



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://cescentdb120.mcpsmd.org/lawson/portal/> to access the ECA Class 1 hours log-in screen. Access is available each year from August 1–May 31.

2. Log in using your Outlook username and password.

User Name

Password

3. Under **Assignment Verification**, located in the blue navigation bar on the left side of the screen, click on the drop-down arrow and select **MH70-Salary Supp Menu**.

Assignmnt Verification

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.

Company Montgomery Cnty Public Schools

Location Stedwick Elementary School

? Inquire

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

- Next to **Full Employee View**, located in the blue navigation bar on the left side of the screen, click on the drop-down arrow and select **Employee View**.
- Enter an ECA Class 1 sponsor's employee ID number and click again 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, right click on the **gray double arrow button** at the top of the screen and to the right of the Home tab and select **Back**.

Full Employee View

Full Employee View

Employee View

Information System **Employee View (PA22.1)**

Previous **? Inquire** Next Inquire

Company Employee

Information System **Employee View (PA22.1)**

Previous Next Inquire

Company Employee Adams, Diane F.

Status Effective 10/23/1993 FTE 1.000000 User ID ADAMS01A Email Diane_F_Adams@mcpsmd.org Birthda 01/17

#	Position	Process Lvl	Job Code	Effective	Transaction	FTE	Location
1	02568-4250-00 School Administrative Secretary	02568-Stdwick Elementary School	4250-School Admin Secretary 16	10/18/2003	10/17/2003	1.000000	02568-Std

#	Job Code	Process Lvl	Location	Department	Start	End
1	E10011-Various ECA Activities	02568-Stdwick Elementary School	02568-Stdwick Elementary School	ENONE-ECA	07/01/2016	06/30/2017



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6. Click on **SEL**, next to **ECA Class 1 Online Process**
The ECA Class 1 hours work unit screen opens.

Tip: To return to the Home Tab at any point during this process, use the **Back** button located in the upper left corner of the screen. Do NOT click on the left facing arrow at the top left of the screen.

Salary Supplement Verification & Extracurricular Activities Assignments

- SEL Elementary Team Leader Assignments (for elementary, infants and toddlers, and special schools only)
- SEL Elected Faculty Representative Assignments
- SEL Verification of Department Size
- SEL **ECA Class 1 Hours (for elementary, middle and special schools only)** ←
- SEL ECA3 Class 3 Stipends (for elementary and middle schools only)

The screenshot shows the 'Approved ECA Class 1 Hours' table with columns: EID, Employee Name, Activity, Description, Approval, Paid Hrs, and FTE. A 'Drill Around' dialog box is open, displaying a list of 'ECA Class 1 Activities' with columns for Activity, Description, and Active Flag.

Activity	Description	Active Flag
E15121	Business Management	Active
E15131	Distributive Ed Club (DECA)	Active
E15151	Horticulture	Active
E15161	Catering	Active

7. 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 correct ECA Class 1 activity code, click on the small arrow to the right of the **Activity** field and the activity codes and descriptions will appear in the **Drill Around** screen. Once you click on the 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.
- Tab to the Employee ID (**EID**) field and, if you know it, enter your sponsor's EID number. If you do not, click on the arrow to the right of the field to search for and select the employee. After entering the EID, press the **Tab** key to see the sponsor's name. If you entered an incorrect EID, you can click in the **EID** field, enter the correct EID, press **Tab** and the name will appear. Press **Tab** again.

Activity: [] EID: [] Supp Svcs: [] Prvs Hrs: [] Aprvd: [] Paid Hrs: [] Rvsd Hrs: [] FTE: []

↑

View History | Rpt Approval

Activity: [] EID: [] Supp Svcs: [] Prvs Hrs: [] Aprvd: [] Paid Hrs: [] Rvsd Hrs: [] FTE: []

↓

Drill Around -- Webpage Dialog

Close | Search | Find Next | Reset | Printable View

ECA Class 1 ACTIVITIES

Activity	Description	Active Flag
E15121	Business Management	Active
E15131	Distributive Ed Club (DECA)	Active
E15151	Horticulture	Active
E15161	Catering	Active

Activity: E1X011 Various ECA Activities EID: [] Supp Svcs: [] Prvs Hrs: [] Aprvd: [] Paid Hrs: [] Rvsd Hrs: [] FTE: []

↑

Activity: E1X011 Various ECA Activities EID: 12393 Adams, Diane F. Supp Svcs: [] Prvs Hrs: 5 Aprvd: [] Paid Hrs: 0 Rvsd Hrs: [] FTE: 1.0000

↓

View History | Rpt Approval



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- Your cursor will be in the **Rvsd Hrs** field. Enter the number of Class 1 hours 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 **Rvsd Hrs** field, highlighting the hours, and entering a new number of assigned hours. Press the **Tab** key to see the new assigned hours under **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.
- 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.

