



CONNECT  
Town Hall Meeting #1



Thank you for coming to hear about CONNECT!

## Some things to keep in mind about today:

- Materials on your seat include:
  - ✓ Index cards for you to write down your questions
  - ✓ First issue of our newsletter – *The HR CONNECTION*
  - ✓ Evaluation form for the Town Hall Meeting
  
- These Town Hall Meetings are our first efforts to bring information about CONNECT to you...
  - ✓ Please be engaged!

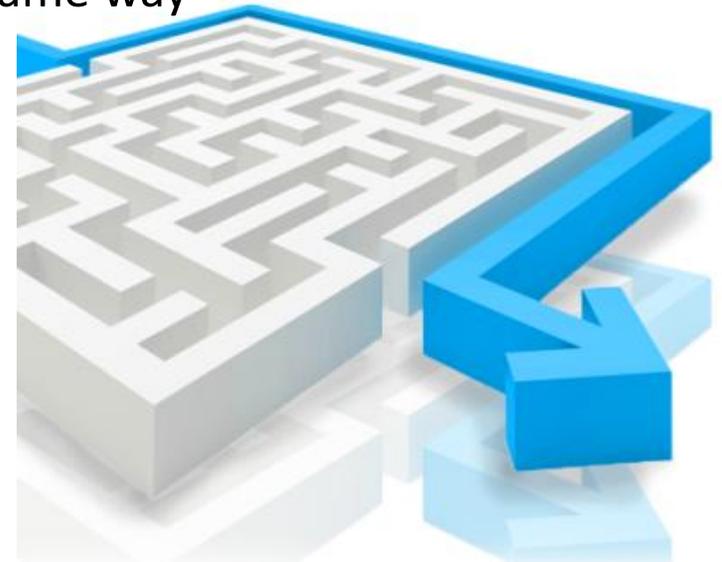


## What Is CONNECT?

CONNECT is an initiative to modernize the Judiciary's human resources processes by making them consistent, simple and electronic.

CONNECT is about making today's processes more simple

- Streamlined processes will be easier to perform
- Policies will be updated and more relevant
- Modern technology will automate tasks where possible
- All Judiciary employees will do things the same way



...Integrated...Accessible...Efficient

## Why Is CONNECT Needed?

The CONNECT solutions focus on providing automated approaches to replace our manual, paper-based processes and custom made systems.

### Key challenges that drive the need for CONNECT

- Paper time sheets are a pain & expensive!
- Manual entry from paper forms requires duplicate efforts
- HR processes need to be more simple
- Information needs to be readily available and easier to access
- Too many systems that are not linked, causing duplicate work
- Employees need more control over managing their information



...Integrated...Accessible...Efficient

## Benefits That CONNECT Delivers

### For the Judiciary...

- Fully integrated functionality of today's disjointed processes and legacy applications
- Universal data usage - once entered, data is available for each business area
- Improved accuracy, efficiency, process, visibility, and service to employees
- Built-in system controls to mitigate errors and process variations

### For the Staff...

- Less "paper pushing"
- Online Timesheets & Leave Requests
- Employee Self-Service/Manager Self-Service for real-time updates to your information
- Performance appraisals, career management, tracking of skills, certifications and qualifications
- System supported processes drive consistent application of Judiciary and State HR policies
- Automated system status alerts for updates and changes



CONNECT is delivering Employee Self-Service (ESS) and Manager Self-Service (MSS) for increased accessibility and efficiencies.

Employee Self-Service (ESS) is your access to online timesheets and submitting Leave Requests...and much more



**Employee Self Service Links**

- Timesheet**  
Report your time and task details for a day, week, or time period.
- Careers**  
Careers site to view jobs and manage your applications.
- ADA Accommodation Request**  
ADA Accommodation Request
- Compensation History**  
Review compensation history
- Web Clock**  
Enter individual punches with relevant task information.
- Interview Calendar**  
View interviews of applicants in which you are scheduled to participate.
- My Current Profile**  
Manage skills, competencies, and accomplishments in your current profile.
- Absence Request**  
Navigate to the Time start page.
- Overtime Requests**  
View or add your overtime requests.
- Personal Information Summary**  
Review a summary of your personal information.
- Training Summary**  
View a summary of your training information.
- Current Documents**  
Update or view your performance documents for the current period.

