salary Pay Rate Information

- ALL PAY GROUPS NOT EQUAL "S" AND "X"
- Cycle 1

Employee Additional Duty

- Cycle 1
- Page 54 SIS Book
- By Employee from Pay Rate
- Additional Duty Code Description
- Additional Duty Amount
- Additional Duty FTE

EMPLOYEE SALARY/BENEFITS

- Cycle 9. Actual.
- Total Salary and Benefits PAID
- Object Range 61000-62999
- Pulls from Payroll Table (detdist) by fund/function/location/ program/object

FINANCE - EMPLOYEE FRINGE BENEFITS

- CYCLE 1. Current Year Fringe Benefits.
- Pulls from Deduction Table/Employer TAB 'Method' <> NONE.
- Fringe Benefit Title
- Fringe Benefit Method (% or Amt./Table OR Employee)
- Fringe Benefit Amount
- Type (Biweekly, Semimonthly, Monthly)

FINANCE – EMPLOYEE BENEFITS

Page 57 SIS Book

- Cycle 1
- Benefits for 'Select' Employees
- Employee Title
- Employee Benefit

FINANCE – EMPLOYEE BENEFITS (cont.)

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

FINANCE EXP, REV, GL

- CYCLES: 1 & 9
- FUND, FUNCTION, LOCATION, PROGRAM/OBJECT
- BUDGET – CYCLE 1
- ACTUAL – CYCLE 9

Finance – ACT 28
SIS Book – Pages 46-49

- Cycle 9
- Standardized reasons for Maintaining Fund Balance
  - ALE
  - ELL
  - NSLA
  - PD
  - LEGAL BALANCE (1,2,4)

Finance – Act 61
SIS Book Pages 25-26

- Act 61 – Tier I Training Employee Name/Position (Cycle 4)
  - Date/Sponsor/Hrs/"A" or "I"
- Act 61 II – Tier II Training (Cycle 7)

  Name of Trainer

  Required Employees Trained? Y/N

  Date of Tier II Training MM/DD/YYYY

Required Training

- A.C.A. § 6-20-2204 (2014)
- (C) (i) At a minimum, two (2) persons per educational entity are required to attend an initial and annual Tier I training
  - (a) superintendent or director and
  - (b) A person whose job responsibilities include preparing the budget or overall accounting responsibility.

Required Training

- 6 (b) (4) School districts shall be responsible for providing the training to these employees

- (5) School district trainers are required to attend Tier I training and ……..

Required Training

- (5) School district trainers are required to attend Tier I training and annual updates……
- (c) (1) ……. shall maintain files and records indicating all employees who are required to obtain and who have completed Tier II training.

Required Training

- (2) …….. shall provide the department an assurance statement regarding the completion of Tier II training by the required individuals.

Finance-Programs on Behalf of Other Agencies (Page 69)

