



Extracurricular Activity Reminders FY18

Extracurricular Activity (ECA) Deadlines

	SUBMITTAL DEADLINES	COMMENTS
Elementary, Middle & High Schools	September 15	Class 3 Stipends
Middle and High Schools	October 1	Class 1 Hours
All ECA Online changes	May 31, 2018	Includes approvals by principals & ERSC
All final ECA Payments	Posted June 11, 2018	Pay Day Date: June 22, 2018

Extracurricular Activity Reminders

- Class 1 Hours @ \$15.00/hour beginning FY 2018.
- ECA hours and stipends should be posted as worked within a reasonable timeframe.
- Paraeducators cannot exceed more than 8 hours per day/40 hours per week. See ECA Handbook for more details, page xi.
- Terminated or retired employees that are not in an active status, cannot participate as an ECA coach/sponsor until they have been rehired. If they have not worked with MCPS within a year or more, they will need to be refingerprinted.

Salary Supplement Menu (MH70.1)

Company  [Montgomery Cnty Public Schools](#)
Location  [Montgomery Village Middle Schl](#)

Salary Supplement Verification Forms Menu





- [Elementary Team Leader Assignments \(for elementary, infants and toddlers, and special schools only\)](#)
- [Elected Faculty Representative Assignments](#)
- [Verification of Department Size](#)
- [ECA Class 1 Hours \(for elementary, middle and special schools only\)](#)
- [ECA Class 3 Stipends \(for elementary and middle schools only\)](#)

Extracurricular Activity Reminders

- ▶ Several ES, MS and HS ECA 3 stipends and ECA Class 1 hours submittals are currently awaiting approval from principals.
- ▶ Check the “Salary Supplement Menu” (MH70.1) screen to see if you have “**Submitted to Principal**” on the screen. If you do, you cannot post a payment for a staff member until the approval has been completed by your principal.

ECA MH70.1 Sample Screen for ECA 3

“Submittal to Principal” – Currently Awaiting Approval



Human Resources Information System **ECA Plans Online**
Search...   

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Location: 03818 Col. E. Brooke Lee Middle Schl
 Fiscal Year: 2018 Open From: 08/01/2017
 Approved Amt: Due Date: 05/31/2018

Approved ECA Class 3 Stipends

EID	Name	Activity	Description	Aprvd \$	Paid \$
No records found					


FY 2018 Extracurricular Activity (ECA) Plan
Additions and Changes for Class 3 Stipends

Work Unit: 1906833
 Work Unit Status: Submitted to Principal

Activity	Description	EID	Name	Supp Serv	Prvs \$ Aprvd	Paid \$	Rvsd \$	Adj to \$	FTE	Emp View
E3A282	Basketball Timer (MS)	93074	Johnson, Ramona J.		0	0	240	240	1.0000	Emp View
E3A482	Basketball Scorer (MS)	58983	Notley, John K.		0	0	240	240	1.0000	Emp View
E3B072	Softball MS (Girls)	95278	Oelschlaeger, Kurt R.		0	0	1155	1155	1.0000	Emp View
E3B082	Basketball, MS (Girls)	95278	Oelschlaeger, Kurt R.		0	0	1230	1230	1.0000	Emp View
E3B112	Basketball, MS (Boys)	95363	Johnston, Maxwell P.		0	0	1230	1230	1.0000	Emp View
E3B232	Soccer, MS (Boys)	94056	Abukar, Abdulwahab M.		0	0	1215	1215	1.0000	Emp View
E3B252	Soccer, MS (Girls)	95382	Johnston, Maxwell P.		0	0	1215	1215	1.0000	Emp View

Reminder: From the Office of School & Financial Operations Team - FY18

- ▶ If an ECA activity is canceled or not worked, that activity record **must** be removed using MH70.1.
- ▶ Schools are responsible for ensuring that the ECA activities in Lawson accurately reflect the staff members assigned to do the work and the ECA hours/dollars assigned to each staff member.
 - Elementary Schools will be invoiced for all ECA Class 1 hours assigned in Lawson by the middle of May 2018, regardless of whether those hours are reported as worked.

Reminder: From the Office of School & Financial Operations Team – FY18 (continued)

- Middle and High Schools will be invoiced for all ECA Class 1 hours assigned in Lawson by the middle of May 2018 that exceed the ECA Class 1 allocation for FY18 – regardless of whether those ECA Class 1 hours are reported as worked.

Extracurricular Activities For FY18 – Elementary, Middle, and High Schools Billing using iReceivables

- Elementary Schools will be invoiced in FMS iReceivables for all ECA 1 hours June 1, 2018. Payment is due at the time of billing.
- Middle and High Schools requiring more than their allotted ECA Class 1 hours will be billed for the overage June 1, 2018. Payment is due at the time of billing.
 - Questions should be directed to Annie Stone, School & Financial Operations Team via email at:
Annie_H_Stone@mcpsmd.org
- ECA online process will close the end of business May 31, 2018.

Extracurricular Activity (ECA)

FY18 ECA Handbook on the MCPS website

- Enter ECA or ECA Handbook on the search box.
- Another way of locating the handbook is through “MyMCPS.”
- ECA Class 1 hours Activities and Job Codes have changes in the FY18 handbook. Please review activity job codes before assigning hours.

Position & Salary Administration

TEAM MEMBERS

Barb Ahalt Roberts	Specialist
Patti Woolf	Specialist
Gina Ripoli	Senior Specialist

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