



Employee & Retiree Service Center

Extracurricular Activity (ECA) Plan

ECA Class 3 Stipends

ONLINE PLAN COMPLETION INSTRUCTIONS FOR ELEMENTARY, MIDDLE & HIGH SCHOOLS

1. Visit <https://mingle.mcpsmd.org> to access the ECA Class 3 Stipends 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 

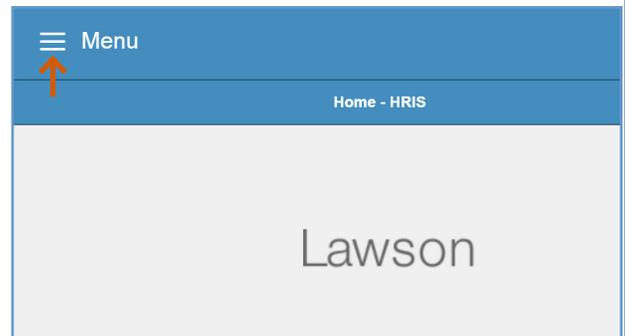
Sign in with your MCPS Username and Password

username 

Password 

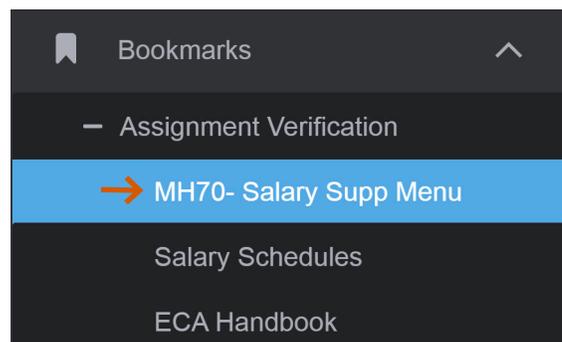
Sign in 

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 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 3 **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**.

| Position | Process Lvl | Job Code |
|--|----------------------------------|-------------------------------------|
| 04125-1020-00 Teacher Alternative Programs | 04125-Quince Orchard High School | 1020-Teacher, Alternative Prgrms AD |
| 04125-1003-00 Classroom Teacher High | 04125-Quince Orchard High School | 1003-Teacher, High AD |



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- Click on **SEL**, next to **ECA Class 3 Stipends** (for elementary, middle, and high schools only).

Company: 100 Montgomery Cnty Public Schools
 Location: 04125 Quince Orchard High 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 3 stipends **Work Unit** screen opens.

Location: 04125 Quince Orchard High School
 Fiscal Year: 2020
 Approved Date: 08/01/2019
 Open From: 08/01/2019
 Due Date:

FY 2020 Extracurricular Activity (ECA) Plan
 Additions and Changes for Class 3 Stipends

Work Unit: 0
 Work Unit Status: Open

| Activity - Description | EID | Name | Supp Svcs | Prvs \$ Aprvd | Paid \$ | Rvsd \$ | Adj to \$ | FTE | Rate |
|------------------------|-----|------|-----------|---------------|---------|---------|-----------|-----|------|
| [Empty table body] | | | | | | | | | |

Activity: EID: Supp Svcs: Prvs \$ Aprvd: Paid \$: Rvsd \$: FTE:

- You are now ready to begin entering the ECA Class 3 **Activity**, employee ID number (**EID**), and **stipend amount** in the lower right side of the screen. Click in the **Activity** field and enter the activity code.

Activity: EID: Supp Svcs: Prvs \$ Aprvd: Paid \$: Rvsd \$:

- To enter the ECA Class 3 activity code, **click on the arrow to the right of the Activity field** and the activity codes (Job Codes) and descriptions will appear in the drill around screen.

Job Code: contains

| Job Code | Description | Flat Rate |
|----------|--------------------------|-----------|
| E3A014 | Soccer_Varsity(Boys) | 3750.0000 |
| E3A024 | Baseball_Varsity | 4470.0000 |
| E3A054 | Football_Head Coach | 5985.0000 |
| E3A064 | Wrestling_Varsity | 5175.0000 |
| E3A074 | Basketball_Varsity(Boys) | 4845.0000 |
| E3A104 | Soccer_J.V.(Boys) | 2850.0000 |
| E3A114 | Baseball_J.V. | 2955.0000 |

View: 25 Records: 1 - 25

Activity: EID: Supp Svcs: Prvs \$ Aprvd: Paid \$: Rvsd \$: FTE:

- 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 3 activity code and description you selected.