Managers/Supervisors can monitor and take action on approvals (e.g., timesheets, Leave Requests, etc.) within the system using a few keystrokes.

Manager's Dashboards deliver easy access to details about your team's attendance, schedules, etc.

- Review Direct Reports information (Employee's personal and work information)
- Monitor employees expiration dates for probationary period, acting capacity and contracts
- Visibility of the recruitment process
- Review & approval of timesheets and Leave Requests
- Online performance appraisals and Performance Plans



Say “Good-bye” to paper...“Hello” simplicity!

## Timesheets

- Everything will be online through any web browser
- Three different time reporting groups
  - ✓ Actual time / web clock
  - ✓ Elapsed Time
  - ✓ Exception Based
- Adjustments are real-time
  - ✓ Go to prior time period...enter the change...save & submit...DONE
  - ✓ No more “Assumed Performance”
  - ✓ Up to 3 pay periods back
- Automated alerts for policy infractions (e.g., “Six Occurrences”)

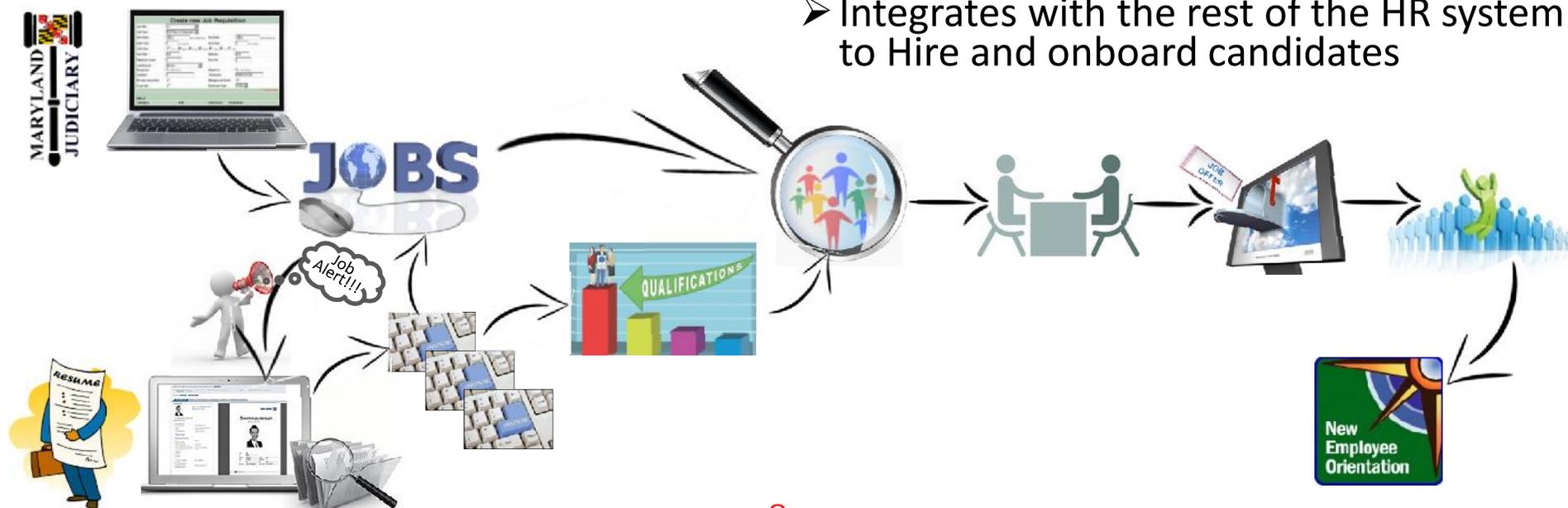
## Leave Requests

- Leave Requests submitted & approved online
- Available Leave Balance
  - ✓ Accessible any time, in real-time
  - ✓ Adjustments will automatically update
- FMLA will all be online
  - ✓ Alerts & notifications automated
  - ✓ Ability to scan & upload supporting documentation



New recruiting process moves everything online for applicants & the Judiciary.

