

**Arkansas Public School Computer Network
FMS Procedural Outline
Salaries and FTE (Page 36/37) Instructions 20.11 (Cycle 8)**

NOTE: In order for user to do the Salaries and FTE (formerly page 36/37) pull from Statewide Information System (SIS) webpage (<https://sis.ade.arkansas.gov/>), the user must be a SIS Cycle Coordinator and be an eFinance user. If Cycle Coordinator is a non-finance user then they must be added as a user in eFinance database and have resource code 657.

The build or extract of Salaries and FTE (formerly 36/37) data should be done **before Human Resources Fiscal Year End is processed. If a Build is required after FYE process, FTE calculations will not process for employees who have had pay rate screen updates!!!!**

Salary and FTE Instructions

There are six sections to the classified page 36:

1. Operating Matrix Funds Excluding Adult Education
2. Operating General Funds Excluding Adult Education
3. Operating Funds Adult Education
4. Food Service Funds
5. Classified Federal Funds Excluding Adult Education
6. Classified Federal Funds Adult Education

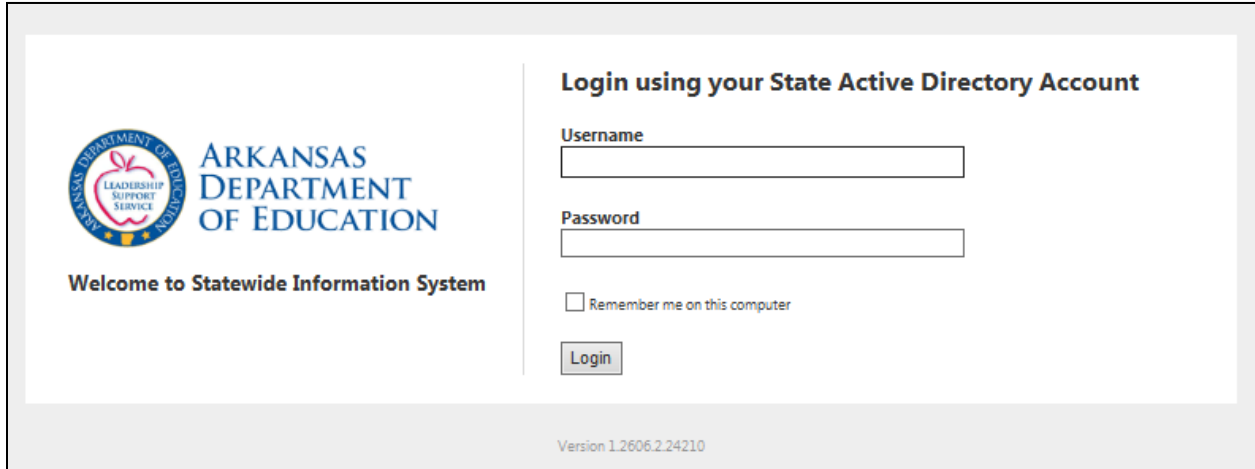
There are five sections to the certified page 37 (each has 2 pages):

1. Teacher Salary Matrix Funds Excluding Adult Education
2. Teacher Salary General Funds Excluding Adult Education
3. Certified Federal Funds Excluding Adult Education
4. Teacher Salary Funds Adult Education
5. Certified Federal Funds Adult Education

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Salaries and FTE (Page 36/37) Instructions 20.11 (Cycle 8)**

1. Build Data for Salaries and FTE

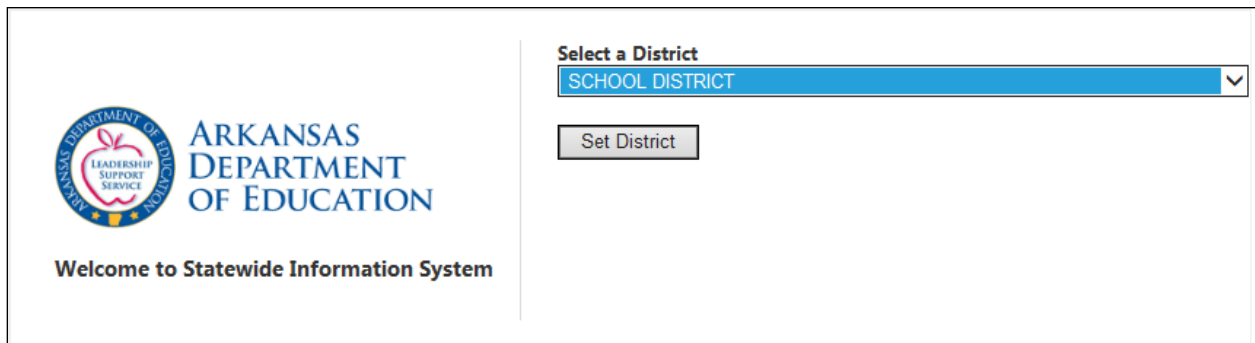
- Go to apscn.org
- Click on SIS tab
- Under ADE Statewide Information System - Click on Statewide information System
- On Statewide information System – Click on [Login](#)
- Or go straight to website – <https://sis.ade.arkansas.gov/>



The screenshot shows the login interface for the Arkansas Department of Education's Statewide Information System. On the left, there is a logo for the Arkansas Department of Education with the text "Welcome to Statewide Information System". On the right, the heading "Login using your State Active Directory Account" is displayed above two input fields for "Username" and "Password". Below these fields is a checkbox labeled "Remember me on this computer" and a "Login" button. At the bottom of the page, the version number "Version 1.2606.2.24210" is visible.

Type in Username: AD (Active Directory) Username

Type in Password: AD (Active Directory) Password



The screenshot shows the district selection interface. On the left, the same Arkansas Department of Education logo and "Welcome to Statewide Information System" text are present. On the right, the heading "Select a District" is above a dropdown menu currently displaying "SCHOOL DISTRICT". Below the dropdown is a "Set District" button.

