




Employee & Retiree Service Center


Extracurricular Activity (ECA) Plan ECA Class 1 Hours


ONLINE PLAN COMPLETION INSTRUCTIONS FOR ELEMENTARY, MIDDLE, HIGH
& SPECIAL SCHOOLS


1. Visit <https://mingle.mcpsmd.org> to access the ECA Class 1 hours log-in screen. The current version of **Chrome** is the preferred and recommended browser.
2. Sign in using your MCPS **username** and **password**.

Montgomery County
Public Schools 

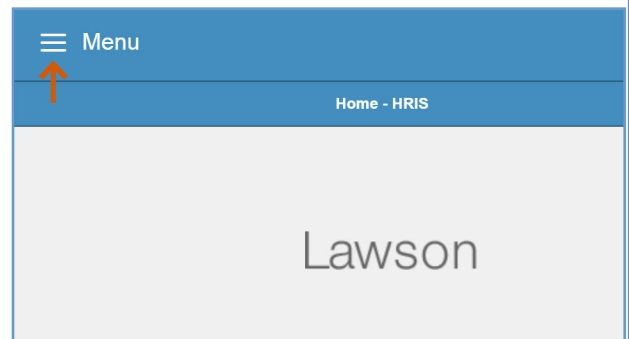
Sign in with your MCPS Username and Password

username 

Password 

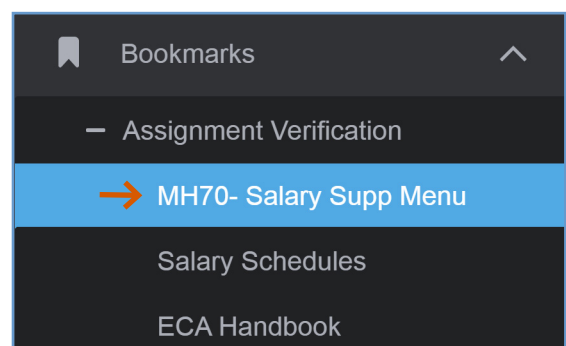
Sign in 

3. Click on **MENU** at the top left corner of the screen to expand (open) the navigation panel on the left.



4. On the Navigation panel, click on the drop down arrow next to the Bookmarks. Next, click the plus sign (+) to the left of **Assignment Verification** to expand it.

Click on **MH70-Salary Supp Menu** to open it.





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5. If the screen is already displaying your location, continue to Step 6. If your location is not displayed:

- Type your school location code in the **Location** box, or click on the magnifying glass icon to display the list of school locations and select your school.
- Click **Inquire** at the top of the screen.

6. To verify a sponsor's eligibility, do the following:

- On the Navigation panel, expand **Employee Job View**, and click **Employee Job View**.

- Enter an ECA Class 1 **sponsor's employee ID number** and click on **Inquire**.

- On the next screen, you can verify eligibility based on assignment and total FTE.

Position	Process Lvl	Job Code
02101-1001-00 Classroom Teacher Elementary	02101-Clarksburg Elementary School	1001-Teacher, Elementary A

- To return to the MH70 screen and begin entering sponsors, return to the navigation bar on left side of screen, expand **Assignment Verification**, and click on **MH70-Salary Supp Menu**.



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- Click on **SEL**, next to **ECA Class 1 Hours** (for elementary, middle, high, and special schools).

Company: 100 Montgomery Cnty Public Schools

Location: 02101 Clarksburg Elementary School

Salary Supplement Verification & Extracurricular Activities Assignments

- Elementary Team Leader Assignments (for elementary, infants and toddlers, and special schools only)
- Elected Faculty Representative Assignments
- Verification of Department Size
- ← ECA Class 1 Hours (for elementary, middle, high and special schools)
- ECA Class 3 Stipends (for elementary, middle and high schools only)

The ECA Class 1 hours **Work Unit** screen opens.

Location: 02101 Clarksburg Elementary School

Fiscal Year: 2020

Open From: 08/01/2019

Approved: Due Date:

Work Unit: 0

Work Unit Status: Open

Adj Hrs: Adj Amt:

Activity	Description	EID	Name	Supp Svcs	Prvs Hrs Aprvd	Paid Hrs	Rvsd Hrs	FTE
<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- You are now ready to begin entering the ECA Class 1 hour **Activity**, employee ID number (**EID**), and **number of Class 1 hours** in the lower right side of the screen. Click in the Activity field and enter the activity code.

