Employee & Retiree Service Center

Salary Supplement Verification Forms Verification of Department Size

INSTRUCTIONS FOR COMPLETING ONLINE FORM

- 1. Visit https://mingle.mcpsmd.org/infor to access the Salary Supplement Verification Forms log-in screen. You must use the current version of the Chrome browser.
- 2. Log in using your Outlook username and password.
- Under Assignment Verification, located in the blue area on the left side of the screen, select 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.
- 5. Click on SEL, next to Verification of Department Size.

A new screen opens with a list of your school's resource teachers on the left side of the screen and a list of school staff on the right.

- 6. Click on the box in the upper right corner of the screen to maximize your screen.
- 7. Click the name of the first resource teacher on the left.

His or her location, job code, and subject area will appear just above the Resource Teacher List.



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INSTRUCTIONS FOR COMPLETING ONLINE FORM (continued)

8. Select each staff member assigned to the selected resource teacher's department by scrolling down to the staff member's name and clicking the box at the far right of the name under the **Select** column. You may assign a staff member to a maximum of two resource teachers. **In the same manner, be sure to also select the resource teacher's own name.**

The system requires that a minimum of one staff member be selected per resource teacher.

- 9. Click **Save** to save your selections, then click **OK** to confirm your selections. You can assign all of the staff members in one sitting, or click **Save** and return later to finish or make changes (until the deadline date).
- 10. Click the **Refresh** button in the upper left corner to view the total number of selections made for each resource teacher, or simply click on another resource teacher in the list.

11	Repeat ster	os 8 through	10 for	each reso	ource teacher	
	Repeat step	os o unougn	10101	Cachilles	Juice icachei.	

- QMCP	 FY 2016 Salary Supplement Verification Forms 					
	Professional S	taff Roster for Depart	tment Size Verification	ı		
Resourc	Location: 03157 Roberto e Teacher: 53618 Nancy E Status: Unreleased	Clemente Middle School iasley Save Release Summar	Fiscal Year: Open Dates: Total Staff Members Selected:	2016 04/02/2015 - 09/30/20 0	15	\downarrow
EID	Staff Member Name	Job Description	Subject A	rea	Count	Selec
77298	Barnett , Aaron	Content Specialist BD	Tchrs-Social	Science	0	
41514	Baskin , Anne	Teacher, Middle AD	Tchrs-English	Tchrs-English		
46170	Blair , Randy	Teacher, Middle AD	Tchrs-Genera	Tchrs-General Science		
81708	Blankinship , Mary	Speech Pathologist BD	Spec Ed-Spe	Spec Ed-Speech Program		
41054	Bouton , Holly	Teacher, ESOL AD	Tchrs-ESOL	Tchrs-ESOL		
76475	Brady , Roseann	Teacher, Special Programs	AD Tchrs-Genera	al Science	0	
56238	Brodsky , Irene	Teacher, Sp Ed Resource R	m AD Spec Ed-Res	ource Program	0	
94552	Burson , Tyrone	Teacher, Middle AD	Tchrs-English	ı	0	
54991	Carraway , Eileen	Team Leader-Middle School	BD Tchrs-Genera	al Science	0	
51877	Casas , Rhonda	Teacher, Special Education	AD Spec Ed-Hou	Spec Ed-Hours Based Spec Ed		
8192	Coleman , Leigh	Teacher, Middle AD	Tchrs-Math	Tchrs-Math		
52011	Crittenden , Laura	Teacher, Alterntve Prgrms	AD Tchrs-Social	Science	0	
87082	Davis , Allison	Teacher, Sp Ed Resource R	m AD Spec Ed-Res	ource Program	0	
23911	Dempsey , James	Teacher, Special Programs	AD Media Center		0	
80271	Denney , Jamila	Content Specialist BD	Tchrs-English	1	0	
52619	Fasley , Nancy	Content Specialist BD	Tchrs-Math		0	



Resource	esource Teacher List				
Click o	on the Resource Teacher's I	lame to start.			
EID	Resource Teacher Name	No. of Staff			
14897	Okusaga, Taiwo O.	4			
53618	Easley, Nancy L.	1			
56028	Ridenour, Lisa M.	4			

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INSTRUCTIONS FOR COMPLETING ONLINE FORM (continued)

12. To view and print your Department Size Verification Report (resource teachers' staff roster), simply click on the **Print Preview** button located in the blue box on the left side of the screen just above the school location.

Click on the **Print** button in the upper left corner. You will be prompted to change your preference to landscape to ensure your printout captures each column of text in the report.

To return to the **Verification of Department Size** screen, click the X in the upper right corner of the Print Preview screen.

13. 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.

14. To exit:

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



S Print	Department Size Verifi	cation	Report		^
Locati Fiscal Ye	an: 03157 Roberto Clemente Middle School ar: 2016		_		
Emp ID	Resource Teacher Name	Count	Mbe ID	Hereber Name	Hember Department
53618	Easley, L Nancy	1	53618	Easley, L Nancy	Tuhrs-Hath
	(Tchrs-Hath)	2	56238	Brodsky, A Irene	Spec Ed-Resource Program
	(Content Specialist 8D)	3	94552	Burson, F Tyrone	Tchrs-English
56028	Ridenour, H Lisa	1	8192	Coleman, A Leigh	Tehrs-Math
	(Spec Ed-Resource Program)	2	11141	Fairbaim, G Traci	Tchrs-General Science
	(Teacher, Spec Ed Resource BD)	3	51877	Casas. S Rhonda	Spec Ed Hours Based Spec Ed
69403	Hill, B David	1	41054	Baston, 1 Holly	Tubra-ESOL
	(Tchrs-Computer Science)	2	59364	Fetner, S Patricia	Tchra-Physical Education
	(Content Specialist 8D)	3	69403	Hill, R David	Tchrs-Computer Science
		4	75737	Esteban, P Daniel	Tchrs-Spanish
		5	81708	Blankinship, A Mary	Spec Ed-Speech Program
		6	93840	Edmond, Louisket	Tchrs-French
		7	95539	Finecey-Score, X Shannon	Tuhrs-Hath
77258	Barnett, 8 Aaron	1	41514	Baskin, L Anne	Tchra-English
	(Tchrs-Social Science)	2	46170	Blair, N Randy	Tchrs-General Science
	(Content Specialist 80)	3	77296	Bernett, S Aaron	Tchrs-Social Science



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