STUDENT TRAINING GUIDE

CONNECT Employee Self Service

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NOTES

CONNECT Employee Self Service

Student Training Guide

Student Name

Instructor(s) Name(s)

Class Date

Go Live Date

Help Desk 410-260-1114

Online Training Library: http://mdcourts.gov/connect/connected

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CONNECT Employee Self Service

Employee Self-Service

Important Information

Modern software evolves at an ever-increasing speed. A result is that there are updates to software on a regular basis. In the case of CONNECT, there will be regular updates, as needed, before Go live, and updates on a quarterly basis after Go Live. The on-line learning materials will be updated as well, which is why our on-line library of CONNECTed is such a valuable resource for you and for other learners.

This document is intended ONLY as a classroom session learning aide for CONNECTors. Portions of the content will change prior to CONNECT Go Live. The on-line documentation should always be considered as the current, accurate source. CONNECTors, and Judiciary employees, should regularly check for updates. Proactive notices will be available on the CONNECT portal and via email updates.

We recommend you always point other learners to the on-line resources available to them in CONNECTed.

Introduction to Employee Self-Service

Introduction to Employee Self-Service

In this learning module you will review how to:

- CONNECT Single-Sign On Portal
- My HR - Employee HR Dashboard
- The Learning Dashboard

12_21_15_CONNECT Single-Sign On Portal

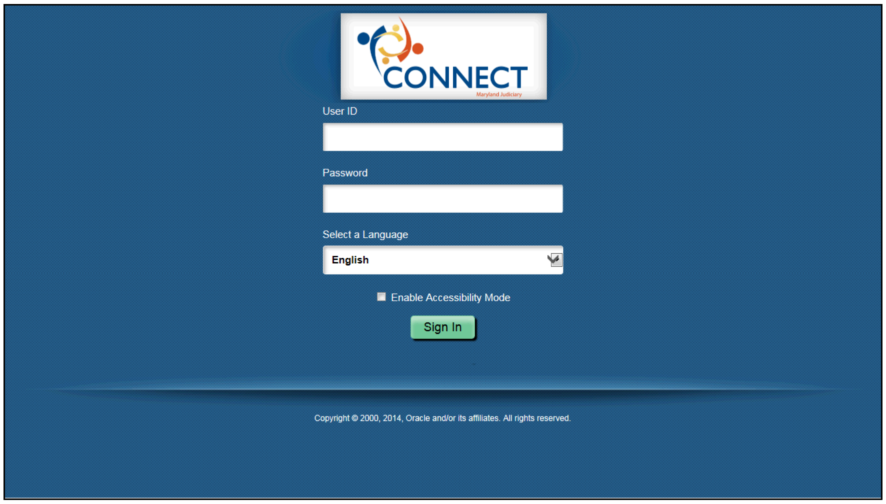
In this topic we will review CONNECT's single sign-on portal.

- My Page
- My HR
- Company Directory
- Learning Dashboard
- Main Menu

Procedure

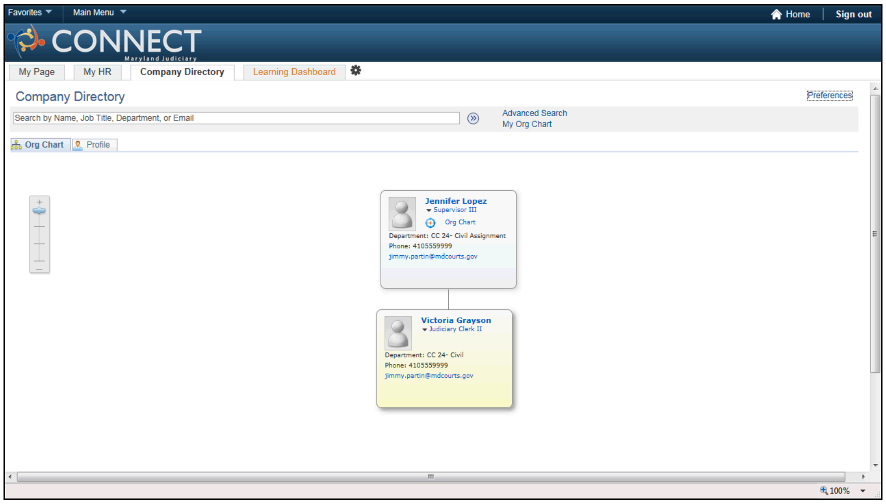
In this topic, you will review the CONNECT single sign-on Portal.

Step	Action	Notes
1.	You will use your Windows User ID and password to log in to CONNECT. In most cases, your User ID is your FIRST.LAST name (all capital letters). The password is your personal Windows password. If your User Id and password do not work, please contact the JIS Help Desk for assistance (410.260.1114).	