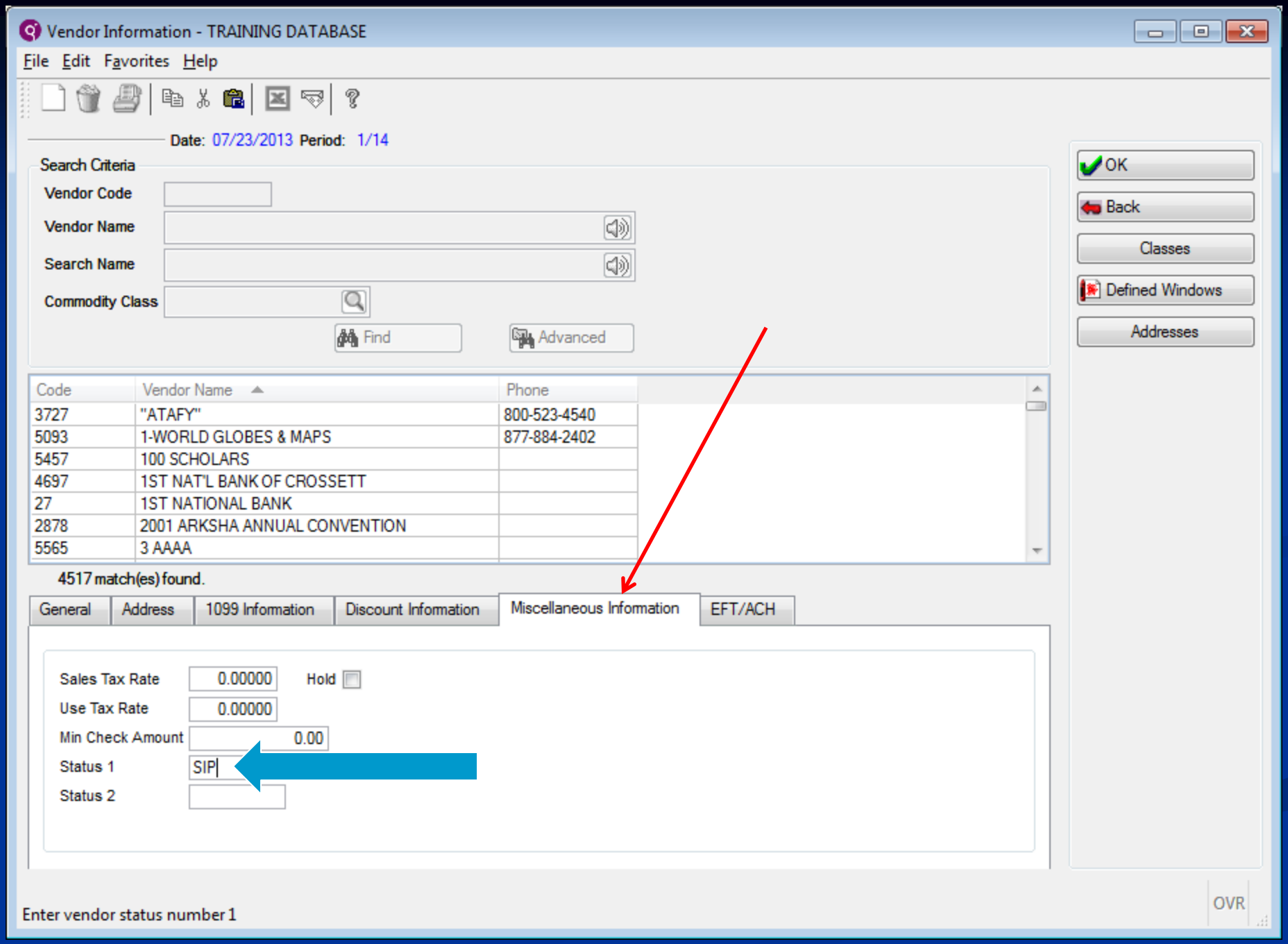
- Cycle 9
- Receives OR Disburses Program Funding on behalf of other agency
- OR Other Agencies Receive and Disburse program funding on behalf of District, Education Cooperative, Charter.
- Send or Receive Statement

FINANCE – BUILDING LOSS
Cycle 9 - SIS Book – Page 51

- Building Loss Information
  - Date of Loss
  - Type of School
  - Type of Construction
  - Reason for Loss
  - Estimated Loss
  - Insurance Coverage