- Candidate pre-screening for minimum qualifications
- Create one profile that can be used to submit multiple applications
- Alerts & online notifications and correspondence between recruiters, applicants and managers (e.g., offer submission and acceptance)
- Same process for external and internal candidates
- Integrates with the rest of the HR system to Hire and onboard candidates



Lets managers and employees create and view performance documents in an easy to use, flexible format.



- Employees can create a career plan to build and track the path they want to go on
- Compare a job profile to personal profile to identify how to get where you want to go
- Online performance reviews
- System supported performance improvement plans

ELM will streamline and simplify how you track your training needs and plans, and where the Education Division will administer learning opportunities.

All courses & classes in one centralized learning catalog

Track certifications & renewals

Employees will have a Learning Home Page dashboard:

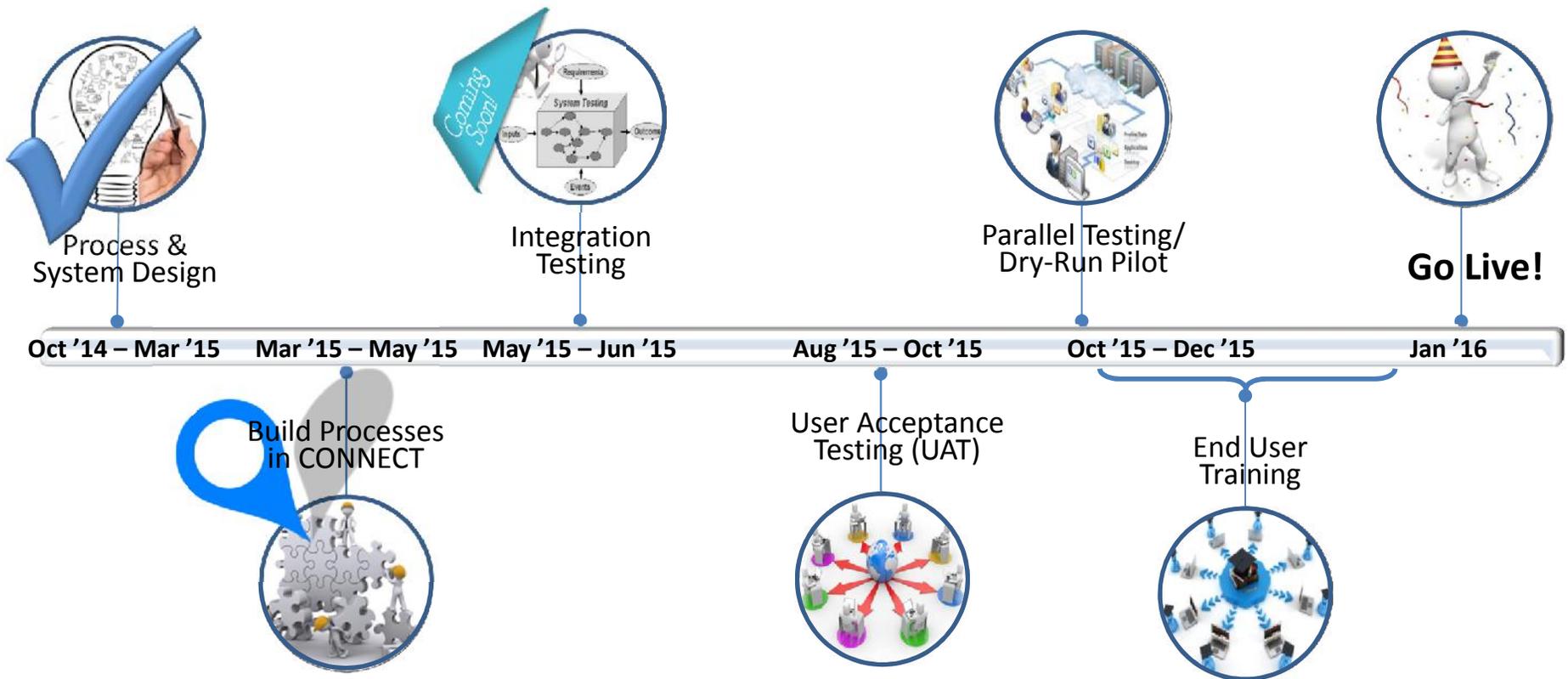
- Search for offerings & enroll in courses
- Submit requests for new learning
- View existing requests, approvals & current enrollments
- Identify & track future learning needs

