Employee & Retiree Service Center

E R S C

FY 2019 Salary Supplement Verification Forms

Verification of Assignment for Elementary Team Leaders (ETLs)

INSTRUCTIONS FOR COMPLETING ONLINE FORM

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

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**.

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.

5. Click on **SEL**, next to **Elementary Team Leader Assignments (for Elementary, Special and IFT schools only)**.

    A new screen opens with a list of your teachers.

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

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

    Note: To qualify as an ETL, an employee must have a 1.0 FTE at your school location.

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

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

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

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.

| | User Name | |
| | Password | |

Assignment Verification

MH70-Assign Verification

| Company | 100 | Montgomery Cnty Public Schools |
| Location | 02106 | Fox Chapel Elementary School |

? Inquire

| SEL | **Elementary Team Leader Assignments** |
| SEL | Elected Faculty Representative Assignments |

	Current	New
Employee Name	ETL	ETL
BOOK , THERESA	☐	☐
Counselor , Marilyn	☐	☐
Reading , Cynthia	☐	☐

| Save | Release | Close | Summary |

| Save | Release | Close | Summary |

| Save | Release | Close | Summary |

| Save | Unrelease | Close | Summary |

| Save | Unrelease | Close | Summary | [logout] |

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