Choose district from the drop down box

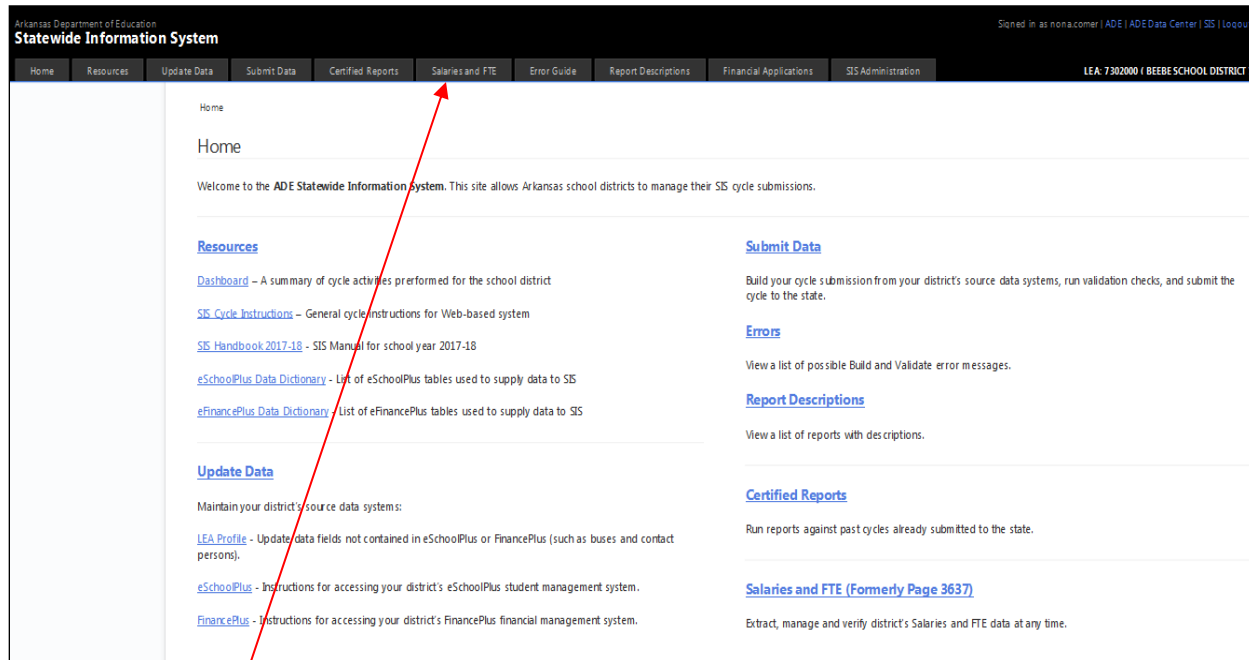
Click **Set District** button

Arkansas Public School Computer Network

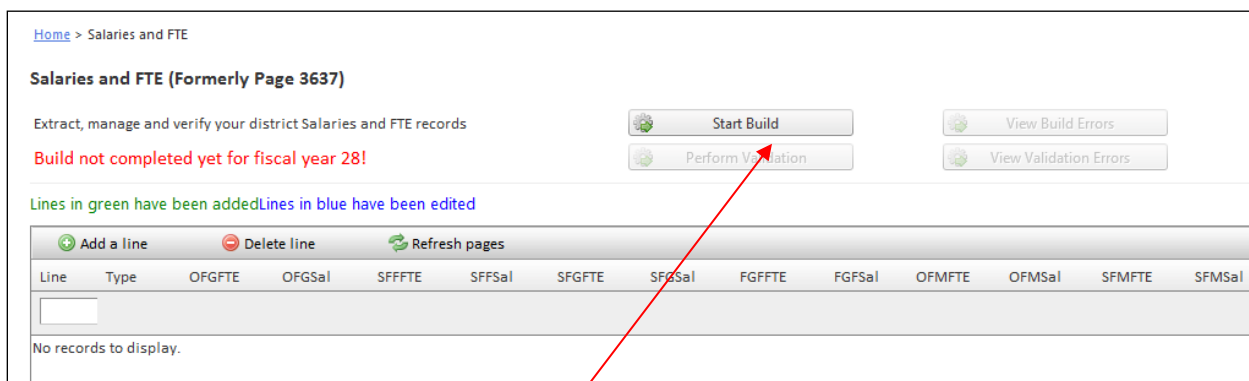
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Build Data for Salaries and FTE (continued)

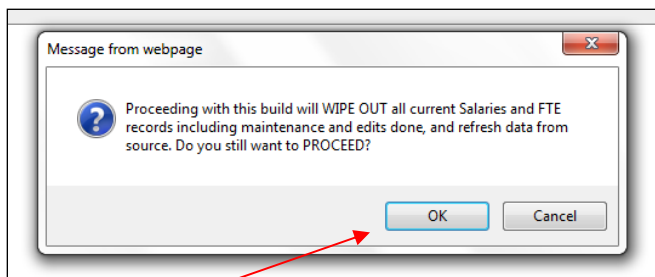


Click on **Salaries and FTE** tab



If build has not been completed for the fiscal year, the screen will look like above. It will say: **Build not completed yet for fiscal year 29!**

To start the build click on **Start Build**



Click OK

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Build Data for Salaries and FTE (continued)

Click on **View X Build Errors** to display errors from the Build.

[Home](#) > Salaries and FTE

Salaries and FTE (Formerly Page 3637)

Extract, manage and verify your district Salaries and FTE records

Build completed by at 5/6/2018 9:47 PM with 3 build errors

Build Again

Perform Validation

View 3 Build Errors

View Validation Errors

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

Line	Type	OFGFTE	OFGSal	SFFGTE	SFFSal	SFGFTE	SFGSal	FGFTE	FGSal	OFMFTE	OFMSal	SFMFTE	SFMSal
3603	C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	140,228.90	0.00	0.00
3605	C	0.00	0.00	0.00	0.00	0.00	0.00	0.75	22,110.37	0.00	0.00	0.00	0.00
3606	C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	28,938.10	0.00	0.00
3609	C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11.00	262,212.73	0.00	0.00
3610	C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.75	496,077.22	0.00	0.00
3614	C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	42,725.60	0.00	0.00
3615	C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	35,427.85	0.00	0.00
3616	C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27.91	209,296.45	0.00	0.00
3619	C	0.00	0.00	1.00	23,513.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Update Records Click to save changes