Managers have visibility & access to team members' current and past learning, and future learning plans

- Approve learning requests of employees
- Enroll team members' into additional needed courses

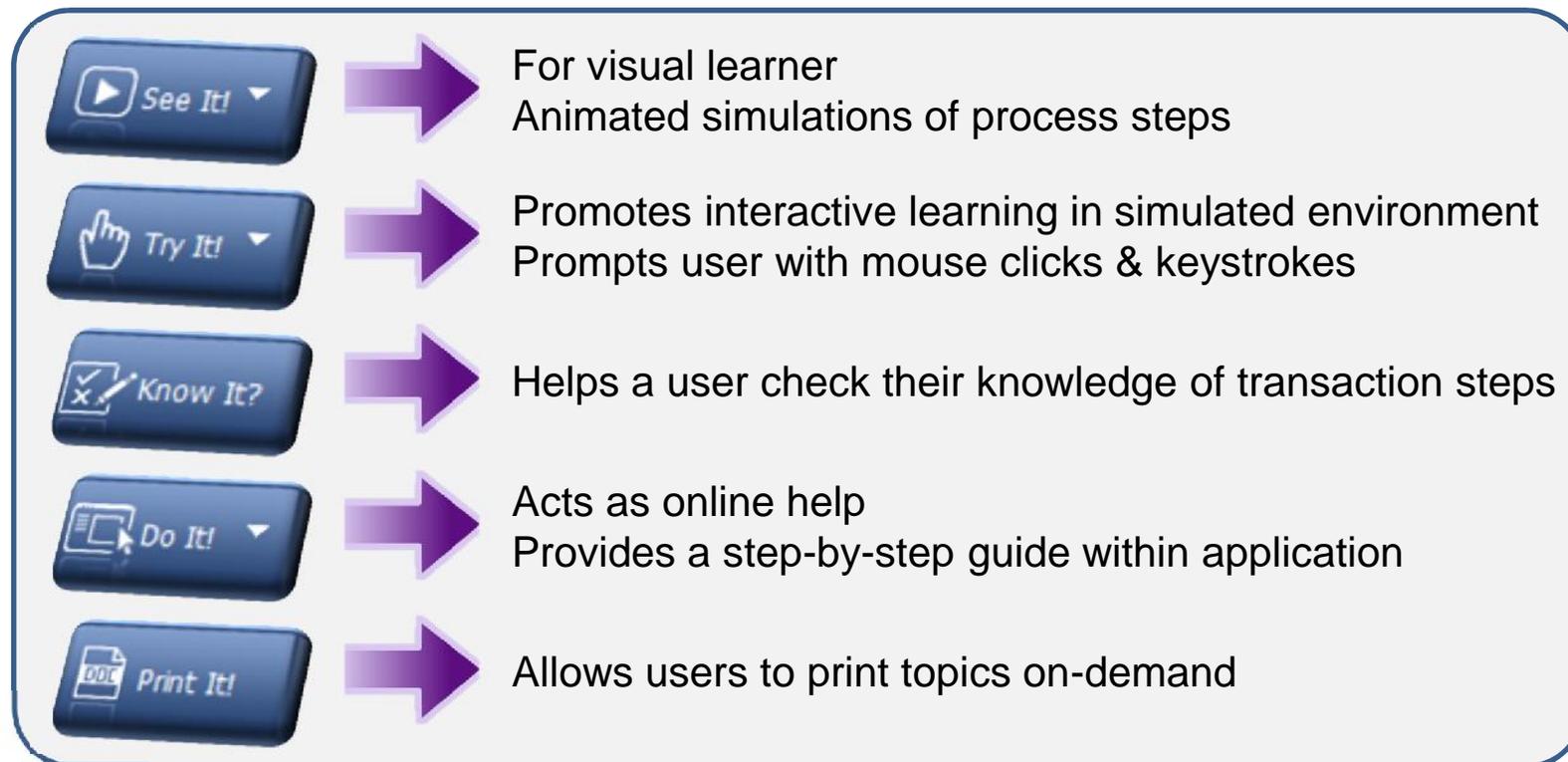


CONNECT is set to Go Live in January 04, 2016.



For most Judiciary employees, training will be web-based through online eLearning classes and electronic distance learning.

- User Productivity Kit (UPK) records processes, develops simulations, & produces web-based online training for multiple training delivery options.
- Take course as many times as you want.





# Communications – Newsletters, Websites & More

Several different communication approaches will ensure you stay informed and educated about the details of CONNECT.

The screenshot shows the CONNECT website interface. At the top left, it says "The HRCONNECTign" with the tagline "Keeping an eye on Human Resources". The main header includes "artNet" and "Maryland Courts Intranet". A navigation bar contains links for "Employees", "MD Courts", "Administration", and "Reference", along with the URL "www.mdcourts.gov" and a search box. The main content area features the CONNECT logo and a description: "CONNECT is a Judiciary-wide initiative that will bring many positive changes to today's Human Resource processes. This initiative will have widespread positive effects for every employee of the Judiciary." Below this, it lists "Three important benefits of CONNECT":

- No more paper time sheets -- time sheets and leave requests can be submitted from a desktop or laptop.
- Applicants, including current employees, can create an account, upload their resume and be able to apply for multiple jobs without additional applications.
