



Employee & Retiree Service Center

Salary Supplement Verification Forms Verification of Department Size

INSTRUCTIONS FOR COMPLETING ONLINE FORM

1. Visit <https://mingle.mcpsmd.org/infor> to access the Salary Supplement Verification Forms log-in screen. You must use the current version of the Chrome browser.

2. Log in using your Outlook username and password.

3. Under **Assignment Verification**, located in the blue area on the left side of the screen, select **MH70-Salary Supp Menu**.

4. If the menu is already displaying your location, continue to Step 5. If your location is not displayed:

- Type your location number in the location code box, or use the drop down (by clicking the arrow to the right of the location code box) to select your school.
- Click **? Inquire** at the top of the screen.

5. Click on **SEL**, next to **Verification of Department Size**.

A new screen opens with a list of your school's resource teachers on the left side of the screen and a list of school staff on the right.

6. Click on the box in the upper right corner of the screen to maximize your screen.



7. Click the name of the first resource teacher on the left.

His or her location, job code, and subject area will appear just above the Resource Teacher List.

Resource Teacher List		
<i>Click on the Resource Teacher's Name to start.</i>		
EID	Resource Teacher Name	No. of Staff
14897	Okusaga, Taiwo O.	
53618	Easley, Nancy L.	
56028	Ridenour, Lisa M.	

Salary Supplement Verification Forms

Verification of Department Size

INSTRUCTIONS FOR COMPLETING ONLINE FORM *(continued)*

- Select each staff member assigned to the selected resource teacher's department by scrolling down to the staff member's name and clicking the box at the far right of the name under the **Select** column. You may assign a staff member to a maximum of two resource teachers. **In the same manner, be sure to also select the resource teacher's own name.**

The system requires that a minimum of one staff member be selected per resource teacher.

FY 2016 Salary Supplement Verification Forms
Professional Staff Roster for Department Size Verification

Location: 03157 Roberto Clemente Middle School Fiscal Year: 2016
Resource Teacher: 53618 Nancy Easley Open Dates: 04/02/2015 - 09/30/2015
Status: Unreleased Total Staff Members Selected: 0

Save Release Summary

EID	Staff Member Name	Job Description	Subject Area	Count	Select
77298	Barnett, Aaron	Content Specialist BD	Tchrs-Social Science	0	<input type="checkbox"/>
41514	Baskin, Anne	Teacher, Middle AD	Tchrs-English	0	<input type="checkbox"/>
46170	Blair, Randy	Teacher, Middle AD	Tchrs-General Science	0	<input type="checkbox"/>
81708	Blankinship, Mary	Speech Pathologist BD	Spec Ed-Speech Program	0	<input type="checkbox"/>
41054	Bouton, Holly	Teacher, ESOL AD	Tchrs-ESOL	0	<input type="checkbox"/>
76475	Brady, Roseann	Teacher, Special Programs AD	Tchrs-General Science	0	<input type="checkbox"/>
56238	Bridsky, Irene	Teacher, Sp Ed Resource Rm AD	Spec Ed-Resource Program	0	<input type="checkbox"/>
94552	Burson, Tyrone	Teacher, Middle AD	Tchrs-English	0	<input type="checkbox"/>
54991	Carravay, Eileen	Team Leader-Middle School BD	Tchrs-General Science	0	<input type="checkbox"/>
51877	Casas, Rhonda	Teacher, Special Education AD	Spec Ed-Hours Based Spec Ed	0	<input type="checkbox"/>
8192	Coleman, Leigh	Teacher, Middle AD	Tchrs-Math	0	<input type="checkbox"/>
52011	Crittenden, Laura	Teacher, Alternative Prgrms AD	Tchrs-Social Science	0	<input type="checkbox"/>
87082	Davis, Allison	Teacher, Sp Ed Resource Rm AD	Spec Ed-Resource Program	0	<input type="checkbox"/>
23911	Dempsey, James	Teacher, Special Programs AD	Media Center	0	<input type="checkbox"/>
80271	Denney, Jamila	Content Specialist BD	Tchrs-English	0	<input type="checkbox"/>
53618	Easley, Nancy	Content Specialist BD	Tchrs-Math	0	<input type="checkbox"/>

- Click **Save** to save your selections, then click **OK** to confirm your selections. You can assign all of the staff members in one sitting, or click **Save** and return later to finish or make changes (until the deadline date).



- Click the **Refresh** button in the upper left corner to view the total number of selections made for each resource teacher, or simply click on another resource teacher in the list.

Resource Teacher List

Click on the Resource Teacher's Name to start.

EID	Resource Teacher Name	No. of Staff
14897	Okusaga, Taiwo O.	4
53618	Easley, Nancy L.	1
56028	Ridenour, Lisa M.	4

- Repeat steps 8 through 10 for each resource teacher.



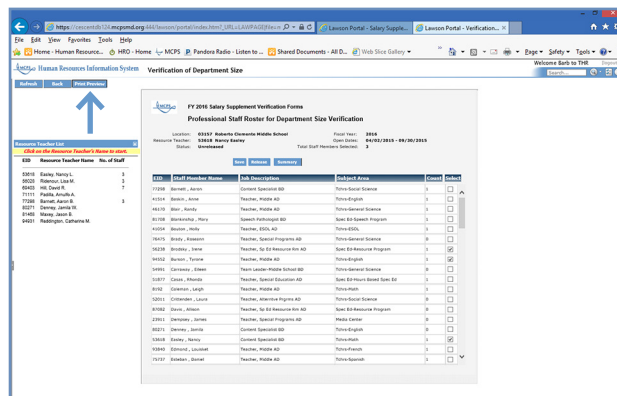
Employee & Retiree Service Center

Salary Supplement Verification Forms

Verification of Department Size

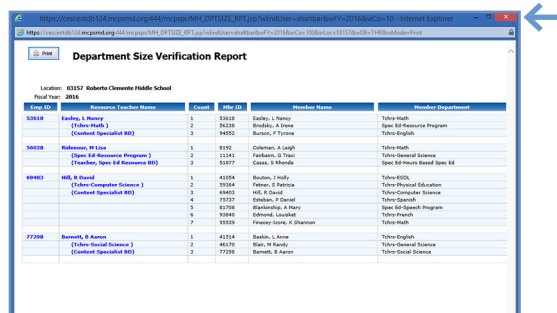
INSTRUCTIONS FOR COMPLETING ONLINE FORM (continued)

12. To view and print your Department Size Verification Report (resource teachers' staff roster), simply click on the **Print Preview** button located in the blue box on the left side of the screen just above the school location.

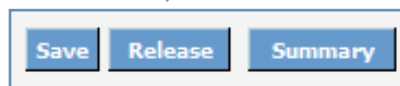


Click on the **Print** button in the upper left corner. You will be prompted to change your preference to landscape to ensure your printout captures each column of text in the report.

To return to the **Verification of Department Size** screen, click the X in the upper right corner of the Print Preview screen.



13. Once you have completed making your selections and are ready to approve the list, click **Release**. In the release state, no changes can be made; however, you can click on **Unrelease** to make further changes up until the deadline date.



14. To exit:

- To return to the main menu and select another option, click on **Back**. Or, click on **Log out** to exit the system.
- Click on the **X** in the upper right corner to close the browser.