OPER FUND - GENERAL

SCHOOL FOOD FUND

SALARY FUND - GENERAL

FED GRANT FUND

OPER FUND MATRIX

SALARY FUND MATRIX

Male FTE:

Male Salary:

Female FTE:

Female Salary:

Total FTE:

Total Salary:

Arkansas Department of Education
Statewide Information System

Home Resources Update Data Submit Data Certified Records **Page 3637** Error Guide Report Descriptions Finance Applications

Page 36/37 Build History
Page 3637 Instructions
View Page 3637 Build Errors

Type	Code	ID	Description	Details	Details 2
1	CC0080	Page3637_FTE_3603	PageLine 3603 has female Oper Fund salary but not FTE	Finance Officer	Amount: 1000.00, FTE: 0
1	CC0080	Page3637_FTE_3604	PageLine 3604 has female Oper Fund salary but not FTE	Bookkeeper/Asst.	Amount: 1000.00, FTE: 0
1	CC0080	Page3637_FTE_3609	PageLine 3609 has female Oper Fund salary but not FTE	Sec/Clk. Non-Inst-CLS	Amount: 3000.00, FTE: 0
1	CC0080	Page3637_FTE_3620	PageLine 3620 has male Oper Fund salary but not FTE	Maint. & Operation	Amount: 3000.00, FTE: 0
1	CC0320	Page3637_FTE_3620	PageLine 3620 has female Oper Fund Matr salary but not FTE	Maint. & Operation	Amount: 2259.00, FTE: 0
1	CC0080	Page3637_FTE_3626	PageLine 3626 has male Oper Fund salary but not FTE	Bus Driver	Amount: 1500.00, FTE: 0
1	CC0080	Page3637_FTE_3629	PageLine 3629 has female Oper Fund salary but not FTE	Dr. Food Svc./Dietitian	Amount: 1000.00, FTE: 0
1	CC0140	Page3637_FTE_3620	PageLine 3620 has female Food Fund salary but not FTE	Other Ed. Svc. Personnel	Amount: 1115.73, FTE: 0
1	CC0080	Page3637_FTE_3621	PageLine 3621 has female Oper Fund salary but not FTE	Instructional Support	Amount: 300.00, FTE: 0
1	CC0080	Page3637_FTE_3622	PageLine 3622 has male Oper Fund salary but not FTE	Instn. Other/Aide/Paraprof.	Amount: 2000.00, FTE: 0
1	CC0080	Page3637_FTE_3622	PageLine 3622 has female Oper Fund salary but not FTE	Instn. Other/Aide/Paraprof.	Amount: 3000.00, FTE: 0
1	CC0080	Page3637_FTE_3626	PageLine 3626 has female Oper Fund salary but not FTE	Nurse	Amount: 1000.00, FTE: 0
1	CC0300	Page3637_FTE_3632	PageLine 3632 has male Oper Fund Matr salary but not FTE	Other Student Transportation	Amount: 666.00, FTE: 0
1	CC0320	Page3637_FTE_3632	PageLine 3632 has female Oper Fund Matr salary but not FTE	Other Student Transportation	Amount: 490.00, FTE: 0
1	CC0080	Page3637_FTE_3640	PageLine 3640 has male Oper Fund salary but not FTE	Administrative Technology	Amount: 1000.00, FTE: 0
1	CC0180	Page3637_FTE_3701	PageLine 3701 has male Salary Fund salary but not FTE	Superintendent/Coop	Amount: 2000.00, FTE: 0
1	CC0300	Page3637_FTE_3706	PageLine 3706 has female Salary Fund salary but not FTE	Dir. Of Fed. Program	Amount: 2000.00, FTE: 0
1	CC0180	Page3637_FTE_3708	PageLine 3708 has male Salary Fund salary but not FTE	Elem. Principal*	Amount: 2000.00, FTE: 0
1	CC0300	Page3637_FTE_3712	PageLine 3712 has female Salary Fund salary but not FTE	High School Principal*	Amount: 2000.00, FTE: 0
1	CC0300	Page3637_FTE_3714	PageLine 3714 has female Salary Fund salary but not FTE	Elem. Library/Media *	Amount: 2000.00, FTE: 0

Page size: 20

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2. Validate Data for Salaries and FTE

Unlike Cycle Submission, Validation can be run with build errors present. If changes are made to maintenance Salaries and FTE, do not build – do a validation to check updated data and/or clear previous validation errors.

Validation errors present in Salaries and FTE will also be Validation errors for Cycle 8. These errors must be fixed before submission.

3. Resolve Error Report messages

Error Message - “contract days can’t equal zero”

A. Fix error message - This error is for employees who have **0** in contract days field on their Pay Rate screen. Therefore, the FTE calculation failed for employee listed on error report.

District can **correct** contract days on pay rate screen and **re-build** for program to calculate FTE and build salary for listed employees. (*Main Menu > Human Resources > Employee > Employee Information > Payroll Information > Pay Rates*)

OR

District can **manually calculate FTE** for each employee on error list and **manually maintenance each line** by adding FTE and Salary to correct line for each employee on error list.

The FTE calculation formula:

Days Worked / Contract Days X FTE% X Budget Unit(s) %

Error Message - “contract days can’t equal zero”

- ✓ **B.** If “contract days can’t equal zero” errors are **fixed on employee pay rate screen** then district will need to re-build Salaries and FTE until it processes without errors and then go to step 3.
- ✓ **C.** If “contract days can’t equal zero” errors are **maintenanced manually** then district **will not do a re-build** but go to step 3.

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4. Maintenance Salaries and FTE

Maintenance on the Salaries and FTE Tab in the Statewide Information System

Field Descriptions

TYPE - C = Regular; A = Adult Education (see descriptions below).

PAGE (Reference Number) - Page line number.

