

From: Connect
Sent: Monday, January 04, 2016 10:33 AM
To: Connect
Subject: Absence Balances Availability in CONNECT



Hello Judiciary Employees,

We are all extremely excited about the launch of CONNECT. While you may be anxious to use all of its wonderful functionality, some aspects will come online incrementally. One of those components is Absence Balances.



Current absence balances will be updated as soon as the last paper time sheets have been fully processed by Payroll. For Regular employees, all balances that are carried over from the 2015 Leave Year, including any new Personal Leave, will be available starting Thursday, 01/14/16.

Any absences needed between 01/06/16 – 01/13/16 should be requested using the former written approach with your Supervisor/Manager. They will have access to your available balances during that period. You will then need to add these Absence Requests into CONNECT on or after Thursday 01/14/16.








The same process above will also apply to Contractual employees, with some exceptions. You will be able to forecast your absences between 01/13/16 – 01/26/16. Visibility of the actual balance, however, will not be available until Wednesday 01/27/16. The balance shown after that time will be your 40 hours minus any absences during the 01/13 – 01/26 period. Contractuals with FSR Admin Leave balances will have those available on Friday 01/15/16.

Below is a list of when the different types of absence balance will be available.

01/14/2016

-  Regular employees 2015 carryover balances for Annual, Sick, Law Clerk PTO, Comp Time and FSR Admin Leave
-  Regular Employees' 2016 Personal Leave Balance


01/20/2016

-  Regular employee's first Leave Year accruals for 2016 for Annual and Sick Leave
-  Flex Holidays for Court Commissioners
-  Active Judges' 2015 Annual Leave carry-over balances
-  Active Judges' 2016 awards of Annual and Personal Leave
 -  Active Judges' 2016 Personal award will reflect 48.00 hours at this time
 -  Payroll must complete manual adjustment entries for Personal Leave used between 01/01/16 and the Go Live date
 -  Please anticipate a separate request from Payroll for this information after Go Live


01/27/2016

-  Contractual employees' 2016 PTO

Following are the links to the online training materials in the CONNECTed Training Library that pertain to the viewing your Absence Balances.

 View Absence Balances

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

 Forecasting Leave Balance

http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=41be62e5-2e09-4a42-9d69-1e16f2c5fa57

Please contact the Payroll department at marti.robinson@mdcourts.gov with any questions regarding your Absence Balances.

Thanks,
The CONNECT Team