



Employee & Retiree Service Center

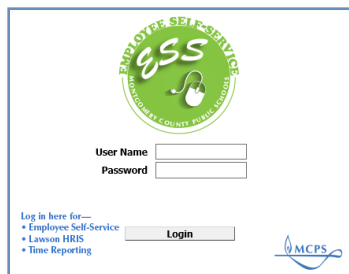
Extracurricular Activity (ECA) Plan Principal ECA Plan Review for Elementary, Middle, High & Special Schools

INSTRUCTIONS FOR ONLINE APPROVAL OR REJECTION

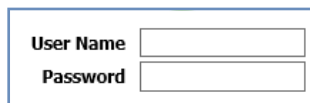
Principals are required to review and either approve or reject school ECA plans. Once an administrative secretary has entered the ECA Class 1 and/or ECA Class 3 plan(s) online, he/she submits the plan(s) to the principal for approval.

The principal will receive an e-mail with instructions to log in to his/her inbasket in the Lawson portal to review the ECA plan(s).

1. Visit <https://cescentdb120.mcpsmd.org/lawson/portal/> to access the Lawson portal. Access is available each year from August 1–May 31.



2. Log in using your Outlook username and password.



3. Under **Inbasket Process Flow Integrator**, located in the blue navigation bar on the left side of the screen, click on **Principal Approver**.



4. The **Principal Approver** screen will display. Click on the description of the request.

Workunit	Description	Work Category
23282	ECA3 Request Strathmore Elementary School Fiscal Year 2016	02822

5. The **Additions and Changes for ECA Online Plan** screen will display. Review the additions and/or changes.

Activity	Description	EID	Name	Supp Serv	Prvs \$	Paid \$	Rvrsd \$	Adj to \$	FTE	Emp View
E3R051	Choral Director ES	89378	Russell, Jacqueline C.		0	0	1044	1044	1.0000	Emp View

6. Click on the **Emp View** button to verify the sponsor's eligibility.

Activity	Description	EID	Name	Supp Serv	Prvs \$	Paid \$	Rvrsd \$	Adj to \$	FTE	Emp View
E3R051	Choral Director ES	89378	Russell, Jacqueline C.		0	0	1044	1044	1.0000	Emp View





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7. On the next screen, you can verify eligibility based on the total FTE and assignment(s). You can enter another ECA sponsor's employee ID number and click on **? Inquire** to verify others' eligibility without returning to the Additions and Changes screen.

#	Position	Process Lvl	Job Code	Effective	Transaction	FTE	Location
1	02822-1839-90 Teacher General Music	02822-Strathmore Elementary School	1039-Teacher, General Music AD	08/22/2011	08/29/2011	0.800000	02822-Strathmore Elementary
2	02780-1039-90 Teacher General Music	02780-Ed Pre Elementary School	1039-Teacher, General Music AD	07/19/2015	06/28/2015	0.200000	02780-Ed Pre Elementary Sch

8. Click on the **Back** button to return to the navigation bar to approve or reject your submission. If you find that a sponsor is not eligible, the entire submission must be rejected.



9. Once you have reviewed the submission, either approve or reject the request by clicking—

- **Approve**, located on the left side of the screen under **Actions**. Your submission will be sent to the Employee and Retiree Service Center (ERSC) for processing.* The system will send an e-mail to the administrative secretary indicating that the request has been approved.
- **Reject**, also located on the left side of the screen under **Actions**. The system will send an e-mail to the administrative secretary indicating that the request has been rejected. The administrative secretary will need to correct the request and resubmit it for the principal's approval.

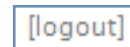
FY 2017 Extracurricular Activity (ECA) Plan
Additions and Changes for Class 3 Stipends
Location: 02822 Strathmore Elementary School

Activity	Description	EID	Name	Supp Serv	Prvs \$ Apvrd	Paid \$	Rvrd \$	Adj to \$	FTE	Emp View
ESR051	Choral Director ES	89378	Russell, Jacqueline C.	0	0	1044	1044	1.0000	Emp View	

FY 2017 Extracurricular Activity (ECA) Plan
Additions and Changes for Class 3 Stipends
Location: 02822 Strathmore Elementary School

Activity	Description	EID	Name	Supp Serv	Prvs \$ Apvrd	Paid \$	Rvrd \$	Adj to \$	FTE	Emp View
ESR051	Choral Director ES	89378	Russell, Jacqueline C.	0	0	1044	1044	1.0000	Emp View	

10. To exit the system, click on **Logout**.



Tip: Elementary schools may assign ECA Class 1 hours activities to staff sponsors without prepaying. They will be invoiced for all ECA Class 1 hours each June.

Middle and high schools may assign ECA Class 1 hours activities over their allotted Class 1 hours without prepaying by check. They will be invoiced for all ECA Class 1 hours over their allotted hours through iReceivables.

* Special school submissions will be sent to the Office of Special Education for final approval before they are sent to ERSC.