FINANCE – SCHOOL IMPROVEMENT PROVIDER (SIP) VENDOR

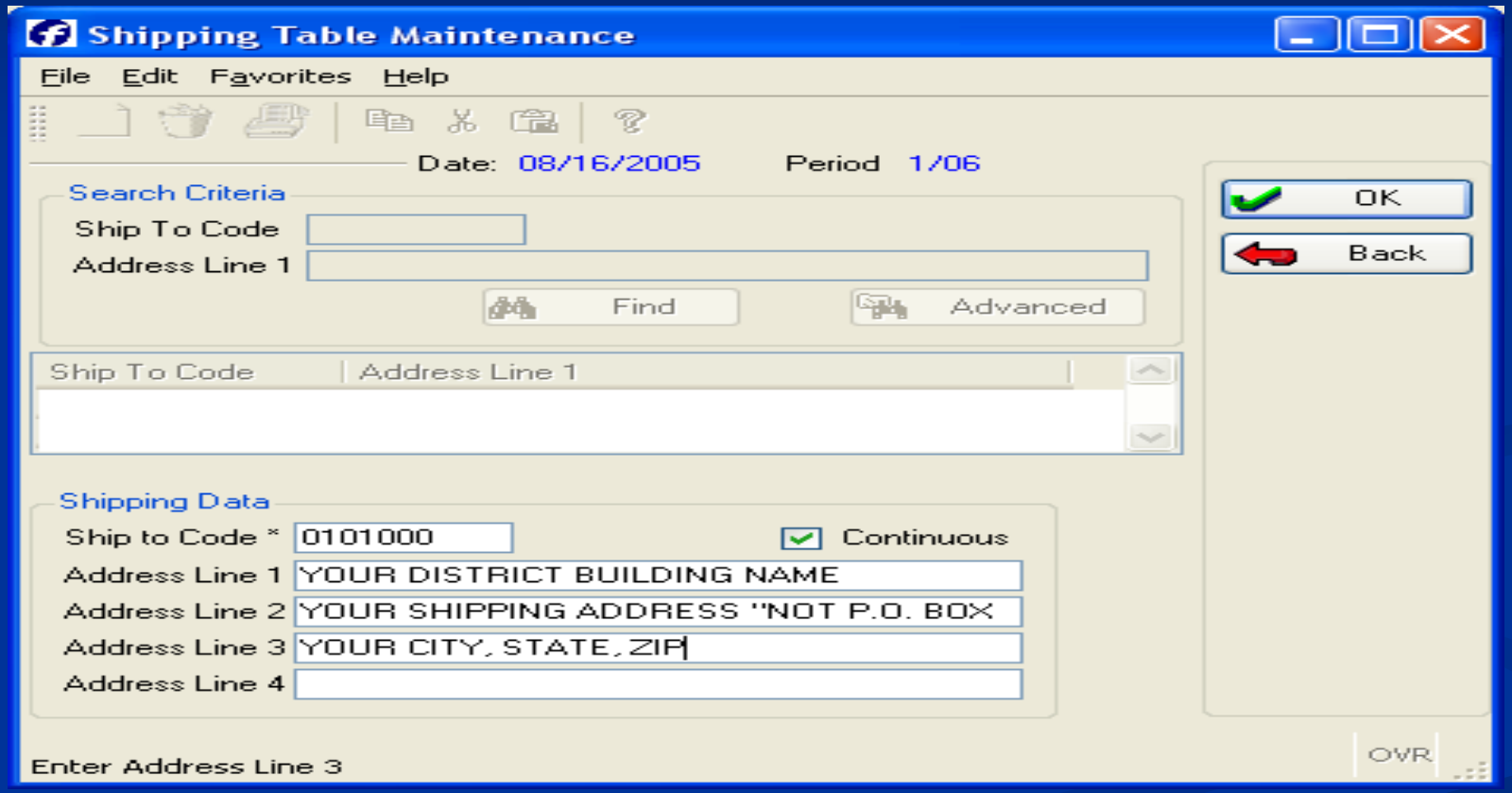
- SIS Book, page 76
- Cycle 9
- Vendor Name, Address
- Vendor Fiscal Year Paid AMT pulled from TRANSACTIONS


Vendor Information - TRAINING DATABASE
File Edit Favorites Help
Date: 07/23/2013 Period: 1/14
Search Criteria
Vendor Code
Vendor Name
Search Name
Commodity Class
Find
Advanced
OK
Back
Classes
Defined Windows
Addresses
Code
Vendor Name
Phone
3727 "ATAFY" 800-523-4540
5093 1-WORLD GLOBES & MAPS 877-884-2402
5457 100 SCHOLARS
4697 1ST NAT'L BANK OF CROSSETT
27 1ST NATIONAL BANK
2878 2001 ARKSHA ANNUAL CONVENTION
5565 3 AAAA
4517 match(es) found.
General
Address
1099 Information
Discount Information
Miscellaneous Information
EFT/ACH
Sales Tax Rate 0.00000
Hold
Use Tax Rate 0.00000
Min Check Amount 0.00
Status 1 SIP
Status 2
Enter vendor status number 1
OVR

Shipping Address Codes
Cycles 1- 9

- FinancePlus Main Menu:
- Applications > Purchasing >
- Reference Tables >
- (+) Purchasing Reference Tables >
- Shipping Codes.

