



Employee & Retiree Service Center

Salary Supplement Verification Forms

Verification of Employees Eligible for Summer Hours

INSTRUCTIONS FOR ACCESSING REPORT AND COMPLETING FORM

Visit <https://mingle.mcpsmd.org> to access the Lawson Business Intelligence log-in screen. You must use the current version of the Chrome browser.

Log in using your Outlook username and password.

Montgomery County Public Schools MCPS

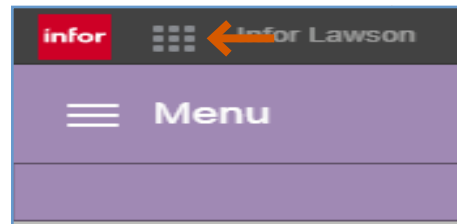
Sign in with your MCPS Username and Password

Username

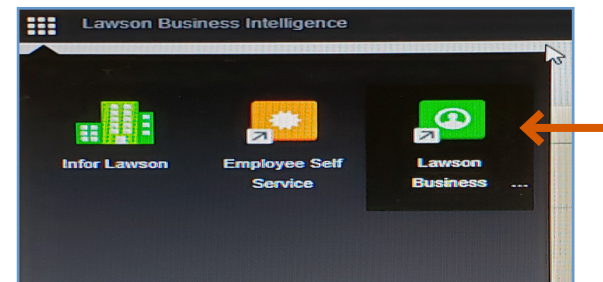
Password

Sign in

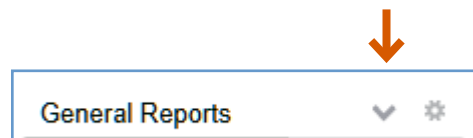
Click on the App Menu (the dot-grid icon) in the upper left-hand corner of the page.



On the App Menu, select the Lawson Business Intelligence Icon to navigate to your reports dashboard.



Click the drop-down arrow next to General Reports to view a list of reports.



Select the report Verification of Employees Eligible for Summer Hours.





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Clicking on the report link will bring up the Employees Eligible for Summer Hours form, previously sent to schools in paper form.

Review the form to confirm the data shown matches that of your location.

Employee and Retiree Service Center
Montgomery County Public Schools

Process Level - Title: 02302 Burtonsville Elementary School
Print Date: 4/20/2020

Verification of Employees Eligible for Summer Hours FY2021

VERIFICATION FORMS DUE TO THE EMPLOYEE AND RETIREE SERVICE CENTER BY JUNE 10, 2019

According to our records, the names listed below are the MCEA (10 month) professional employees at your location that are eligible for the contract guaranteed summer hours. In order to ensure that summer hours are allocated to eligible staff members prior to July 1, 2020, please verify the information and submit any changes to ERSC by June 10, 2020. Summer hours are allocated to the position, not to the person. If a vacant position is filled after July 1, summer hours are granted based on the employee's start date in the position. If an existing employee leaves your school after July 1, having used some of the summer hours, the replacement employee is eligible for the remaining hours.

1. If a listed employee is continuing in their position, please mark a "Y" in the "Continuing in the new school year" column.
2. If an employee is not going to be in their current position, please mark a "N" in the "Continuing in the new school year" column. Enter the employee ID and the name of the employee who is filling the position in the appropriate column. If the replacement is unknown, please fill "TBD". Please work with your school's staffer in filling the position.
3. Principal signs and dates the report below. Please keep a copy for your school files.

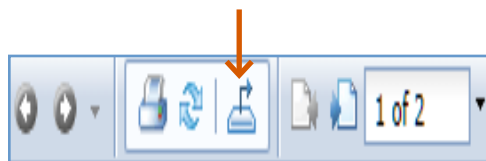
Process Level - Title: 02302 Burtonsville Elementary School

Principal Signature _____ Date _____

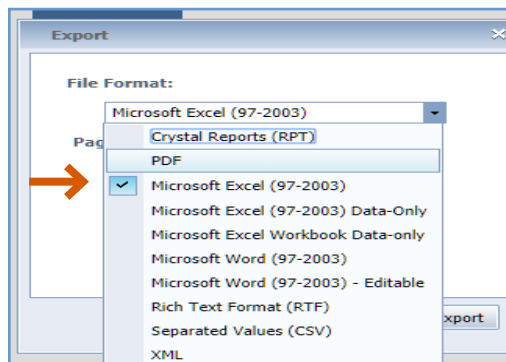
Employee	Full Name	Job Code	Description	Continuing in the new school year(Y/N)	Replacement Teacher ID	Replacement Teacher Name
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Click on the Export this Report icon to bring up exporting options.

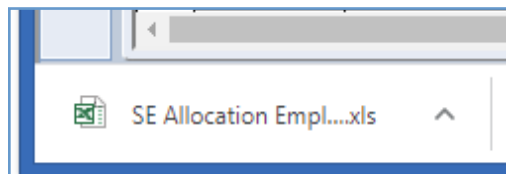
Note: You must export this form to Excel to make changes before submitting the form.



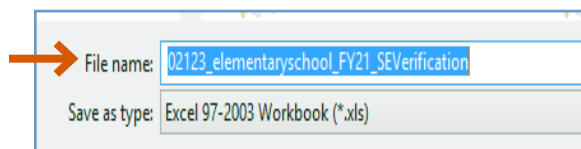
Choose the file format to export. Click the drop-down arrow and select Microsoft Excel (97-2003) as the file format. Click Export.



You will see the file appear at the bottom of the window when it has finished downloading. Click on the file.



Save the Excel workbook where you can find it. Save the workbook with the file-name schoolnumber_schoolname_FY21_SEVerification.xlsx



Note: saving your file this way will help us to locate it more quickly in the ERSC mailbox, to process your request in a timely manner.





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In the column titled, Continuing in the New School Year (Y/N), enter a 'Y' for those who will remain in the position for the new school year, and an 'N' for those that will not. Do this for every employee on the list.

Note: if there are no changes to your current list, skip the next step.

If the answer is "No" for this column: Complete the Replacement Teacher ID and Replacement Teacher Name columns. If replacement information is unknown, enter "TBA" in these columns.

If there are new positions at your location and/or employees who are not listed, add them at the bottom of your list. Highlight these individuals in red, to indicate that they are new.

Save the Excel workbook, and email it to ERSC.

Questions? Call ERSC at 301-517-8100 or Email.

Employee	Full Name	Job Code	Description	Continuing in the new school year(Y/N)
12345	Jones, John C.	1049	Counselor, Elementary BD	Y
67891	Smith, Mary B.	1049	Counselor, Elementary BD	N
111213	Doe, Jane A.	1033	Teacher, Reading Specialist BD	N

Description	Continuing in the new school year(Y/N)	Replacement Teacher ID	Replacement Teacher Name
Counselor, Elementary BD	Y		
Counselor, Elementary BD	N	99999	Thomas, Jessica D.
Teacher, Reading Specialist BD	N	44423	Young, Joy E.

Employee	Full Name	Job Code	Description
65432	Bell, Dominique G.	1052	Media Specialist BD