TYPE C Funds (Regular)

36/37 Pages

Page Title

Page 1-2	Operating Matrix Fund
Page 3-4	Operating Funds "Excluding" Adult Education
Page 7-8	Food Service Funds
Page 9-10	Federal Funds "Excluding" Adult Education
Page 13-15	Teacher Salary Matrix Fund
Page 16-18	Teacher Salary "Excluding" Adult Education
Page 19-21	Federal Funds "Excluding" Adult Education

TYPE A Funds (Adult Education)

36/37 Page

Page Title

Page 5-6	Operating Funds Adult Education
Page 11-12	Federal Funds Adult Education Only
Page 22-24	Teacher Salary Adult Education
Page 25-27	Federal Funds Adult Education

The Maintenance screen has six fields on each six tabs which provide the:

• Male Salary	• Female Salary	• Total Salary
• Male FTE	• Female FTE	• Total FTE

The FTE calculation formula:

Days Worked / Contract Days X FTE % X Budget Unit(s) %

Example:

If employee worked 160 days of 190 day contract, and FTE field on pay rate screen = 1.00 and employee had two budget units with 50% each, the calculation would be:

160 / 190 X 1.0 X .50 = .42 FTE for each of the two budget units or .84 total FTE

(160/190 = .84210526315 X 10. = .84210526315 X .50 = .42105263157)

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Maintenance Salaries and FTE (continued)

The information on the maintenance screen displays grand totals from applicable page lines. To build up data and edit a line user can:

Type in **Line** Number to maintenance.

Home > Salaries and FTE

Salaries and FTE (Formerly Page 3637)

Extract, manage and verify your district Salaries and FTE records

Build completed by at 5/6/2018 9:47 PM with 3 build errors

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

Line	Type	OFGFTE	OFGSal	SFFGTE	SFFSal	SFGFTE	SFGSal	FGFTE	FGSal	OFMFTE	OFMSal	SFMFTE	SFMSal
3603	C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	140,228.90	0.00	0.00
3605	C	0.00	0.00	0.00	0.00	0.00	0.00	0.75	22,110.37	0.00	0.00	0.00	0.00
3606	C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	28,938.10	0.00	0.00
3609	C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11.00	262,212.73	0.00	0.00
3610	C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.75	496,077.22	0.00	0.00
3614	C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	42,725.60	0.00	0.00
3615	C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	35,427.85	0.00	0.00
3616	C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27.91	209,296.45	0.00	0.00
3619	C	0.00	0.00	1.00	23,513.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Update Records

Male FTE: Male Salary:
Female FTE: Female Salary:
Total FTE: Total Salary:

Click on the **Line** you are updating.

Home > Salaries and FTE

Salaries and FTE (Formerly Page 3637)

Extract, manage and verify your district Salaries and FTE records

Build completed by at 5/6/2018 9:47 PM with 3 build errors

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

Line	Type	OFGFTE	OFGSal	SFFGTE	SFFSal	SFGFTE	SFGSal	FGFTE	FGSal	OFMFTE	OFMSal	SFMFTE	SFMSal
3610	C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.75	496,077.22	0.00	0.00

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FMS Procedural Outline

Salaries and FTE (Page 36/37) Instructions 20.11 (Cycle 8)

Maintenance Salaries and FTE (continued)

Salaries and FTE (Formerly Page 3637)

Extract, manage and verify your district Salaries and FTE records

Build completed by nona.comer at 5/6/2018 9:47 PM with 3 build errors

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

Build Again
View 3 Build Errors

Perform Validation
View Validation Errors

Line	Type	OFGFTE	OFGSal	SFFGTE	SFFSal	SFGFTE	SFGSal	FGGFTE	FGFSal	OFMFTE	OFMSal	SFMFTE	SFMSal
3610	C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.75	496,077.22	0.00	0.00

Update Records
3610: Maint. & Operation

Click to save changes

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

Male FTE: 12.75

Female FTE: 8.00

Total FTE: 20.75

Male Salary: 332,358.14

Female Salary: 163,719.08

Total Salary: 496,077.22

Click on the appropriate Tab you will need to maintenance

The categories to update are:

- Oper Fund – General
- School Food Fund
- Salary Fund - General
- Fed Grant Fund
- Oper Fund – Matrix
- Salary Fund – Matrix

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Maintenance Salaries and FTE (continued)

[Home](#) > Salaries and FTE

Salaries and FTE (Formerly Page 3637)

Extract, manage and verify your district Salaries and FTE records

Build completed by nona.comer at 5/6/2018 9:47 PM with 3 build errors

Build Again View 3 Build Errors

Perform Validation View Validation Errors

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

Line	Type	OFGFTE	OFGSal	SFFTE	SFFSal	SFGFTE	SFGSal	FGFFTE	FGFSal	OFMFTE	OFMSal	SFMFTE	SFMSal
3610	C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.75	496,077.22	0.00	0.00

Update Records
3610: Maint. & Operation

Click to save changes

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

Male FTE: 12.75 Male Salary: 332,358.14

Female FTE: 0 Female Salary: 163,719.08

Total FTE: 20.75 Total Salary: 496,077.22

Put in the information you need to enter and then **Click to Save Changes**

[Home](#) > Salaries and FTE

Salaries and FTE (Formerly Page 3637)

Extract, manage and verify your district Salaries and FTE records

Build completed by nona.comer at 5/6/2018 9:47 PM with 3 build errors

Build Again View 3 Build Errors

Perform Validation View Validation Errors

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

Line	Type	OFGFTE	OFGSal	SFFTE	SFFSal	SFGFTE	SFGSal	FGFFTE	FGFSal	OFMFTE	OFMSal	SFMFTE	SFMSal
3610	C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21.75	496,077.22	0.00	0.00

The **Blue line** will show the line has been edited.

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Maintenance Salaries and FTE (continued)

For “No page/line, check Location” errors.

- a. This error can indicate that the program cannot place the displayed budget unit and account on a page line due to incorrect coding. To see if the coded budget unit conflicts with the AFRB Fund Specification tables go to <http://www.apscn.org>, FMS> Financial Management System > Accounting Documentation> AFRB Expenditures Fund Specification.
- b. If coding is ok you will then need to find which page of the **Page 36/37 Code Structure** the error falls on the code structure. The code structure is located at <http://www.apscn.org>, FMS>Financial Management System > SIS > Page 36/37 Code Structure Effective 2010-2011.

