

educational service center
of Central Ohio Serving Delaware, Franklin & Union Counties

Solomon Training for Teachers

Revised September 2016

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Solomon for the 2016-2017 School Year

PROCESSES AND PROCEDURES

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Adding Newly Enrolled Students

- If students need to be added to the timecard, please contact solomon.help@escoco.org and carbon copy the Approver of your time card on the request.
- Be sure to use the students name as it appears on their student record and to spell the student's name correctly on your request.

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Topics For New and Returning Users

- What is Solomon?
- How will data in Solomon be used?
- What data will get entered?
- Solomon Glossary
- Timecard Rules
- Helpful Tips
- Solomon Help

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What is Solomon?

- Solomon is a Microsoft software application that business can use to track financial and billing data and project information.
- The ESC of Central Ohio is using this software to track program enrollment and related services provided to students.

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How will data in Solomon be used?

- This information will be used for two purposes:
 - 1.To verify that students are receiving the programs and services on their Individual Education Plans (IEPs) and
 - 2.To ensure that the data used to bill districts is as accurate as possible.

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What data will get entered?

- The ESC has a secure, on-line "portal" where staff will log-in to access the Solomon application.
- All students are marked with a "1.0" for each day ENROLLED. Solomon is NOT intended to be used for tracking a students or staff's attendance.
- If school is closed for a Calamity Day the student is still considered enrolled for that day. HOWEVER, should that calamity day be made up in the future, DO NOT record enrollment for that day.

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Solomon Glossary

- Project – a student
- Task – an program
- Web Apps (portal) – where you log into Solomon on-line.
- Timecard – where you enter the days the students is enrolled in your classroom.

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Timecard Rules

- A timecard must be created for all weeks during the school year.
 - Winter Break and Spring Break timecards should be created before you leave for break and submitted with all 0's. You must mark the timecard complete.
 - All timecards must be submitted for approval:
 - **Every Friday no later than 5:00pm**
 - If any extenuating circumstances may prevent access to the internet, please contact Solomon.Help@escoco.org as soon as you are aware of the issue.

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Solomon for the 2016-2017 School Year

HOW TO ENTER DATA IN SOLOMON

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What you'll learn

- How to log into Solomon
- How to Navigate Web Apps
- How to create an initial timecard
- How to submit a timecard for approval
- When to delete students from your timecard and how to do it
- How to create subsequent timecards
- When to delete a timecard and how to do it

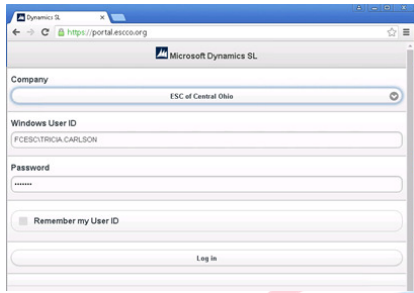
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How to Log Into Solomon (desktop, laptop, or phone)

- Using the Google Chrome browser go to website: <https://portal.escco.org>
- Log in using FCESC\Your network login
- Enter your network password
- Select "Remember my User ID" if you are using your office workstation.
- You can either press enter or select the "Log in" button

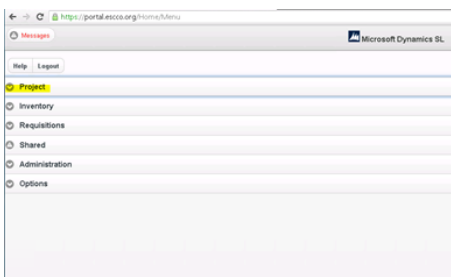
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How to Log Into Solomon (cont.)



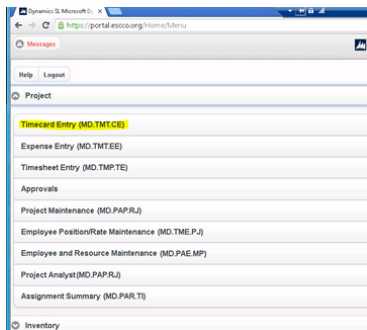
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Select "Project" in the list of Applications



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Select "Timecard Entry" in the list of Applications



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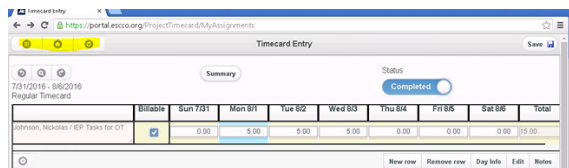
How to Navigate through Web Apps

In the upper left hand corner of the screen there are three buttons:

- The first one is to go back to the main menu
- The second one is to go home
- The final button is to cancel this timecard entry and start over

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How to Navigate through Web Apps (cont.)