Activity	EID	Supp Svcs	Prvs Hrs	Aprvd	Paid Hrs	Rvsd Hrs	FTE
E1X011 Various ECA Activities	12393 Adams, Diane F.	✓	0	0	0	5	1.0000

Buttons: View History, Rqst Approval, Add

Work Unit: Open
Adj Hrs: 5
Adj Amt: \$72.50

Activity	Description	EID	Name	Supp Svcs	Prvs Hrs	Aprvd	Paid Hrs	Rvsd Hrs	Adj to Hrs	FTE	Rmv
E1X081	Various ECA Activities	12393	Adams, Diane F.	✓	0	0	0	5	5	1.0000	X

Work Unit: Open
Adj Hrs: 10
Adj Amt: \$145.00

Activity	Description	EID	Name	Supp Svcs	Prvs Hrs	Aprvd	Paid Hrs	Rvsd Hrs	Adj to Hrs	FTE	Rmv
E1X081	Various ECA Activities	12393	Adams, Diane F.	✓	0	0	0	10	10	1.0000	X

Activity	Description	EID	Name	Supp Svcs	Prvs Hrs	Aprvd	Paid Hrs	Rvsd Hrs	Adj to Hrs	FTE	Rmv
E1X081	Various ECA Activities	12393	Adams, Diane F.	✓	0	0	0	10	10	1.0000	X

Activity	EID	Supp Svcs	Prvs Hrs	Aprvd	Paid Hrs	Rvsd Hrs	FTE
E1X011 Various ECA Activities	12393 Adams, Diane F.	✓	5	0	0	10	1.0000

Buttons: View History, Rqst Approval, Add

Activity	EID	Supp Svcs	Prvs Hrs	Aprvd	Paid Hrs	Rvsd Hrs	FTE
E1X011 Various ECA Activities	12393 Adams, Diane F.	✓	5	0	0	10	1.0000

Buttons: View History, Rqst Approval, Add

Activity	EID	Supp Svcs	Prvs Hrs	Aprvd	Paid Hrs	Rvsd Hrs	FTE
E1X011 Various ECA Activities	12393 Adams, Diane F.	✓	5	0	0	10	1.0000

Buttons: View History, Rqst Approval, Add



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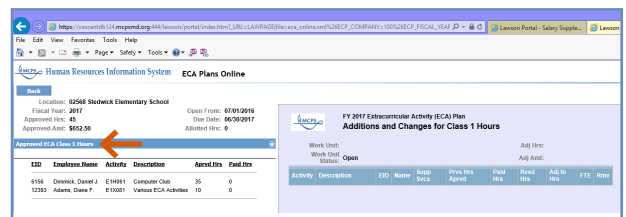
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8. Once you have finished listing your sponsors, submit the plan to your principal for approval.

- Click the **Rqst Approval** button, found at the bottom of the work unit screen. This sends the plan to your principal's **Inbasket ProcessFlow Integrator** on his or her **Home** tab.
- A pop-up message appears, "ECA Online Approval request submitted successfully."
- 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 school principal approves your ECA Class 1 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 1 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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9. 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.

10. To **CHANGE** previously approved Class 1 hours, follow steps 1–5. 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 with the adjustment to the hours in the **Adj to Hrs** 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. Special school principals will send your 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.

11. To exit the system, click on **Logout** in the upper right corner to close the browser.

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.

EID	Name	Activity	Description	Aprvd Hrs	Paid Hrs
12393	Adams, Diane F.	E1X081	Various Activities	100	0
74928	Lynch, Stacey H.	E1J071	Yearbook, Elem & Middle	20	0

Activity: E1X081 Various Activities EID: 12393 Adams, Diane F. Supp Svcs: [v] Prvs Hrs Aprvd: 100

[Rqst Approval](#)

Activity: E1X011 Various ECA Activities EID: 12393 Adams, Diane F. Supp Svcs: [v] Prvs Hrs Aprvd: 10 Paid Hrs: 0 Rvsd Hrs: 50 FTE: 1.0000

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

Activity	Description	EID	Name	Supp Svcs	Prvs Hrs Aprvd	Paid Hrs	Rvsd Hrs	Adj to Hrs	Remove
E1X081	Various Activities	12393	Adams, Diane F.	[v]	100	0	50	-50	[X]

Activity: E1X081 EID: 12393 Supp Svcs: [v] Prvs Hrs Aprvd: 100

[Rqst Approval](#)

[logout]

