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**From:** Connect  
**Sent:** Thursday, January 14, 2016 8:33 AM  
**To:** Connect  
**Subject:** Reminder – Absence Balances Being Loaded Into CONNECT Today



Good-morning, Judiciary Employees.

As previously announced, we are moving Absence Balances into CONNECT from old systems. We will send an announcement once the Absence Balances are fully loaded into CONNECT. At that time, you will also be able to complete your Leave Bank Enrollment.

Now is a great time to review the [CONNECTed Online Training Library](#) for the processes related to Absence Balances and Absence Requests. See the links below for a quick refresher on how to:

 **View Absence Balances**

[http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml\\_kp.html?Guid=74d95853-6853-4ac5-afa0-3fb94bbe42f7](http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=74d95853-6853-4ac5-afa0-3fb94bbe42f7)

 **Requesting Absences:**

[http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml\\_kp.html?Guid=5b18c7ba-fdf0-4675-a3f4-c703aef0baa7](http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=5b18c7ba-fdf0-4675-a3f4-c703aef0baa7)

If you need assistance, please contact your [CONNECTors](#) first. For further assistance, call the JIS Help Desk phone line at 410-260-1114, and use the new menu prompts to reach the CONNECT Support Hotline.

Thanks,  
The CONNECT Team