Activity:

EID:

Supp Svcs:

Prvs Hrs Aprvd:

Paid Hrs:

Rvsd Hrs:

- To enter the ECA Class 1 activity code, **click on the arrow to the right of the Activity field** and the activity codes (Job Codes) and descriptions will appear in a drill around screen.

Job Code	Description	
E1C101	Sports Club, Recreational	A
E1C361	Sports Club, Elem	A
E1E061	Drill Team	A
E1F021	Key Club ←	A
E1F051	Student Government, Elem	A
E1F061	Honor Society	A
F1E071	Civitanes	A

View: 25 Records: 1 - 25

- Once you find and click on the correct activity code, the drill around screen will automatically close and the **Activity** field at the bottom will populate with the ECA Class 1 activity code and description you selected.

Activity: E1F021 Key Club ↑

EID:

Supp Svcs:

Prvs Hrs Aprvd:

Paid Hrs:

Rvsd Hrs:

FTE:

Extracurricular Activity (ECA) Plan ECA Class 1 Hours

ONLINE PLAN COMPLETION INSTRUCTIONS FOR ELEMENTARY, MIDDLE, HIGH & SPECIAL SCHOOLS

- Tab to the Employee ID (**EID**) field and, if you know it, enter your sponsor's EID number.
- If you do not know the EID number, click on the arrow to the right of the field to open the sponsor list. Search for and select the EID by clicking on the sponsor's last name. The EID will appear in the box and the sponsor's name below it. If you enter an incorrect EID, click on another last name or in the **EID** field to manually enter the correct one. Press **Tab** and the sponsor's name will appear.
- By pressing Tab, the cursor will be in the **Rsvd Hrs** field. If not, press **Tab** now. Enter the Class 1 hours number as a whole number (no fractions). Click the **Add** button.
- The entire row of information will shift to the top section of the **work unit** screen and will be saved. *If you do not click on the **Add** button, your entry will not be saved.*
- If necessary, you can change the Class 1 hours assigned by clicking the number in the **Rvsd Hrs** field, entering another number in the pop-up window, and clicking **OK**. You will see the new assigned hours under both **Rvsd Hrs** and **Adj to Hrs**.
- To remove a sponsor from your work unit screen, click on the **X** in the **RMV** column.
- Finish entering the ECA Class 1 sponsors, activities, and assigned hours as instructed above.

General Tips:

- To see previous plan-year activities and sponsors, click on the **View History** button. In the drop-down menu, select the plan year. The menu includes selections for each plan year since the ECA process for your location was made available online.

Activity: E1F021 | EID: 22222 | Supp Svcs: ✓ | Prvs Hrs Aprvd: | Paid Hrs: | Rsvd Hrs: | FTE: 0.7500

Key Club: Abdel-Razig, Malak M.

Buttons: View History, Rqst Approval, Add

Status	Last Name	First Name	Middle Initial	Employee	Total FTE
A1	ABDAL-SABUR	FATIN		00000	1.000000
A8	ABDALLA	NADIRA	M	11111	0.000000
A1	ABDEL-RAZIG	MALAK	M	22222	0.750000
A8	ABDELGHAFAR	NERMINE	M	33333	0.000000
A1	ABDELMANNAN	HUSSEIN	A	44444	0.837500
A1	ABDELNABI	SALAH	A	55555	0.875000
A1	ABDELNOUR	WAGDY	Z	66666	1.000000

Activity: 1 | Rsvd Hrs: 10 | FTE: 0.750000

Buttons: View History, Rqst Approval, Add

Activity: E1F021 | EID: 22222 | Supp Svcs: ✓ | Prvs Hrs Aprvd: | Paid Hrs: | Rsvd Hrs: 10 | FTE: 0.7500

Key Club: Abdel-Razig, Malak M.