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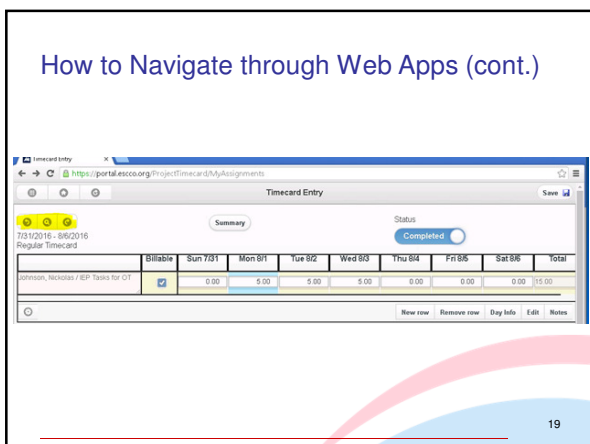
How to Navigate through Web Apps (cont.)

In the upper left hand corner of the timecard there are also three buttons:

- The first one is to go back to the last timecard
- The second one is to look up a timecard
- The final button is to cancel this timecard entry and start over

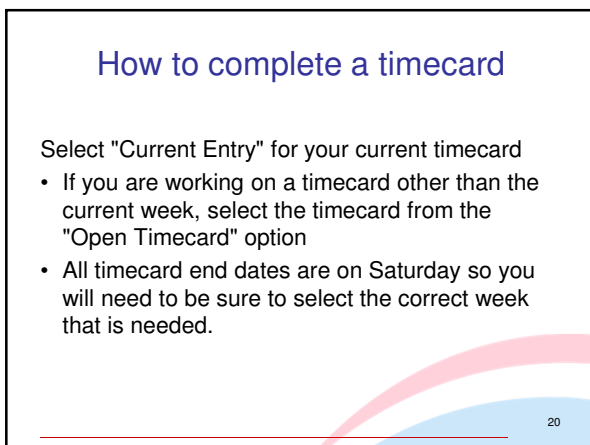
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How to Navigate through Web Apps (cont.)

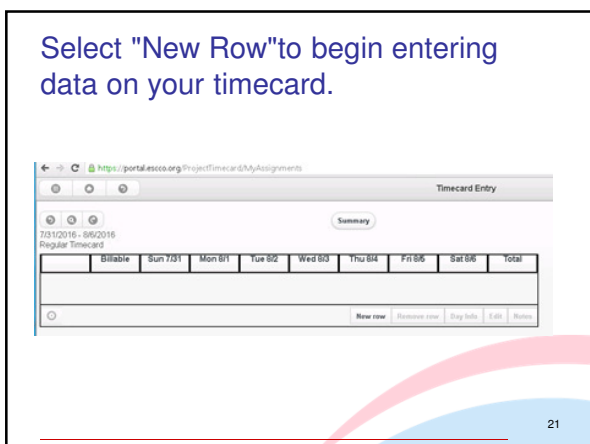


How to complete a timecard

- Select "Current Entry" for your current timecard
- If you are working on a timecard other than the current week, select the timecard from the "Open Timecard" option
 - All timecard end dates are on Saturday so you will need to be sure to select the correct week that is needed.



Select "New Row" to begin entering data on your timecard.



Program Task Codes

- For each of your students please only select the task code related to your classroom type:

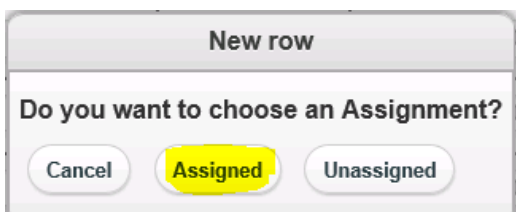
ACT = TRACC
CBT = Campus Based Transition
CCMD = Low Incidence
CRSCRK = Cross Creek
STACK = Structured Teaching for Autistic and Communication-delayed Kids

ED = Emotional Disturbed FULL DAY
ED2 = Emotional Disturbed QTR DAY
ED3 = Emotional Disturbed HALF DAY
HI = Hearing Impaired FULL DAY
HI2 = Hearing Impaired QUARTER DAY
HI3 = Hearing Impaired HALF DAY

If your student is missing the appropriate task code please STOP and email Solomon.Help@escoco.org. DO NOT CONTINUE entering data for that student.

