
From: Connect
Sent: Wednesday, December 23, 2015 10:07 AM
To: Connect
Subject: CONNECTION Point: Adjustments for Periods Prior to 01/06/2016



Hello Judiciary Employees,

CONNECT will be used as the official time reporting system of the Judiciary. The first pay period for regular employees begins on Wednesday, 01/06/2016. The first pay period in CONNECT for contractual employees is 01/13/2016.

We are not converting any paper time sheet data for any prior periods into the CONNECT system. Prior period adjustments to leave and time sheets will not be made in CONNECT for time sheets covering periods before 01/06/2016 for regular employees and 01/13/2016 for Contractual employees, respectively.

The following outlines the steps you should take if you do have a prior period adjustment. Either:

- Send an email to your HR Liaison outlining the details of your adjustment and providing a copy of your original unchanged paper time sheet; or,
- Have your HR Liaison send a fax to the Payroll office with a detailed description of the adjustment included on the cover sheet for the fax, followed by a copy of your original unchanged paper time sheet.

Please contact the CONNECT Team at connect@mdcourts.gov if you have any questions

Thanks,
The CONNECT Team