

**Gelisa Lewis**

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**From:** Connect  
**Sent:** Monday, December 21, 2015 5:41 PM  
**To:** Connect  
**Subject:** CONNECTION Point: Use 2 Decimal Places in CONNECT  
**Attachments:** Minute to Decimal Conversion Chart 20151209a.pdf



Hello Judiciary Employees,

As a result of feedback from the Parallel testing, the CONNECT Team has increased the number of decimal places used for reporting time and absences to two decimal places (e.g., 8.25). This change will better meet the needs of the Judiciary for the time reporting increments on your timesheets and Absence Requests. The use of two decimal places will apply to all time reports, including COMP time, and all absence requests.

The attached table will assist you with converting minutes into the related decimal point value that you will need to enter on your timesheet or Absence Request. We have also updated the UPKs to reflect 2 decimal places, where appropriate.

Please contact the CONNECT Team at [connect@mdcourts.gov](mailto:connect@mdcourts.gov) with any questions.

Thanks,  
The CONNECT Team