Employee & Retiree Service Center

E R S C

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.

   Montgomery County Public Schools ◊MCPS

   Sign in with your MCPS Username and Password

   username ←

   Password ←

   Sign in ←

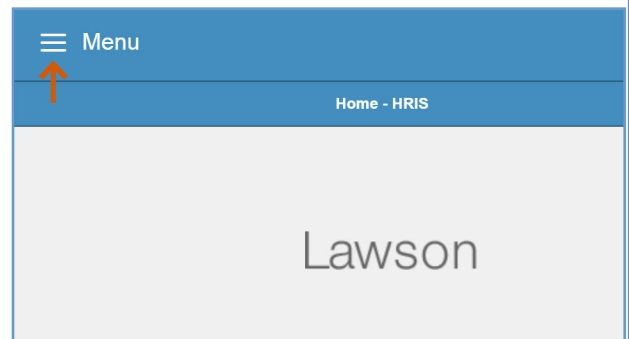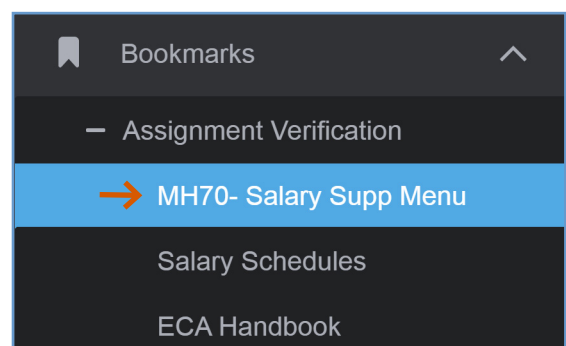2. Sign in using your MCPS **username** and **password**.

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

   ☰ Menu
   ↑

   Home - HRIS

   Lawson

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.

   🔖 Bookmarks   ⌃

   — Assignment Verification

   → MH70- Salary Supp Menu

   Salary Schedules

   ECA Handbook

◊MCPS

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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.

- 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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7. 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

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

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

8. 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.

- 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	Physical Development	A
E1C361	Sports Club, Elem	A
E1E061	Drill Team	A
E1F021	Key Club	A
E1F051	Student Government, Elem	A
E1F061	Honor Society	A
E1F071	Civitans	A

View 25   Previous   Next   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.

E1F021
Key Club

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- 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.*

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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.

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10. 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.

11. 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.

12. 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.*