- Online access to password-protected HR functions such as address changes, performance appraisals, and training registrations.

To the right of the text is an image of a paper shredder with a document labeled "CONNECT" being shredded. At the bottom of the screenshot, it says "Explore the CONNECT website." and "CONNECT@MDCourts.gov".



# CONNECTors Bring The Change Home

CONNECTors are our link to the you in the field to help understand the value and encourage usage of the new CONNECT processes, policies and system.

- Formerly HR Liaisons...Now our agents of change
- 150+ CONNECTors across the Judiciary
- Readiness Workshops on details of CONNECT, and managing the effects of change
- Involved in testing, training, early communication messages...our first line of support in the field



## Actions For You To Stay Engaged

It is important for you to proactively stay engaged.

- Complete the End User Training Computer Skills Assessment
  - ✓ We need to know if you're comfortable with computers & the internet
- Make sure you have access to CourtNet
  - ✓ Check out the CONNECT Website (<http://courtnet/connect>)
- Look at the newsletter – *The HR CONNECTION* – and keep an eye out for the new issue at the end of each month
- Find your local CONNECTor... and stay engaged





- We want *whatever* is on your mind!!!
  - ✓ Ask them now; or,
  - ✓ Write them on the cards; or,
  - ✓ Email us at [CONNECT@MDCourts.gov](mailto:CONNECT@MDCourts.gov)
  
- Complete the Town Hall Meeting evaluation forms
  - ✓ Leave them on your seat

*Email us at: [CONNECT@MDCourts.gov](mailto:CONNECT@MDCourts.gov)*