- MUST BE PHYSICAL ADDRESS.
- NOT P.O. BOX
- CYCLES 1-9



PHYSICAL ADDRESS FOR EVERY "7-Digit" LEA & DISTRICT WIDE (000)

Cycle 8

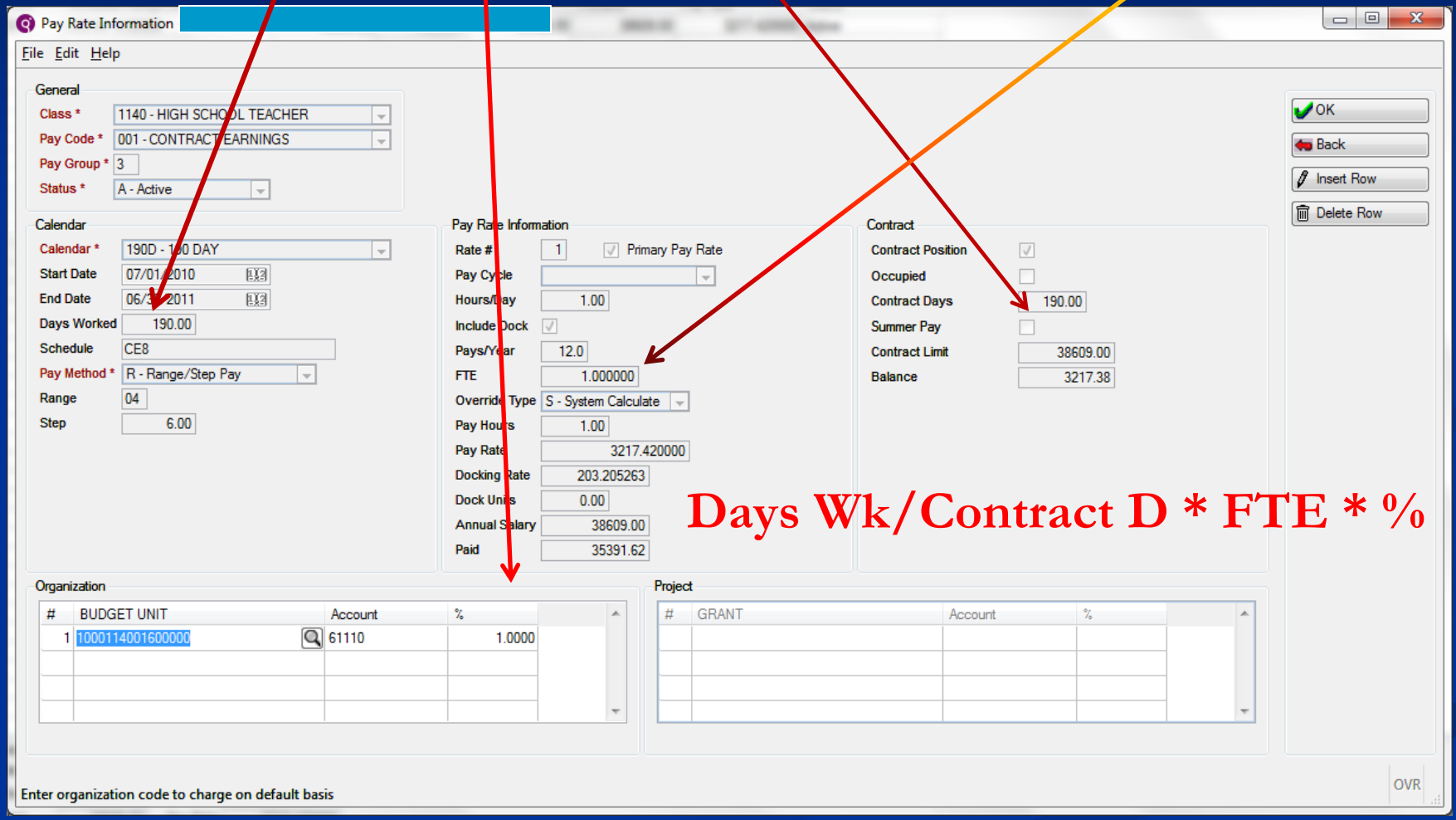
- FMS fields - Cycle 8 Reporting.

