



Employee & Retiree Service Center

FY 2019 Salary Supplement Verification Forms

Verification of Assignment for Elected Faculty Reps (EFRs)

INSTRUCTIONS FOR COMPLETING ONLINE FORM

1. Visit <https://cescentdb120.mcpsmd.org/lawson/portal/> to access the Salary Supplement Verification Forms log-in screen.

User Name
Password

2. Log in using your Outlook username and password.

3. Under **Assignment Verification**, located in the blue area on the left side of the screen, select **MH70-Assign Verification**.

Assignment Verification ^
MH70-Assign Verification

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 100 Montgomery Cnty Public Schools
Location 02106 Fox Chapel Elementary School

5. Click on **SEL**, next to **Elected Faculty Representative Assignments**.

» ? Inquire

A new screen opens with a list of your teachers.

SEL Elementary Team Leader Assignments
SEL Elected Faculty Representative Assignments

6. Click the boxes under the column labeled **New** that are next to the names of each teacher who will serve as EFRs in the 2018-19 school year. Do this for both new and continuing EFRs.

	Current	New
Employee Name	EFR	EFR
BOOK , THERESA	<input type="checkbox"/>	<input type="checkbox"/>
Counselor , Marilyn	<input type="checkbox"/>	<input type="checkbox"/>
Reading , Cynthia	<input type="checkbox"/>	<input type="checkbox"/>

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 location.

Save Release Close Summary

7. 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 date).

Save Release Close Summary

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

Save Release Close Summary

9. Once you have finished 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 on **Unrelease** to make further changes up until the deadline.

Save Unrelease Close Summary

10. To exit:

- To return to the menu, click on **Close** to select another option, or click on **Log out** to exit the system.
- Click on the **X** in the upper right corner to close the browser.

Save Unrelease Close Summary

[logout]