Activity: E3A024
 Baseball_Varsity

EID: Supp Svcs: Prvs \$ Aprvd: Paid \$: Rvsd \$: FTE:



Extracurricular Activity (ECA) Plan ECA Class 3 Stipends

ONLINE PLAN COMPLETION INSTRUCTIONS FOR ELEMENTARY, MIDDLE & HIGH 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 \$** 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 3 stipend amount by clicking the number in the **Rvsd \$** field, entering another amount in the pop-up window, and clicking **OK**. You will see the new assigned amount under **Adj to dollars**.
- To remove a sponsor from your work unit screen, click on the **X** in the **RMV** column.
- Finish entering the ECA Class 3 sponsors, activities, and amounts 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.

| Total FTE | Is | 1.0 | Filter | Close | |
|-----------|-----|---------|--------|-------|----------|
| A1 | KIM | ERICA | K | 00000 | 1.000000 |
| A1 | KIM | ESTHER | H | 11111 | 1.000000 |
| A1 | KIM | EUN | J | 22222 | 1.000000 |
| A1 | KIM | EUN | Y | 33333 | 1.000000 |
| A1 | KIM | FRED | J | 44444 | 1.000000 |
| A1 | KIM | GAP | S | 55555 | 1.000000 |
| A1 | KIM | GRACE | C | 66666 | 1.000000 |
| A1 | KIM | GYUNGAE | | 77777 | 1.000000 |

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Additions and Changes for Class 3 Stipends

Work Unit: 0
Work Unit Status: Open

| Activity - Description | EID | Name | Supp Svcs | Prvs \$ Aprvd | Paid \$ | Rvsd \$ | Adj to \$ | FTE | Rmv |
|-----------------------------|-------|--------------|-----------|---------------|---------|---------|-----------|--------|-----|
| E3B144 - Gymnastics (Girls) | 44444 | Kim, Fred J. | | 0 | 0 | 10 | 10 | 1.0000 | X |

Update value or click Cancel

25

OK Cancel

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Work Unit: 0
Work Unit Status: Open

| Activity - Description | EID | Name | Supp Svcs | Prvs \$ Aprvd | Paid \$ | Rvsd \$ | Adj to \$ | FTE | Rmv |
|-----------------------------|-------|--------------|-----------|---------------|---------|---------|-----------|--------|-----|
| E3B144 - Gymnastics (Girls) | 44444 | Kim, Fred J. | | 0 | 0 | 25 | 25 | 1.0000 | X |

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Additions and Changes for Class 3 Stipends

Work Unit: 0
Work Unit Status: Open

| Activity - Description | EID | Name | Supp Svcs | Prvs \$ Aprvd | Paid \$ | Rvsd \$ | Adj to \$ | FTE | Rmv |
|-----------------------------|-------|--------------|-----------|---------------|---------|---------|-----------|--------|-----|
| E3B144 - Gymnastics (Girls) | 44444 | Kim, Fred J. | | 0 | 0 | 25 | 25 | 1.0000 | X |

Select Plan Year: 2018

| Activity | Description | EID | Employee Name | Prvs \$ Aprvd | Rvsd \$ | Adj to \$ | Create Date | Create Id | Mod Date |
|----------|------------------------|-------|------------------|---------------|---------|-----------|-------------|-----------|----------|
| E3A014 | Soccer, Varsity (Boys) | 91784 | Gnaiko, Kevin | 0.00 | 3750.00 | 3750.00 | 09/19/2019 | smolene | |
| E3A024 | Baseball, Varsity | 89392 | Gasaway, Jason M | 0.00 | 4470.00 | 4470.00 | 09/17/2019 | smolene | |
| E3A054 | Football, Head Coach | 86538 | Kelley, John A. | 0.00 | 5985.00 | 5985.00 | 09/17/2019 | smolene | |