Find the “**Position**” for the budget unit that failed to pull by locating the page that correlates to that Fund/SOF, Function and Account (Object).

Once position is found, notice if the “**Position**” has an Asterisk (*) at the end of position title. If so, then the position requires the budget unit to contain a Location Code. If this is the case the **location** error message is telling you that the function or the location is wrong on this budget unit. Review location position of budget unit to see if location is missing. If there is a location code then the location code may not be a valid lea. Note: The Salaries and FTE program compares the budget unit location code to the student location table/ADE loc.table to verify that it is an elementary, middle school, or high school location.

Example

<u>Budget Unit</u>	<u>Account</u>	<u>SSN</u>	<u>Amt.</u>	<u>Comment</u>
1020131001100000	61610	SSN	62.50	No page/line, check location

The budget Unit would fall on page 7 of 36/37 code structure. See below

The Budget Unit would fall on page 1 of 3 of each code structure. See below

CERTIFIED PERSONNEL ONLY		SALARY FUND	
FUND/SOF RANGE: 1000-1200 1206-1999			
REF			
NO	POSITION	FUNCTION	ACCOUNT
3726	Mid/JH Teachers*	1130-1139 1300-1399 1500-1549 1553-1599	61000:61199 61300:61699 61800:62999

The above budget unit is line **3726** which is **Mid/JH Teachers*** a Certified Personnel with an asterisk at end of position which requires a location code. The location code in school data base is **Elementary**. So the **check location** error message is telling you that either the function or the location is wrong on this budget unit.

Fund/SOF:	1020	- Certified Salary Fund
Function:	1310	- Workforce Agriculture
Location:	011	- Elementary (for this school example)
Program	000	- no program code used or required for fund
Object	00	- no object used or required for fund
Account	61610	- Certified Workshop

- c. Once build errors are fixed and the build processes **without errors** go to step 4.

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4. Reconcile the Salary amounts on **Current Report (report 570)** to Salary amounts on **SALARY SUBTOTAL REPORT**. The **SALARY DETAIL LIST** will give you detail of 36/37 line item totals posted to the ledger should you wish to run salary by detail instead of by subtotal.

A. Obtain Salary fund amounts from **Current Report (report 570)**.

It is in the Statewide Information System – Salaries and FTE - Classified/Certified

Classified		" Current Report (report 570) " Totals		
<u>Lines 3601-3650</u>	<u>Page</u>	<u>Male</u>	<u>Female</u>	<u>Total</u>
Fund 2 Operating Matrix Fund	1-3			
Fund 2 Operating Excl. Ad Ed	4-6			
Fund 2 Operating for Adult Ed	7-9			
Fund 8 Food Serv.	10-12			
Fund 6 Federal Excl. Adult Ed.	13-15			
Fund 6 Federal for Adult Ed	16-18			
Total Classified	18			
Certified		" Current Report (report 570) " Totals		
<u>Lines 3701-3779</u>	<u>Page</u>	<u>Male</u>	<u>Female</u>	<u>Total</u>
Fund 1 Teacher Salary Matrix	19-21			
Fund 1 Teacher Sal Excl. AD ED	22-24			
Fund 6 Federal excluding AD ED	25-27			
Fund 1 Teacher Salary Adult Ed.	28-30			
Fund 6 Federal for Adult Ed.	31-23			
Total Certified	34			
Total Classified & Certified	34			

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B. Obtain Salary fund amount from Salary SubTotal Report

WORKSHEET #2

<u>Fund Description</u>	<u>Fund</u>	"Salary SubTotal Report "Totals (Last Page of Report)"
Operating Fund	2	
Food Service Fund	8	
Teacher Salary Fund	1	
Federal Grants Fund	6	
Total Ledger (Grand Totals by Fund)		

C. Compare amounts on Totals Current Report (report 570) to Salary Sub Total Report

WORKSHEET #3 (WORKSHEET #1 MINUS WORKSHEET #2)

<u>Fund</u>		" Current Report (report 570) " Totals <u>WORKSHEET #1</u>	" Salary Sub-Total Report " Totals <u>WORKSHEET #2</u>	<u>Difference</u>
Operating Fund	2			
Food Service Fund	8			
Teacher Salary Fund	1			
Federal Grants Fund	6			
Total				

D. Reconcile Differences.

Notes on Locating "Differences"

- When Current Report (report 570) Reports are more than Salary Sub-Total Report then check for an un-posted payroll interface.
- When Salary Sub-Total Reports are more than Current Report (report 570) Reports then check journal entries and/or Accounts Payable charged to Salary account range 61000:61999.

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5. Reconcile Salaries from Detail Distribution Detail Report to Detailed Expenditure Status Reports (Expenditure Ledger).

a. Obtain Salary fund amounts from Detail Distribution Detail Report.

The Path to Detail Distributions Detail is:

Human Resources > Reports > Payroll > Detail Distribution Detail

Report Information

 This report prints information on distributions of employee's gross pay, deduction and fringe benefits.

Report Sort Method

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

Report Criteria

Employee Number	<input type="text" value=""/>
Pay Period Date	<input type="text" value=""/>
Record Type	<input type="text" value=""/>
Organization/Project	<input type="text" value=""/>
Account	<input type="text" value=""/>
Offset Account	<input type="text" value=""/>
Amount	<input type="text" value=""/>
Code	<input type="text" value=""/>
Job Class	<input type="text" value=""/>
Check Number	<input type="text" value=""/>
Check Date	<input type="text" value=""/>
Primary Paygroup	<input type="text" value=""/>
Manual/Void	<input type="text" value=""/>
Pay Run	<input type="text" value=""/>
Distribution Type	<input type="text" value=""/>

Advanced Search

Key in the Detail Distribution Detail screen the Field information as indicated in Entry column below. Enter amounts in Report Amounts column.

