

## Gelisa Lewis

**From:** Connect  
**Sent:** Wednesday, November 18, 2015 4:27 PM  
**To:** Connect  
**Subject:** FW: Daily CONNECTION Point: Adding a Line for Overtime or Comp Time

The CONNECTION Point is a daily communication that will provide you tips on some key points to help you more easily use CONNECT.



When reporting any Overtime or Comp Time, it is important to separate those hours from your regular hours by entering them on another line. To do this, click on the plus sign (“+”) at the far right of the row for the day or line of Regular Time that you are reporting. This will create an additional line. You will then enter either the actual start and end (i.e. “In” and “Out”) of your overtime or comp time (for punch timesheets), or the total quantity of time under “Quantity” (for elapsed timesheets).

When reporting Overtime or Comp Time, it is important to enter the reason codes in both the Project ID column and the Activity ID column. Click on the magnifying class icon to select the appropriate code.

The steps described above are approximately 3:50 minutes into the online training when viewing the link below in “See It!” mode.

[http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml\\_kp.html?Guid=49231043-49a0-404b-8387-00e913ed10fa](http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=49231043-49a0-404b-8387-00e913ed10fa)

CONNECT  
Timesheet

Donald Duck  
Employee ID: 00000019  
Earl Reed, S  
Earliest Change Date: 07/01/2015

Select Another Timesheet  
View By: Week  
Date: 08/30/2015  
Reported Hours: 2.0

Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Time Reporting Code	Quantity	Project ID	Activity ID	Date
	Wed	9/30	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	[ST REG - Regular Time]				9/30
	Thu	10/1	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	[ST REG - Regular Time]				10/1
	Fr	10/2	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	[ST REG - Regular Time]				10/2
	Sat	10/3	New					[OT OTR - Overtime]	1.0	COURT OPS	OT JURY	10/3
	Sun	10/4	New									10/4
	Mon	10/5	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	[ST REG - Regular Time]				10/5
	Tue	10/6	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	[ST REG - Regular Time]				10/6
	Wed	10/7	New					[OT OTR - Overtime]	1.0	COURT OPS	OT LAND AC	10/7

To add Overtime for Friday, click the "+" on the Regular Time row.

The row for Overtime will appear below the regular time.

When reporting Overtime or Comp Time, you need to also select the Project ID and Activity ID from the available drop-down menus

**Note to MANAGERS:**

It is absolutely critical that you carefully review employees' time to ensure that reported time is appropriately allocated to Regular Time and Overtime/Comp Time. If there are times that need to be corrected, use the "Push Back" function. Be sure to select only those timesheet lines that need correcting; do not Push Back an entire timesheet, if it is not necessary.