Employee & Retiree Service Center
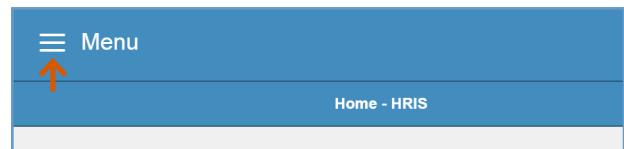
Salary Supplement Verification Forms

Verification of Assignment for Elected Faculty Reps (EFRs)

INSTRUCTIONS FOR COMPLETING ONLINE FORM

1. Visit *https://mingle.mcpsmd.org* 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. 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 Bookmarks. Next, click the **plus sign (+)** to the left of Assignment Verification to expand it. Click on **MH70-Salary Supp Menu** to open it. If you wish, click **Menu** at the top to close the navigation panel.
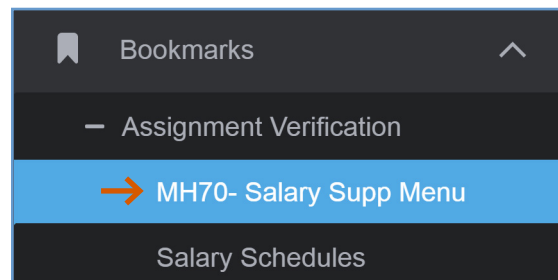
5. If the menu is already displaying your location, continue to Step 6. If your location is not displayed:

   - Type your location number in the location code box, or use the search tool (by clicking the magnifying glass to the right of the location code box) to select your school.

   - Click **Inquire** at the top of the screen. Your school name will appear to the right of the location code box.

6. Click on **SEL**, next to Elected Faculty Representative Assignments. A new screen opens with a list of your teachers.

SEL	Elementary Team Leader Assignments (for elementary, infants and toddlers, and special schools only)
SEL	Elected Faculty Representative Assignments

EFR Verification		Current	New
Employee ID	**Employee Name**	**EFR**	**EFR**
65777	Adama , Adjua	☐	☐
71051	Adams , Brian	☐	☐

EFR Verification		Current	New
Employee ID	**Employee Name**	**EFR**	**EFR**
65777	Adama , Adjua	☐	☑
71051	Adams , Brian	☐	☐
25249	Ainsworth , Laurie	☐	☑

7. Click the boxes under the column labeled **New** that are next to the names of each teacher who will serve as EFRs in the upcoming school year. Do this for both new and continuing EFRs.

   You will not be able to choose more teachers than those allotted to your school.

   Note: To qualify as an EFR, an employee must have at least .600 FTE at your school.

8. Click **Save** to save your selections. You must click **Save** before selecting any other option. You can select all of your EFRs in one sitting, or click **Save** and return later to finish or make changes (until the deadline).

66310	Weir , Catherine	☐	☐
89958	Zhu , Jessica	☐	☑
	Save Release Close Summary		

9. To view your selections, click on the **Summary** button. This is an easy way to verify that you chose the correct staff.

89958	Zhu , Jessica	☐	☑
	Save Release Close Summary		

10. 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 **Unrelease** to make further changes up until the deadline date.

89958	Zhu , Jessica	☐	☑
	Save Release Close Summary		

89958	Zhu , Jessica	☐	☑
	Save Unrelease Close Summary		

11. To exit:

   • To return to the menu, click on **Close**.

   • To sign out, click on the **person icon** in the upper right corner. Click **Sign out** at the bottom of the menu.

89958	Zhu , Jessica	☐	☑
	Save Unrelease Close Summary		

Start Typing 👤

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