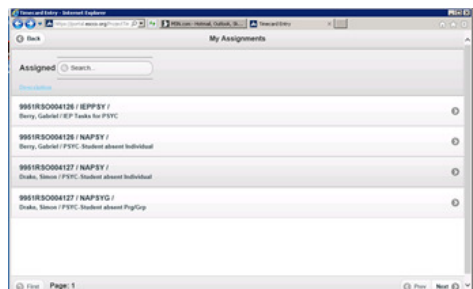
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Then select "Assigned"



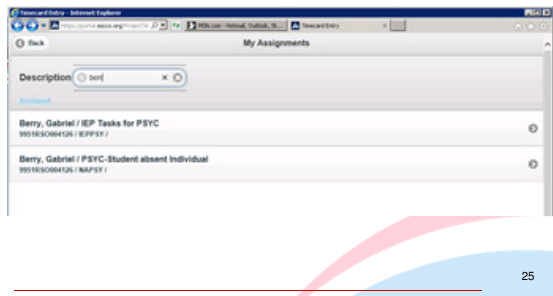
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Select the Project

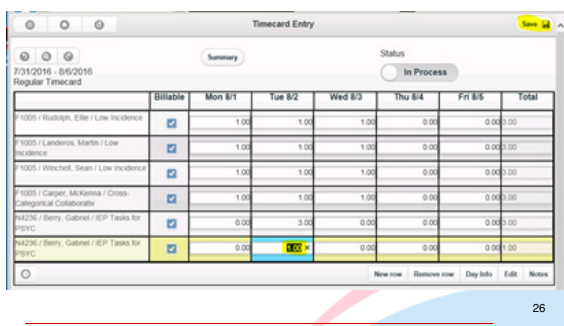


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Type 4 or more letters of Student's Name in the Description Box and matching projects will appear below.



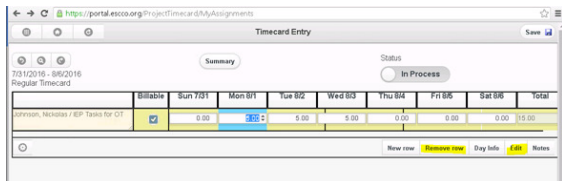
Select the day and enter the student's enrollment status (either 1 for enrolled or 0 for not enrolled).



Select "Save"

- After adding a new row, select "save"
- Select "New row" to create another timecard line
- To insure all of your lines are saved – save after each line is complete with time entered.
- If needed, you can remove a line by highlighting the line and selecting "Remove row" (refer to next slide)

To Edit a line – Highlight the line and select "Edit"



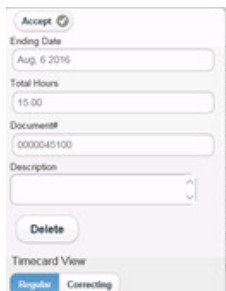
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Adding Comments to a timecard if needed

- Press the Summary Button to add comments
- Type your comments in the "Description" box
- Select "Accept"

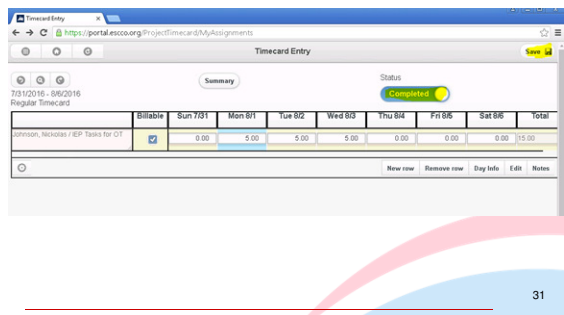
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Adding Comments to a Timecard(cont.)



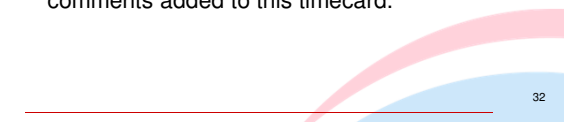
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To submit your timecard select the status button and change it to "Completed" then select "Save".



Timecard Ready for Approval

- Your timecard is now complete and ready to be approved.
- Press the "Summary" button to get a recap of the total hours entered on this timecard if desired.
- Press the "Summary" button to review the comments added to this timecard.



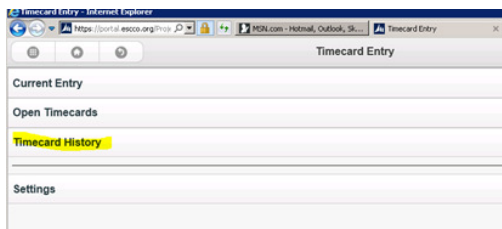
How to Duplicate a Timecard

To Duplicate a past timecard:

- Go to "Project"
- Select "Timecard Entry"

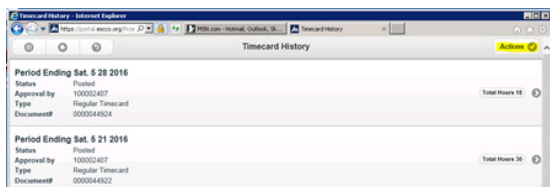


Select "Timecard History"