Worksheet #4

Field	Entry		Report Amounts
Pay Period Date	070120xx:063020xx (for fiscal year)		<u>Detail Distribution Report</u>
Record Type	O (Capital Letter O, not number 0)		
Change Report Type	Record Type		
<u>FUND</u>	<u>Organization/Project</u>	<u>Account</u>	
Teacher Salary	1*	leave blank	
Operating	2*	61000:61999	
Federal	6*	61000:61999	
Activity	7*	61000:61999	
Food Service	8*	61000:61999	

**Arkansas Public School Computer Network
FMS Procedural Outline
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b. Obtain Salary fund amounts from Expenditure Status Ledger

The Path to Detail Expenditure Ledger is:

Fund Accounting > Reports > Expenditure Status Reports > Detail Expenditure Status Report

Key in the Detail Expenditure Status Report the Field information as indicated in Entry column below. Enter amounts in Report Amounts column.

Report Criteria

Fund

FUNCTION

LOCATION

PROGRAM

SUBJECT

BUDGET UNIT

Account

Advanced Search

Additional Criteria

Year *

Period *

Pre-encumbrance Detail ☐

Print Key Organization ☐

Worksheet #5

<u>Field</u>	<u>Entry</u>		<u>Report Amounts</u>
<u>Fund</u>	<u>Fund</u>	<u>Account</u>	<u>Detail Expenditure Status Report</u>
Teacher Salary	1*	leave blank	
Operating	2*	61000:61999	
Federal	6*	61000:61999	
Activity	7*	61000:61999	
Food Service	8*	61000:61999	
Year Period	Select from Drop Down Menu. Match Year/Period to dates entered on Detail Distribution Detail Report, i.e Year 22, Period 13		

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c. Compare amounts From HR Detail Distribution Detail Report to FA Detail Expenditure Status Report.

WORKSHEET #6 (WORKSHEET #4 MINUS WORKSHEET #5)

Fund		Human Resources Detail Distributions Detail Report Totals WORKSHEET #4	Fund Accounting Detail Expenditure Status Report Totals WORKSHEET #5	Difference
Operating Fund	2			
Food Service Fund	8			
Teacher Salary Fund	1			
Federal Grants Fund	6			
Total				

A. Reconcile Differences.

Notes on Locating "Differences"

- Reconciling items might include revenue recorded as reduction of salary expenditure.
- Differences should be investigated and explained.
- Appropriate adjusting entries should be made if needed.

Arkansas Public School Computer Network
FMS Procedural Outline
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FTE – Full-Time Equivalency

The “FTE Build” calculation is:

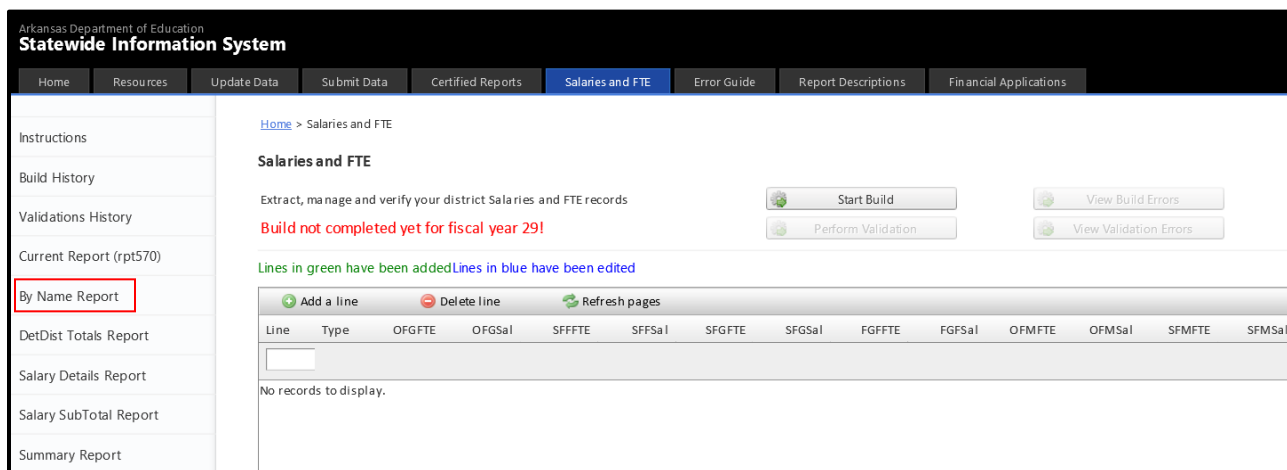
$$\text{DAYS WORKED} / \text{CONTRACT DAYS} \times \text{FTE} \times \text{BUDGET UNIT\%} = \text{FTE}$$

The FTE’s build is based on the primary “Pay Rate” record setup therefore the build is only as accurate as the setup on the pay rate screens. You will need to check and reconcile your FTE’s carefully. Since each school sets up their pay rate screen differently there is no exact FTE formula to give a school on how to reconcile FTEs. In counting FTEs we are concerned with the position count not a head count

Salaries are pulled from detdist table in Human Resources and then matched to a primary pay rate screen in order to match the Gender and FTE. If primary pay rate is found with corresponding budget unit in detdist then the system divides DAYS WORKED by CONTRACT DAYS multiplies by FTE and multiplies by budget unit percentage.

To help reconcile FTE’s print the **Salaries and FTE BY NAME REPORT** which will list every employee name, salary and FTE (pulled and calculated) for classified and certified personnel pulled to report.

SIS > Salaries and FTE > By Name Report



Arkansas Department of Education
Statewide Information System

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

Instructions
 Build History
 Validations History
 Current Report (rpt570)
By Name Report
 DetDist Totals Report
 Salary Details Report
 Salary SubTotal Report
 Summary Report

[Home](#) > Salaries and FTE

Salaries and FTE

Extract, manage and verify your district Salaries and FTE records

Build not completed yet for fiscal year 29!

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

+ Add a line - Delete line Refresh pages

Line	Type	OFGFTE	OFGSaI	SFFGTE	SFFSaI	SFGFTE	SFGSaI	FGFFTE	FGFSaI	OFMFTE	OFMSaI	SFMFTE	SFMSaI
No records to display.													

**Arkansas Public School Computer Network
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Average Teacher Salary

ASR TEACHER SALARY AVERAGES – (rpt587)

Average Teacher Salary will be the ASR calculation by code (fund, function, object expenditures from your expenditure ledger).