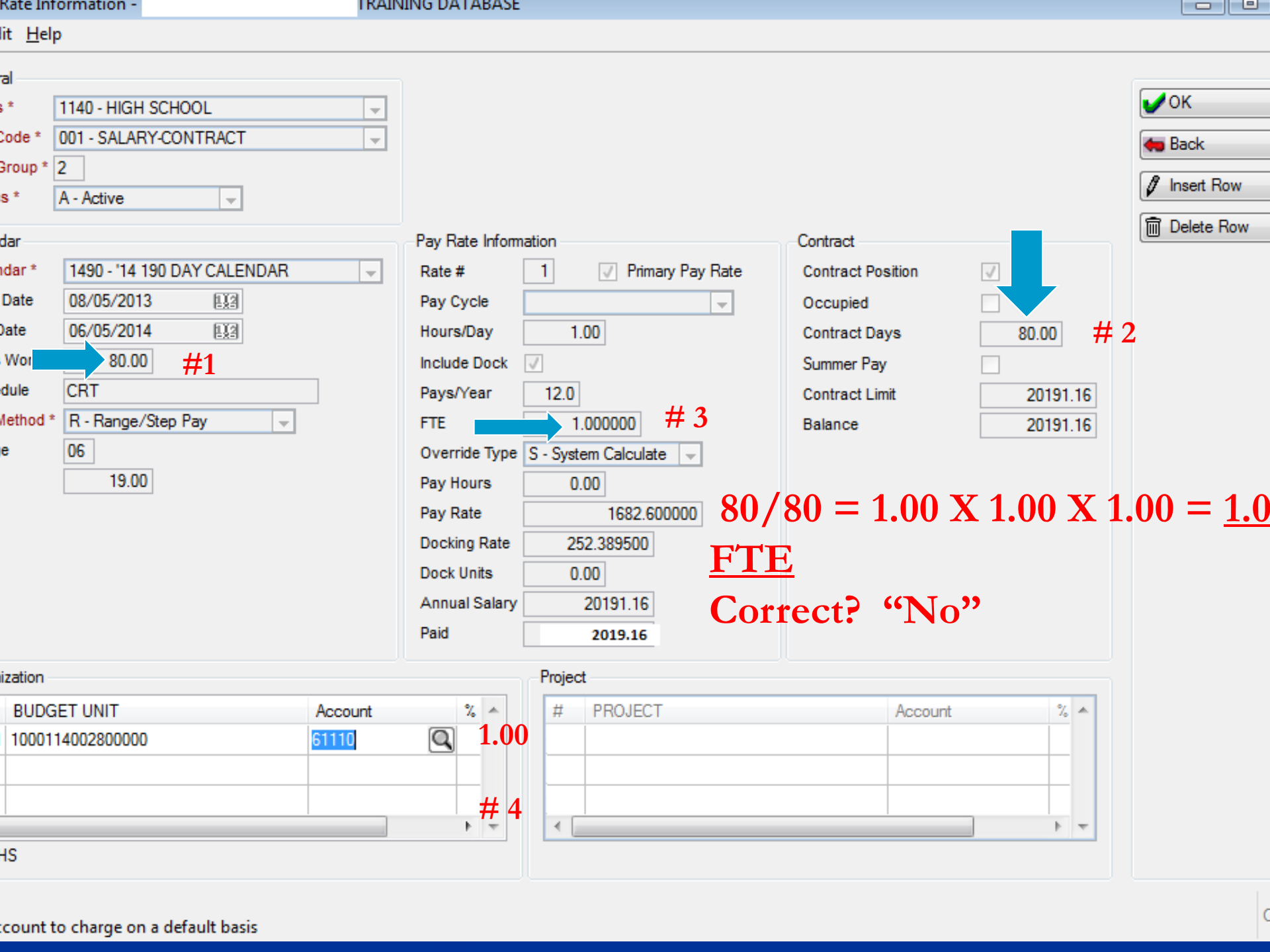
Cycle 8 Salaries

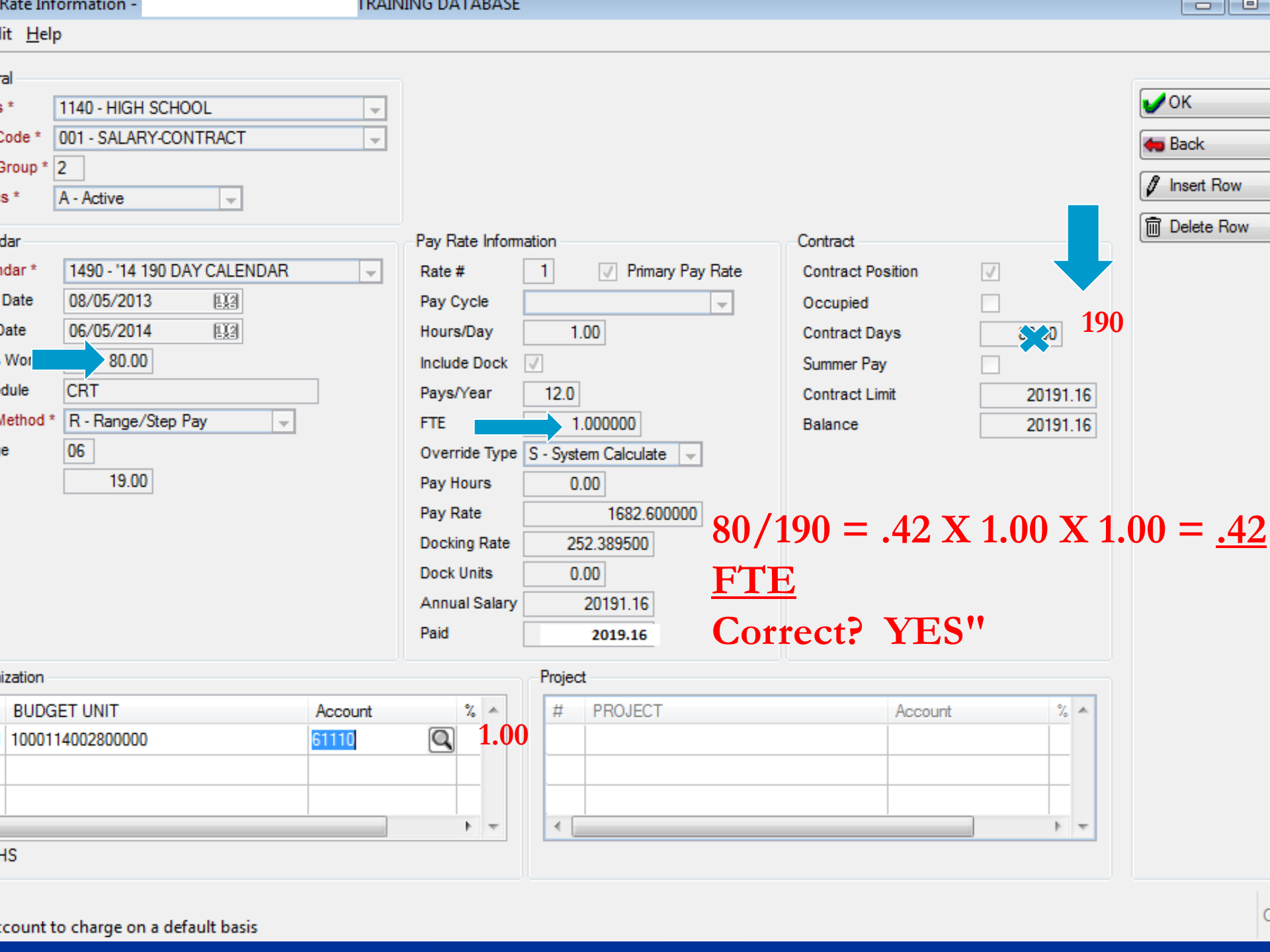
- **APSCN Web Page**
  - **AFR Page 36/37 Instructions**
    Page 36/37 Code Structure Effective 2010 - 2011
    Page 36/37 Summary
    Reporting Fields from Pentamation Software
  - Example:

