

The purpose of Parallel Testing is to have all Judiciary employees complete their timesheet and any leave requests related to that timesheet at the same time they complete and submit their current paper time sheet during their assigned testing period. Additionally, this provides employees the opportunity to become familiar with CONNECT and confirm their understanding of the materials from the online training.

ACTIVITIES OF PARALLEL TESTING

This testing will take place in the field as part of your daily routines. The HR processes being tested are limited only to include:

- 👉 Entering timesheets (save & submit)
- 👉 Submitting Absence Requests relevant only to leave being recorded during your testing cycle
- 👉 Approving timesheets, as well as Leave Requests related to those timesheets
- 👉 Reviewing and validating all personal profile information
- 👉 Reviewing and providing updates to HR for the Organization Structure represented in CONNECT

CYCLES OF PARALLEL TESTING

The testing will occur during 4 cycles from October 21 through December 08, each aligned with a pay period. The table below identifies the assigned testing cycle for each county/organization. All Judiciary employees are anticipated to participate in Parallel Testing. County employees who act as proxies for judiciary employees will also participate.

- 👉 Cycle 1: 10/21 – 11/03
 - All Contractual Employees (~418 employees)
- 👉 Cycle 2: 10/28 – 11/10 (~1,315 employees)

○ AOC, CRAs & DCHQ	○ Carroll	○ Kent
○ JIS	○ Cecil	○ Queen Anne’s
○ Anne Arundel	○ Dorchester	○ Talbot
○ Calvert	○ Garrett	○ Washington
○ Recalled Judges		
- 👉 Cycle 3: 11/11 – 11/24 (~1,324 employees)

○ Allegany	○ Howard	○ Wicomico
○ Caroline	○ Montgomery	○ Worcester
○ Frederick	○ Somerset	○ Law Clerks & Magistrates
○ Harford	○ St. Mary’s	
- 👉 Cycle 4: 11/25 – 12/08 (~1,746 employees)

○ Prince George’s	○ Baltimore County
○ Baltimore City	○ Charles

SUPPORT DURING PARALLEL TESTING (410-260-6550)

In addition to the [online training materials](#) that will be available during Parallel Testing, users can contact the live phone support during their testing cycle by calling the CONNECT Team directly at 410-260-6550. This phone number will put directly in touch with a CONNECT Subject Matter Experts. The hours during the week of 10/21 – 10/23, the Hotline will be open 8:30AM – 4:30PM; starting 10/26 the phones will be open 6:00AM – Midnight.

While we certainly want to ensure that all users receive the support they need, we ask that only those users who are in their specific testing cycle contact the War Room with questions. If you have questions about working in CONNECT outside of your testing cycle, we invite you to email us at connect@mdcourts.gov.

ACCESS TO CONNECT

Access to CONNECT is granted to users through an account called “Active Directory”. In the coming weeks, the JIS Active Directory team will reach out to all locations with users who may not yet have a live Active Directory account. If at the time of your testing cycle you have not received your Active Directory account credentials, please contact the JIS Help Desk.