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- If there is a checkmark (✓) in the **Supp Svcs** column, your sponsor is a supporting service 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, which you can find 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, “ECA Online Approval request submitted successfully.” Click OK.
 - The work unit status will change to **Submitted to Principal**.
 - If your school principal approves your ECA Class 3 plan, he/she will send it directly to the Employee and Retiree Service Center (ERSC). Once ERSC approves your submission, the sponsors, activities, and ECA Class 3 Stipends will appear on the left side of your work unit screen under Approved ECA Class 3 Stipend.
 - 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 \$ Aprvd | Paid \$ | Rvsd \$ | FTE |
|---|------------------------------|-----------|---------------|---------|---------|--------|
| E38144 Gymnastics (Girls) | 44444 Twine, Alexander D. | ✓ | | | 15 | 0.7500 |
| <input type="button" value="View History"/> <input type="button" value="Rqst Approval"/> <input type="button" value="Add"/> | | | | | | |

| Activity | EID | Supp Svcs | Prvs \$ Aprvd | Paid \$ | Rvsd \$ |
|---|---------------------|-----------|---------------|---------|---------|
| Gymnastics (Girls) | Twine, Alexander D. | ✓ | | | |
| <input type="button" value="View History"/> <input type="button" value="Rqst Approval"/> <input type="button" value="Add"/> | | | | | |

cescentdb197.mcpsmd.org says

ECA Online Approval request submitted successfully

| FY 2020 Extracurricular Activity (ECA) Plan Additions and Changes for Class 3 Stipends | | | | | | | |
|---|-------|--------------|-----------|---------------|---------|---------|-----------|
| Work Unit: 537 Work Unit Status: Submitted to Principal | | | | | | | |
| Activity - Description | EID | Name | Supp Svcs | Prvs \$ Aprvd | Paid \$ | Rvsd \$ | Adj to \$ |
| E38144 - Gymnastics (Girls) | 44444 | Kim, Fred J. | 0 | 0 | 25 | 25 | 1,000 |

| Location: | 04125 Quince Orchard High School | | | | |
|-------------------------------|----------------------------------|----------|--------------------|----------|---------|
| Fiscal Year: | 2020 | | | | |
| Open From: | 08/01/2019 | | | | |
| Approved Amt: | \$ 25.00 | | | | |
| Due Date: | 05/29/2020 | | | | |
| Approved ECA Class 3 Stipends | | | | | |
| EID | Name | Activity | Description | Aprvd \$ | Paid \$ |
| 44444 | Kim, Fred J. | E38144 | Gymnastics (Girls) | 25 | 0 |





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10. If you need to **ADD** a new **ECA Class 3** 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 3 Stipends, follow steps 1–7. Then, click on the approved sponsor line under the heading **Approved ECA Class 3 Stipends** on the left side of the work unit screen. The **Activity**, **EID**, and **Prvs \$ Aprvd** will be populated on the bottom right of the work unit screen.

- Enter the amount in the **Rvsd \$** column and click the **Add** button.

Note: *The revised amount cannot be less than the amount posted and paid to date.*

- Your entry will move to the top section of the work unit screen. The new stipend amount will appear in the **Rvsd \$** column with the adjustment to the stipend in the **Adj to \$** column.
- Submit your change to your principal for his/her approval by clicking the **Rqst Approval** button. If approved, the change will be sent 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.*

Location: 04125 Quince Orchard High School
Fiscal Year: 2020 Open From: 08/01/2019
Approved Amt: \$ 25.00 Due Date: 05/29/2020

Approved ECA Class 3 Stipends

| EID | Name | Activity | Description | Aprvd \$ | Paid \$ |
|-------|--------------|----------|--------------------|----------|---------|
| 44444 | Kim, Fred J. | E3B144 | Gymnastics (Girls) | 25 | 0 |

Activity: E3A024 Gymnastics (Girls) EID: 44444 Kim, Fred J. Supp Svcs: Prvs \$ Aprvd: 25.00 Paid \$: 0.00 Rvsd \$: FTE: 1.0000

Buttons: View History, Rqst Approval, Add

MCPSCS FY 2020 Extracurricular Activity (ECA) Plan
Additions and Changes for Class 3 Stipends

Work Unit: 0
Work Unit Status: Open

| Activity - Description | EID | Name | Supp Svcs | Prvs \$ Aprvd | Paid \$ | Rvsd \$ | Adj to \$ | FTE | Rmv |
|-----------------------------|-------|--------------|-----------|---------------|---------|---------|-----------|--------|-----|
| E3B144 - Gymnastics (Girls) | 44444 | Kim, Fred J. | | 25.00 | 0 | 50.00 | 25 | 1.0000 | |

Buttons: View History, Rqst Approval, Add

Browser tabs: P_FISCAL_YEAR=2020%, e-Deposit Image Ca..., Pay & Tax Docume...

Buttons: Sign Out, Home

Welcome, Hrtrn40