- **3701 Superintendent/Coop 2320-2321 61000:61199|61300:61699|61800:62999**
- **3702 Curr. Supv - Dist. Wide* 2210-221 61000:61199|61300:61699|61800:62999**
- **3703 Elem. Curr. Supv* 2210-2212 61000:61199|61300:61699|61800:62999**

- FTE CALCULATION: DAYS WORKED / CONTRACT DAYS X FTE X BUDGET UNIT% = FTE




Rate Information -
TRAINING DATABASE
lit Help
ral
1140 - HIGH SCHOOL
001 - SALARY-CONTRACT
2
A - Active
dar
1490 - '14 190 DAY CALENDAR
08/05/2013
06/05/2014
80.00
#1
CRT
R - Range/Step Pay
06
19.00
Pay Rate Information
Rate # 1
Primary Pay Rate
Pay Cycle
Hours/Day 1.00
Include Dock
Pays/Year 12.0
FTE 1.000000
3
Override Type S - System Calculate
Pay Hours 0.00
Pay Rate 1682.600000
Docking Rate 252.389500
Dock Units 0.00
Annual Salary 20191.16
Paid 2019.16
Contract
Contract Position
Occupied
Contract Days 80.00
2
Summer Pay
Contract Limit 20191.16
Balance 20191.16
80/80 = 1.00 X 1.00 X 1.00 = 1.0
FTE
Correct? "No"
OK
Back
Insert Row
Delete Row
ization
BUDGET UNIT
Account
%
1000114002800000
61110
1.00
4
Project
#
PROJECT
Account
%
HS
ccount to charge on a default basis


Rate Information -
TRAINING DATABASE
lit Help
ral
1140 - HIGH SCHOOL
001 - SALARY-CONTRACT
2
A - Active
dar
1490 - '14 190 DAY CALENDAR
08/05/2013
06/05/2014
80.00
CRT
R - Range/Step Pay
06
19.00
Pay Rate Information
Rate # 1
Primary Pay Rate
Pay Cycle
Hours/Day 1.00
Include Dock
Pays/Year 12.0
FTE 1.000000
Override Type S - System Calculate
Pay Hours 0.00
Pay Rate 1682.600000
Docking Rate 252.389500
Dock Units 0.00
Annual Salary 20191.16
Paid 2019.16
Contract
Contract Position
Occupied
Contract Days
190
Summer Pay
Contract Limit 20191.16
Balance 20191.16
OK
Back
Insert Row
Delete Row
80/190 = .42 X 1.00 X 1.00 = .42
FTE
Correct? YES"
ization
BUDGET UNIT
Account
%
1000114002800000
61110
1.00
Project
#
PROJECT
Account
%
HS
ccount to charge on a default basis

Cycle 8 Reports

- Pages 36/37 Report (Totals each line)
- Page 36/37 FTE by Name Report
- DetDist Totals Report
- Salary Details Report
- Salary SubTotal Report
- Summary Report

Average Salary

- Review Average Salary Calculation Closely.
- Highly Visible/Published Data
- More Errors Here than other Finance Cycle
- Important Decisions
- Average Salary Cannot Be Less than $29,400
- Look at Average Salary on Each Line of 36/37 Rpt.
- If Average Salary is Incorrect = FTE error

QUESTIONS