From:	Connect
Sent:	Monday, January 04, 2016 9:09 AM
To:	Connect
Subject:	CONNECT Is Now Live!

Hello Judiciary Employees:

The CONNECT system is now live and ready for use!

CONNECT brings a wealth of online capabilities alongside the long awaited electronic timesheets and absence requests. This new Judiciary-wide system also provides the ability for:

- Streamlining the onboarding, transfer, promotions and separation processes;
- Accessing and enrolling in Judiciary-wide education curriculum;
- Executing the recruitment process from start to finish, and attracting qualified talent;
- Simplifying ADA requests and other Human Resources processes;
- Obtaining valuable real-time managerial information through dashboards and reporting; and,
- Empowering employees to manage their career development through online performance appraisals, tracking of skills, certifications and other qualifications.

ACCESSING THE SYSTEM

CONNECT is accessible through the internet at any location. It is not restricted just for use within the Judiciary networks. Anywhere that you are able to access the web, you can access CONNECT. The address is listed below:

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

We suggest you make it a bookmark/favorite in your internet browser.
Please review the Desk Guide in the "**Fundamentals**" section of the CONNECTed Training Library for steps on how to add a favorite.

LOGGING INTO CONNECT

To log into CONNECT, use the same log in credentials (i.e., user name and password) that you use when accessing your Judiciary computer. This is called an "Active Directory" account.
The typical format for the user name is your FIRSTNAME.LASTNAME (e.g. MARY.SMITH). This should be entered using ALL CAPS.
Please contact the JIS Help Desk number at 410-260-1114 and follow the voice prompts to be directed to a log in specialist, if you have any issues.
For additional support, you can contact your local **CONNECTor**. The list of CONNECTors is available by clicking **HERE**.

CONNECT TRAINING OPPORTUNITIES

    Webinars for Timesheets & Absence Requests

        The CONNECT Team will host a series of webinars focusing solely on timesheets and absence requests. These are a valuable opportunity to pose questions to a panel of experts, or perhaps learn from what other

employees are asking. Registration through the online webinar system is required in order to attend. Access the **WEBINARS** section of the **CONNECTed Training Library** and click on the "Register Now" link for the date and time you would like to attend. Then, simply fill out the form and click "Submit". You will receive email reminders with the webinar details and instructions.

Onsite Timesheet Training

In collaboration with the Education Division's Technical Training Services, there will be a series of onsite training sessions held at various locations throughout the month of January. During each scheduled session, the trainers will conduct six individual 30 minute sessions to demonstrate how to complete timesheets and absence requests in CONNECT. There will also be a period for questions and answers pertaining to these two topics. The schedule for onsite training will be published in the next few days.

HOW DO I GET SUPPORT

CONNECTed Training Library (Click the title to access CONNECTed)

This should be your first stop for anything CONNECT. Here you will find over 700 individual online trainings. Each training is brief and covers only a single specific topic, providing you quick access to the knowledge you need for that topic. You can also print desktop guides from the online trainings using the "Print It!" button at the top of each module.

CONNECTors Network (Click the title to access the CONNECTors Roster)

To provide you with local support resources, we have trained a group of people called CONNECTors. It is important for you to know who your CONNECTors are, so you can contact them as your first line of support when you have a question in CONNECT.

Click **HERE** to access the complete roster of CONNECTors sorted by location. Please become familiar with your CONNECTors and reach out to them when you need information or support about CONNECT.

CONNECT Support Hotline & JIS Help Desk

In support of the CONNECT roll-out, the JIS Support Group has modified the menu prompts for the JIS Help Desk phone line 410-260-1114. This will route you directly to specialized resources for specific areas of CONNECT.

The dedicated CONNECT Support Hotline is accessible through one of the menu prompts at the JIS Help Desk number (410-260-1114). This CONNECT Support Hotline will be staffed with CONNECT experts from 7:30am-6:00pm Monday-Friday. We will also have on-call options for those needing support outside of these core hours. Once you have selected CONNECT support, there is a menu structure that will route you directly to specialized resources for assistance, as follows;

>   Press 1 for assistance with log in or password support,
>   Press 2 if you are a Recalled Judge,
>   Press 3 if you are an Active Judge,
>   Press 4 for all other CONNECT support.

TIMESHEET TYPE & TIMESHEET TUESDAY

One of the key functions of CONNECT timesheets is the ability to enter your time on a real-time basis. We recommend you record your time every day. Remember, you will use the "Save for Later" button; do ***not*** *submit* your timesheets daily. Only use the "Submit" button on Timesheet Tuesday.

> ==*Use of CONNECT timesheets does not begin until Wednesday, 01/06/2016 for Regular employees and Wednesday, 01/13/2016 for Contractual employees.*==

Employees will now submit their timesheets every Tuesday, by noon at the latest. Supervisors and Managers will then review and approve these for Payroll by 7:00AM each Wednesday.

It is important to verify that you have access to the correct type of timesheet. All Judiciary employees (except for Judges, Law Clerks, Clerks of the Circuit Court, S-Scale) will report time on a "Punch Timesheet". This is the type of timesheet where you enter your In/Out times.

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

Employees who are S-Scale will complete an "Elapsed Timesheet" that requires them to enter the total number of hours for each day. Judges, Law Clerks and Clerks of the Circuit Court do not complete timesheets in CONNECT.

http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=05481f61-b9df-4003-9ad1-1f7d2425ab42

On Wednesday, we will provide checklists that will help with the timesheet completion and review processes. One checklist will help employees ensure that they have accurately reported their time. The other checklist will be for Supervisors/Managers to use when reviewing an employee's timesheet.

TIMESHEET APPROVAL FUNCTIONALITY
Timesheet approval functionality will be available beginning Wednesday, 01/06/2016.

TIMESHEET APPROVAL WORKFLOW LIST
When you submit your timesheets for approval in CONNECT, you will see a long list of people who are in the "approval workflow". The reason for this long list is that CONNECT also includes the people in the Payroll Department who will work on processing your timesheet once your Supervisor/Manager approves it. Your Manager's Manager is also on the list so they can review/approve your timesheet in the event of your Manager's absence.

DATA VALIDATION
Now that CONNECT is live, one of the first things you should do is validate your personnel information. Attached is a checklist of some of the key items for you to review.

http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=ec1b9f9b-8368-464f-a3cf-352414738a5f

Remember, you can update this data at your own pace.

ABSENCE BALANCE CONVERSION
The employee absence balances will be reflected correctly in CONNECT after the final paper timesheet has been processed completely through the system. You can expect the correct leave balances to be reflected by January 14, 2016 for regular employees, and by January 27, 2016 for Contractual employees.

The membership of employees currently enrolled in the Leave Bank for the 2015 Leave Year will be extended to January 13, 2016. This will continue their Leave Bank membership until they can re-enroll on January 14 for the 2016 leave year.

You will receive a separate communication with more details regarding absence balances later today.

All the best for a healthy New Year!
Thanks,
The CONNECT Team