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**From:** Connect  
**Sent:** Wednesday, January 06, 2016 8:55 AM  
**To:** Connect  
**Subject:** Timesheets Are Now Live In CONNECT!  
**Attachments:** DESK GUIDE - Checklist for Employee Timesheet Entries 20160106a.pdf; DESK GUIDE - Completing a PUNCH Timesheet 20160106a.pdf; DESK GUIDE - Completing an ELAPSED Timesheet 20160106a.pdf; Absence Balance Availability 20160104b - FINAL.pdf



Hello Judiciary Employees:

We are excited that today is the first day of reporting time in CONNECT! From this point forward, all Regular employees will record their hours using the new online timesheets (Contractual employees will begin on next Wednesday, 01/13/16).

Attached are several “Desk Guides” to help you through the timesheet process.

- Two of these provide the basic high-level step-by-step directions for completing a timesheet. All employee complete a “PUNCH” timesheet, with the exception of S-scale employees who complete an “ELAPSED” timesheet. Judges and Law Clerks are not required to report their time in CONNECT.
- The third attachment is a CHECKLIST for all employees to ensure that you have completed all of the necessary steps and populated all of the required fields. A checklist specifically for Supervisors’/Managers’ review of submitted timesheets will come under separate cover.

If you previously reported time in CONNECT on Monday and Tuesday of this week in error, please **do not do anything else** with the time you entered. We will make the corrections on our end. Your pay will absolutely not be affected.

It is also critical for you to know that **you must submit a paper time sheet** for the recently closed pay period that ended Tuesday 01/05/16 (Contractual employees: 01/12/16). This includes reporting on the paper time sheets any time that was entered into CONNECT on Monday and Tuesday in error. This must also be submitted to Payroll on the paper time sheets as usual for this current pay period.

Please remember that Absence Requests should not be reported in CONNECT at this time. The absence balances will not be available until the last paper time sheets have been fully processed through the system. See the attached email message distributed on Monday, 01/04/16 for the availability of Absence Balances.

We encourage all employees to go to [www.mdcourts.gov/connect](http://www.mdcourts.gov/connect) to review the online training. Below are some of the key topics in the [CONNECTed Training Library](#) to make sure you are comfortable with these processes:

- **REPORT TIME – PUNCH TIMESHEET** (*Intended for all employees except for Judges, Law Clerks, S-scale*)

<http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtmlkp.html?Guid=642d5121-f5a1-461e-ad34-1920004afe52>

As a reminder, the link to the live CONNECT system is:

<https://connect.mdcourts.gov/psp/ptprd/?cmd=login&languageCd=ENG&>

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