Buttons: View History, Rqst Approval, Add

Work Unit: 0 | Work Unit Status: Open | Adj Hrs: 10 | Adj Amt: \$150.00

Activity - Description	EID	Name	Supp Svcs	Prvs Hrs Aprvd	Paid Hrs	Rsvd Hrs	Adj to Hrs	FTE	Rmv
E1F021 - Key Club	22222	Abdel-Razig, Malak M.	✓	0	0	10	10	0.7500	X

Update value or click Cancel

20

Buttons: OK, Cancel

FY 2020 Extracurricular Activity (ECA) Plan
Additions and Changes for Class 1 Hours

Activity - Description	EID	Name	Supp Svcs	Prvs Hrs Aprvd	Paid Hrs	Rsvd Hrs	Adj to Hrs	FTE	Rmv
E1F021 - Key Club	22222	Abdel-Razig, Malak M.	✓	0	0	20	20	0.7500	X

FY 2020 Extracurricular Activity (ECA) Plan
Additions and Changes for Class 1 Hours

Work Unit: 0 | Work Unit Status: Open | Adj Hrs: 20 | Adj Amt: \$300.00

Activity - Description	EID	Name	Supp Svcs	Prvs Hrs Aprvd	Paid Hrs	Rsvd Hrs	Adj to Hrs	FTE	Rmv
E1F021 - Key Club	22222	Abdel-Razig, Malak M.	✓	0	0	20	20	0.7500	X

Activity: E1F021 | EID: 22222 | Supp Svcs: ✓ | Prvs Hrs Aprvd: | Paid Hrs: | Rsvd Hrs: 10 | FTE: 0.7500

Key Club: Abdel-Razig, Malak M.

Buttons: View History, Rqst Approval, Add

Select Plan Year: 2019 | 02101 Clarksburg Elementary School

Approved ECA Class 1 Hours

Activity	Description	EID	Employee Name	Prvs Hrs Aprvd	Rsvd Hrs	Adj to Hrs	Create Date	Create Id	Mod Date	Mod Id
E1K081	World Language Club	93341	Soo, Yeon	0.00	100.00	100.00	11/01/2018	guftee00		
E1L091	International Club	71979	Moon, Samantha H.	0.00	100.00	100.00	11/01/2018	guftee00		
E1L201	Asian Awareness	89157	Kim, Cecilia R.	0.00	100.00	100.00	11/01/2018	guftee00		



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- If there is a checkmark (✓) in the **Supp Svcs** column, your sponsor is a supporting services employee. Make sure the employee is eligible to be an ECA sponsor by reviewing the "Coaching Eligibility and Restrictions" section in the Extracurricular Activities Program Handbook, found by searching for it from any MCPS web page.
 - The **FTE** column indicates the total FTE for the sponsor/coach.
9. Once you have finished listing your sponsors, submit the plan to your principal for approval.
- Click the **Rqst Approval** button, found at the bottom of the work unit screen. This sends the plan to your principal's **Inbasket** on his or her **Home** tab.
 - A pop-up message appears to let you know the request was submitted successfully. Click **OK**.
 - The work unit status will change to **Submitted to Principal**. The **Adj Hrs** total will appear at the top right of the work unit screen. The **Adj Amt** total is based on the ECA hourly rate.
 - If your principal approves your ECA Class I plan, he/she will send it directly to the Employee and Retiree Service Center (ERSC). Special school principals will send your plan to the Special Education Office for final approval or rejection before it is submitted to ERSC. Once ERSC approves your submission, the sponsors, activities, and ECA Class I hours will appear on the left side of your work unit screen under Approved ECA Class 1 Hours.
 - If your principal rejects your submission, you will still find the plan in your work unit screen for you to revise and resubmit.

Activity	EID	Supp Svcs	Prvs Hrs Aprvd	Paid Hrs	Rvsd Hrs	FTE
E1F021 Key Club	22222 Abdel-Razig, Malak M.	✓			10	0.7500

Buttons: View History, Rqst Approval, Add

Activity	EID	Supp Svcs	Prvs Hrs Aprvd	Paid Hrs	Rvsd Hrs	FTE

Buttons: View History, Rqst Approval, Add

cescentdb197.mcpsmd.org says
ECA Online Approval request submitted successfully

OK

FY 2020 Extracurricular Activity (ECA) Plan
Additions and Changes for Class 1 Hours

Work Unit: 525
Work Unit Status: **Submitted to Principal**

Adj Hrs: 20
Adj Amt: \$300.00

Activity - Description	EID	Name	Supp Svcs	Prvs Hrs Aprvd	Paid Hrs	Rvsd Hrs	Adj to Hrs	FTE	View Emp
E1F021 - Key Club	22222	Abdel-Razig, Malak M.	✓	0	0	20	20	0.750	