See Programming Code references document, which is available on APSCN's web Site (<http://www.apscn.org/>) **FMS/ Financial Management System/Page 36/37 Code Structure**. This table gives Fund/Function/Object (as well as the location where applicable) coding structure for the pull of each line.

Average Certified Classroom = 84 / 83

83 - Persnl-Non-Fed Certified Clsrm FTEs

84 - Ave Sal-Non-Fed Cert Clsrm

Lines:	3714-3722	3724-3727
	3731-3736	3749-3754
	3759-3761	3768-3779

Average Certified Personnel = 86 / 85

85 - Persnl-Non-Fed Certified FTEs

86 - Ave Salary-Non-Fed Certified

Lines:	3701-3722	3724-3727
	3731-3737	3749-3755
	3759-3779	

Prior to submission of Cycle 8, it is very important that you pay close attention to the Teacher Salary Averages report (rpt587.rpt), which gives the average teacher salary based on the FTEs entered on Salaries and FTE. If salaries on this report do not appear to be reasonable, please review your FTEs further before submitting Cycle 8. You should also print the published Annual Statistical Report (ASR) for your district and compare FTEs from 2021-2022 to FTEs for 2022-2023. The location of the ASR report is <http://www.apscn.org> > Reports > Annual Statistical Report > Annual Statistical Report 2021-2022.

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The lines used from page 37 to calculate the average teacher salary for the ASR are as follows (Salary/FTE).

Average Certified Classroom = 84 / 83

83 - Persnl-Non-Fed Certified Clsrm FTEs

84 - Ave Sal-Non-Fed Cert Clsrm

Lines:	3714-3722	3724-3727
	3731-3736	3749-3754
	3759-3761	3768-3780

3714 Elem. Library/Media *	2220-2229	61000:61199 61300:61699 61800:62999
3715 Mid/JH. Library/Med *	2220-2229	61000:61199 61300:61699 61800:62999
3716 High School Library/Media *	2220-2229	61000:61199 61300:61699 61800:62999
3717 Elem. Guidance Counselor*	2120-2129	61000:61199 61300:61699 61800:62999
3718 Mid/JH Guidance Counselor*	2120-2129	61000:61199 61300:61699 61800:62999
3719 HS Guidance Counselor*	2120-2129	61000:61199 61300:61699 61800:62999
3720 Elem. Psychologist*	2140-2149	61000:61199 61300:61699 61800:62999
3721 Mid/JH Psychologist*	2140-2149	61000:61199 61300:61699 61800:62999
3722 HS Psychologist*	2140-2149	61000:61199 61300:61699 61800:62999
3724 Kindergarten Teachers	1110-1119 1551	61000:61199 61300:61699 61800:62999
3725 Elem. School Teachers*	1120-1129 1500-1549 1552-1599	61000:61199 61300:61699 61800:62999
3726 Mid/JH Teachers*	1130-1139 1300-1399 1500-1549 1553-1599	61000:61199 61300:61699 61800:62999
3727 High School Teachers*	1140-1149 1300-1399 1500-1549 1553-1599	61000:61199 61300:61699 61800:62999
3731 Elem. SpEd Teachers*	1200-1213 1215-1289 1291-1299	61000:61199 61300:61699 61800:62999
3732 Mid/Jh SpEd. Teachers*	1200-1213 1215-1289 1291-1299	61000:61199 61300:61699 61800:62999
3733 High School SpEd. Teachers*	1200-1213 1215-1289 1291-1299	61000:61199 61300:61699 61800:62999
3734 Elem. Other Prof. Personnel*	2160-2199	61000:61199 61300:61699 61800:62999
3735 Mid/Jh Other Prof. Personnel*	2160-2199	61000:61199 61300:61699 61800:62999
3736 HS Other Prof. Personnel*	2160-2199	61000:61199 61300:61699 61800:62999
3749 Elem. Athletics*	1150-1159	61000:61199 61300:61699 61800:62999
3750 Mid/JH Athletics*	1150-1159	61000:61199 61300:61699 61800:62999
3751 High School Athletics*	1150-1159	61000:61199 61300:61699 61800:62999
3752 Elem. Student Activities*	1160-1169	61000:61199 61300:61699 61800:62999
3753 Mid/JH Student Activities*	1160-1169	61000:61199 61300:61699 61800:62999
3754 High School Student Activities*	1160-1169	61000:61199 61300:61699 61800:62999
3759 Elem. Other*	1900-1999 1197-1199	61000:61199 61300:61699 61800:62999
3760 Mid/JH Other*	1900-1999 1197-1199	61000:61199 61300:61699 61800:62999
3761 High School Other*	1900-1999 1197-1199	61000:61199 61300:61699 61800:62999
3768 Elem. Dean of Students*	2101-2109	61000:61199 61300:61699 61800:62999
3769 Mid/JH Dean of Students*	2101-2109	61000:61199 61300:61699 61800:62999
3770 High School Dean of Students*	2101-2109	61000:61199 61300:61699 61800:62999
3771 Elem. Attend./Soc. Work Serv*	2110-2119	61000:61199 61300:61699 61800:62999
3772 Mid/JH Attend./Soc. Work Serv*	2110-2119	61000:61199 61300:61699 61800:62999
3773 HS Attend./Soc. Work Serv*	2110-2119	61000:61199 61300:61699 61800:62999
3774 Elem. Health Services/Nurses*	2130-2139	61000:61199 61300:61699 61800:62999
3775 Mid/JH Health Services/Nurses*	2130-2139	61000:61199 61300:61699 61800:62999
3776 High School Health Serv./Nurses*	2130-2139	61000:61199 61300:61699 61800:62999
3777 Elem. Speech Path./Aud. Serv.*	2150-2159	61000:61199 61300:61699 61800:62999
3778 Mid/JH Speech Path./Aud. Serv.*	2150-2159	61000:61199 61300:61699 61800:62999
3779 HS Speech Path./Aud. Servi*	2150-2159	61000:61199 61300:61699 61800:62999
3780 Other Private Agency/Indiv Serv*	1180-1189	61000:61199 61300:61699 61800:62999

Arkansas Public School Computer Network
FMS Procedural Outline
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The Non Federal Certified FTE calculation is FTE's for teachers plus FTE for administrators on lines:

Average Certified Personnel = 86 / 85

85 - Persnl-Non-Fed Certified FTEs

86 - Ave Salary-Non-Fed Certified

Lines: 3701-3722 3724-3727
 3731-3737 3749-3755
 3759-3780

3701 Superintendent/Coop	2320-2321	61000:61199 61300:61699 61800:62999
3702 Curr. Supv - Dist. Wide*	2210-2212	61000:61199 61300:61699 61800:62999
3703 Elem. Curr. Supv*	2210-2212	61000:61199 61300:61699 61800:62999
3704 Mid/JH Curr. Supv*	2210-2212	61000:61199 61300:61699 61800:62999
3705 High School Curr. Supv*	2210-2212	61000:61199 61300:61699 61800:62999
3706 Dir. Of Fed. Program	2324	61000:61199 61300:61699 61800:62999
3707 Other Officials/Admin	2310-2319 2322 2325-2399 2501-2511	61000:61199 61300:61699 61800:62999
3708 Elem. Principal*	2400-2410	61000:61199 61300:61699 61800:62999
3709 Elem. Asst. Principal*	2411 2412-2419	61000:61199 61300:61699 61800:62999
3710 Mid/JH Principal*	2400-2410	61000:61199 61300:61699 61800:62999
3711 Mid/JH Asst. Principal*	2411 2412-2419	61000:61199 61300:61699 61800:62999
3712 High School Principal*	2400-2410	61000:61199 61300:61699 61800:62999
3713 High School Asst. Principal*	2411 2412-2419	61000:61199 61300:61699 61800:62999
3714 Elem. Library/Media *	2220-2229	61000:61199 61300:61699 61800:62999
3715 Mid/JH. Library/Med *	2220-2229	61000:61199 61300:61699 61800:62999
3716 High School Library/Media *	2220-2229	61000:61199 61300:61699 61800:62999
3717 Elem. Guidance Counselor*	2120-2129	61000:61199 61300:61699 61800:62999
3718 Mid/JH Guidance Counselor*	2120-2129	61000:61199 61300:61699 61800:62999
3719 HS Guidance Counselor*	2120-2129	61000:61199 61300:61699 61800:62999
3720 Elem. Psychologist*	2140-2149	61000:61199 61300:61699 61800:62999
3721 Mid/JH Psychologist*	2140-2149	61000:61199 61300:61699 61800:62999
3722 High School Psychologist*	2140-2149	61000:61199 61300:61699 61800:62999
3724 Kindergarten Teachers	1110-1119 1551	61000:61199 61300:61699 61800:62999
3725 Elem. School Teachers*	1120-1129 1500-1549 1552-1599	61000:61199 61300:61699 61800:62999
3726 Mid/JH Teachers*	1130-1139 1300-1399 1500-1549 1553-1599	61000:61199 61300:61699 61800:62999
3727 High School Teachers*	1140-1149 1300-1399 1500-1549 1553-1599	61000:61199 61300:61699 61800:62999
3731 Elem. SpEd Teachers*	1200-1213 1215-1289 1291-1299	61000:61199 61300:61699 61800:62999
3732 Mid/Jh SpEd. Teachers*	1200-1213 1215-1289 1291-1299	61000:61199 61300:61699 61800:62999
3733 High School SpEd. Teachers*	1200-1213 1215-1289 1291-1299	61000:61199 61300:61699 61800:62999
3734 Elem. Other Prof. Personnel*	2160-2199	61000:61199 61300:61699 61800:62999
3735 Mid/Jh Other Prof. Personnel*	2160-2199	61000:61199 61300:61699 61800:62999
3736 HS Other Prof. Personnel*	2160-2199	61000:61199 61300:61699 61800:62999
3737 Other	2600-3499	61000:61199 61300:61699 61800:62999
3749 Elem. Athletics*	1150-1159	61000:61199 61300:61699 61800:62999
3750 Mid/JH Athletics*	1150-1159	61000:61199 61300:61699 61800:62999
3751 High School Athletics*	1150-1159	61000:61199 61300:61699 61800:62999
3752 Elem. Student Activities*	1160-1169	61000:61199 61300:61699 61800:62999
3753 Mid/JH Student Activities*	1160-1169	61000:61199 61300:61699 61800:62999
3754 High School Student Activities*	1160-1169	61000:61199 61300:61699 61800:62999
3755 Athletic Director	2216	61000:61199 61300:61699 61800:62999
3759 Elem. Other*	1900-1999 1197-1199	61000:61199 61300:61699 61800:62999
3760 Mid/JH Other*	1900-1999 1197-1199	61000:61199 61300:61699 61800:62999
3761 High School Other*	1900-1999 1197-1199	61000:61199 61300:61699 61800:62999
3768 Elem. Dean of Students*	2101-2109	61000:61199 61300:61699 61800:62999
3769 Mid/JH Dean of Students*	2101-2109	61000:61199 61300:61699 61800:62999
3770 High School Dean of Students*	2101-2109	61000:61199 61300:61699 61800:62999
3771 Elem. Attend./Soc. Work Serv*	2110-2119	61000:61199 61300:61699 61800:62999
3772 Mid/JH Attend./Soc. Work Serv*	2110-2119	61000:61199 61300:61699 61800:62999
3773 HS Attend./Soc. Work Serv*	2110-2119	61000:61199 61300:61699 61800:62999
3774 Elem. Health Services/Nurses*	2130-2139	61000:61199 61300:61699 61800:62999
3775 Mid/JH Health Services/Nurses*	2130-2139	61000:61199 61300:61699 61800:62999
3776 High School Health Serv./Nurses*	2130-2139	61000:61199 61300:61699 61800:62999
3777 Elem. Speech Path./Aud. Serv.*	2150-2159	61000:61199 61300:61699 61800:62999
3778 Mid/JH Speech Path./Aud. Serv.*	2150-2159	61000:61199 61300:61699 61800:62999
3779 HS Speech Path./Aud. Servi*	2150-2159	61000:61199 61300:61699 61800:62999
3780 Other Private Agency/Indiv Serv*	1180-1189	61000:61199 61300:61699 61800:62999