Gelisa Lewis

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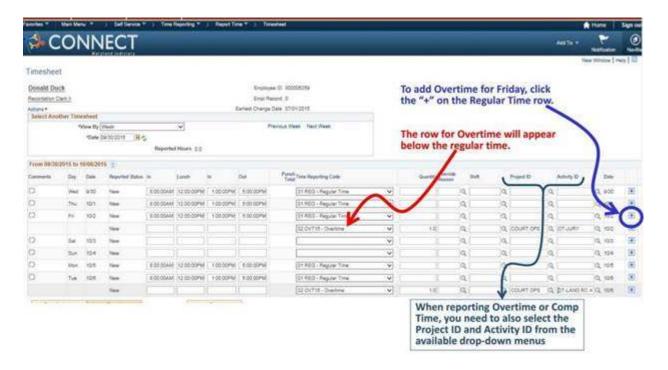

When reporting any Overtime or Comp Time, it is important to separate those hours from your regular hours by entering them on another line. To do this, click on the plus sign ("+") at the far right of the row for the day or line of Regular Time that you are reporting. This will create an additional line. 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

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.