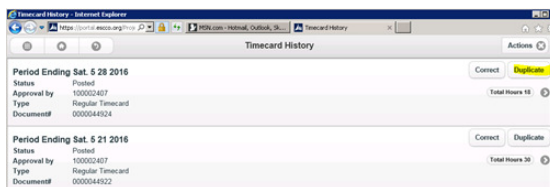
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Click "Actions"



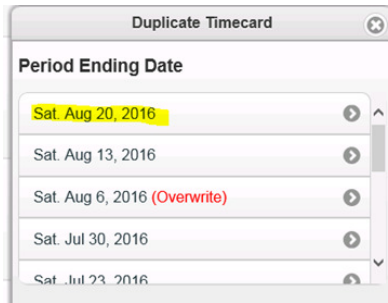
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Click "Duplicate" next to the timecard you wish to duplicate.



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Pick the period to duplicate.



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Duplicated Timecard will Appear

- Your new timecard will appear with all of the projects from the duplicated timecard.
- The hours are reset to zero.
- Continue to add hours as needed.

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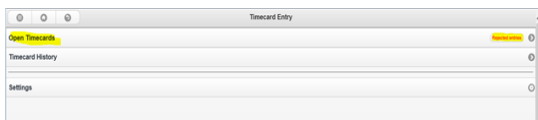
Example of a Duplicated Timecard

The screenshot shows a 'Timecard Entry' window for the period 8/14/2016 - 8/20/2016. It has tabs for 'Summary' and 'In Process'. Below is a table with columns for 'Billable', 'Mon 8/15', 'Tue 8/16', 'Wed 8/17', 'Thu 8/18', 'Fri 8/19', and 'Total'. The table contains several rows of project data with zero hours recorded for each day.

	Billable	Mon 8/15	Tue 8/16	Wed 8/17	Thu 8/18	Fri 8/19	Total
F1001 / Rudolph, Eric / Low Incidence	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00:00
F1000 / Landeris, Martin / Low Incidence	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00:00
F1000 / Witschel, Stan / Low Incidence	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00:00
F1000 / Casper, Nicholas / Cross-Categorical Collaborativ	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00:00
F1012 / Webb, Angel / Cross-Categorical Collaborativ	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00:00
F1002 / Malinowski, Cassandra / Cross-Categorical Collaborativ	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00:00

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To Correct a Rejected Timecard – Select "Open Timecards"



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To Correct a Rejected Timecard (cont.)

- Scroll down to the timecard that has been rejected – Select it to open the timecard.
- Make your changes, then change the status to "Complete" and save.
- Your rejected timecard is now ready to be approved again.

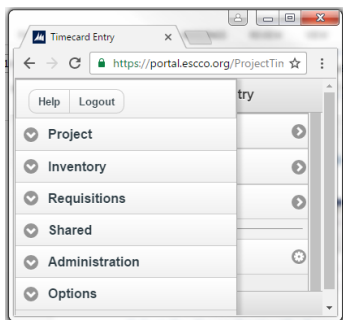
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Logging Out of Solomon

- Log out by selecting the main menu icon in the upper left hand corner of the screen
- The main menu icon is the 9 dot waffle button
- Select "Logout"
- Be sure that you have saved your data prior to logout
- If you have not saved your data and choose to logout from the main menu icon, your data will be lost.

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Logging Out of Solomon(cont.)



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Helpful Tips

- If you have any questions, red flags, or errors in your timecard contact your Approver.
- If you have submitted a timesheet to your Approver with an error, contact them to reject it, so you can make corrections.
- If you are absent on a Friday please submit your timecard from home if possible. If you cannot, please contact your Approver.

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Why and When to Duplicate or Delete a Timecard

When to delete:

- You have started (not yet saved) a timecard in the wrong week. Once a timecard has been saved, it can not be deleted.

Why to duplicate:

- So you don't have to enter all student names and tasks each time you submit a timecard.
- To minimize errors

What to duplicate:

- Once a timecard has been completed, either your initial time card or any completed timecard thereafter.

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When to Remove a Student from Your Timecard

- There are two reasons to remove a student:
 - When a student is transferred to another class or service provider
 - When a student has withdrawn from the program
- Timing for removal:
 - The student must remain on the timecard through the last day that you provided services. The week after the last day services were received, the student can be removed from your timecard.

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Reasons to use Solomon Helpdesk Solomon.Help@escoco.org

- If you have any difficulty logging into Solomon.
- If a student is enrolled in your class and not showing up as "Assigned" to you
- If you have any questions about how to use the Solomon application

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