FY 2020 Extracurricular Activity (ECA) Plan
Additions and Changes for Class 1 Hours

Work Unit: 525
Work Unit Status: **Submitted to ERSC Office**

Adj Hrs: 20
Adj Amt: \$300.00

Activity - Description	EID	Name	Supp Svcs	Prvs Hrs Aprvd	Paid Hrs	Rvsd Hrs	Adj to Hrs	FTE	View Emp
E1F021 - Key Club	22222	Abdel-Razig, Malak M.	✓	0	0	20	20	0.750	

Location: 02101 Clarksburg Elementary School

Fiscal Year: 2020
Approved Hrs: 20
Approved Amt: \$300.00

Open From: 08/01/2019
Due Date: 05/29/2020
Allotted Hrs: 0

Approved ECA Class 1 Hours

EID	Name	Activity	Description	Aprvd Hrs	Paid Hrs
22222	Abdel-Razig, Malak M.	E1F021	Key Club	20	0





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- If you need to **ADD** a new **ECA Class 1** activity and sponsor **after** your first plan submission has been **approved** by your principal and submitted to ERSC, follow steps 1–7 of these instructions.
- To **CHANGE** previously approved Class 1 hours, follow steps 1–6. Then, click on the approved sponsor line under the heading **Approved ECA Class 1 Hours** on the left side of the work unit screen.

The **Activity**, **EID**, and **Prvs Hrs Aprvd** will be populated on the bottom right of the work unit screen.

- Enter the hours in the **Rvsd Hrs** column and click the **Add** button.
Note: The revised hours cannot be less than the hours posted and paid to date.
- Your entry will move to the top section of the work unit screen. The new assigned hours will appear in the **Rvsd Hrs** column and the hours adjusted in the **Adj to Hrs** column.
- Submit the change to your principal for approval by clicking the **Rqst Approval** button. If approved, the change will be sent to ERSC. Special school principals will send the change to the Special Education Office for final approval or rejection before it is submitted to ERSC. If your principal rejects your change, you will see it in your work unit screen for you to revise and resubmit.

- To sign out, either click Sign Out at the top right corner of the screen as pictured, or click on **Menu** at the upper left until you see your username. Click Sign out just below.

Tip: If you click on the column titles in the **Approved ECA Class 1 hours** on the left side of the screen, you can sort by ascending or descending order.

Location: 02101 Clarksburg Elementary School
Fiscal Year: 2020 Open From: 08/01/2019
Approved Hrs: 20 Due Date: 05/29/2020
Approved Amt: \$300.00 Allotted Hrs: 0

Approved ECA Class 1 Hours					
EID	Name	Activity	Description	Aprvd Hrs	Paid Hrs
22222	Abdel-Razig, Malak M.	E1F021	Key Club	20	0

Activity: E1F021 EID: 22222 Supp Svcs: ✓ Prvs Hrs Aprvd: 20.00 Paid Hrs: 0.00 Rvsd Hrs:

Abdel-Razig, Malak M.
Key Club

[View History](#) [Rqst Approval](#) [Add](#)

Activity: E1F021 EID: 22222 Supp Svcs: ✓ Prvs Hrs Aprvd: 20.00 Paid Hrs: 0.00 Rvsd Hrs:

Abdel-Razig, Malak M.
Key Club

[View History](#) [Rqst Approval](#) [Add](#)

MCPS
FY 2020 Extracurricular Activity (ECA) Plan
Additions and Changes for Class 1 Hours

Work Unit: Adj Hrs: 5
Work Unit Status: Open Adj Amt: \$75.00

Activity - Description	EID	Name	Supp Svcs	Prvs Hrs Aprvd	Paid Hrs	Rvsd Hrs	Adj to Hrs	FTE	Rmv
E1F021 - Key Club	22222	Abdel-Razig, Malak M.	✓	20	0	25	5	0.7500	<input type="checkbox"/>

Activity: EID: Supp Svcs: Prvs Hrs Aprvd: Paid Hrs: Rvsd Hrs:

[View History](#) [Rqst Approval](#) [Add](#)