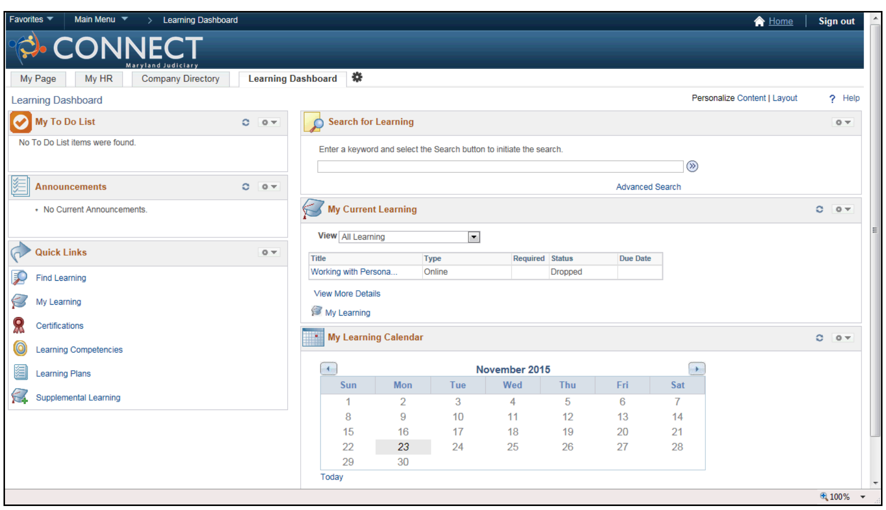


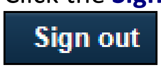
Step	Action	Notes
2.	Click in the **User ID** field.	
3.	For this example, enter "**VICTORIA.GRAYSON**" into the **User ID** field.	
4.	Press **[Tab]**.	
5.	Enter "**welcome1**" into the **Password** field.	
6.	Click the **Sign In** button. 	
7.	The CONNECT portal provides you with a single sign on to access all of the CONNECT system functions such as the Employee Dashboard, Manager Dashboards, Learning Catalog, and more.	
8.	The My Page tab contains communication pagelets that provide you with quick links to useful information.	
9.	External Links connect you to relevant employee information and forms.	
10.	If you need CONNECT assistance, follow the 3-step process.	
11.	CONNECT news contains newsletter postings and announcements that are specific to CONNECT.	
12.	The CONNECTor section provides contact information for the CONNECTors across the Judiciary. If you need assistance with CONNECT, you can contact the CONNECTor in your location.	
13.	The CONNECTed section provides links to the most frequently used job aids.	

Step	Action	Notes
14.	Click the **My HR** tab. My HR	
15.	The My HR tab provides access to the Employee Dashboard. The CONNECT Employee HR Dashboard is set with predefined pagelets. A pagelet is a small window that provides quick access and views to summary information.	
16.	Click the **Company Directory** tab. Company Directory	
17.	The Company Directory is a search field (by Name, Job Title, Department, or Email) that provides you with an organizational chart for the desired individual.	
18.	The My Org Chart link will display your organizational chart. **Refer to the Employee Self Service topic:** *View the Organizational Chart*	



Step	Action	Notes
19.	The Learning Click the **Learning Dashboard** tab. Learning Dashboard	
20.	The Learning Dashboard displays the following pagelets: • A learning to do list • Judiciary education announcements • Quick links to learning transactions • A field to search the learning catalog • A quick view of your current learning activities • A Learning Calendar	

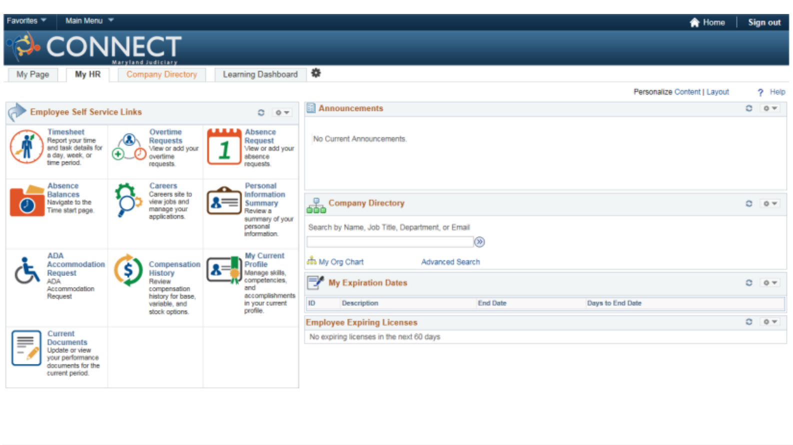


Step	Action	Notes
21.	Click the **Home** link. 	
22.	You also will need to become familiar with the Main Menu navigation to access additional functionality. Click the **Main Menu** button. 	
23.	From here, you can access the Education and Learning pages to search the catalog for courses, enroll in classes, etc.	
24.	You also have the HCM system link to access all HR pages such as Self-Service, Manager Self-Service, Recruiting, Worklist, etc.	
25.	Click the **Sign out** link. 	
26.	You have completed reviewing the CONNECT single sign-on Portal. **End of Procedure.**	

12_21_15_My HR - Employee Dashboard

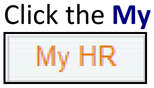
In this topic we will review the My HR - Employee Dashboard and available pagelets.

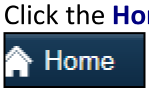
- Self Service Links
- Expiring Licenses
- Expiration Dates
- Announcements
- Manager Expiration Dates
- Company Directory



Procedure

In this topic you will review the My HR - Employee Dashboard.

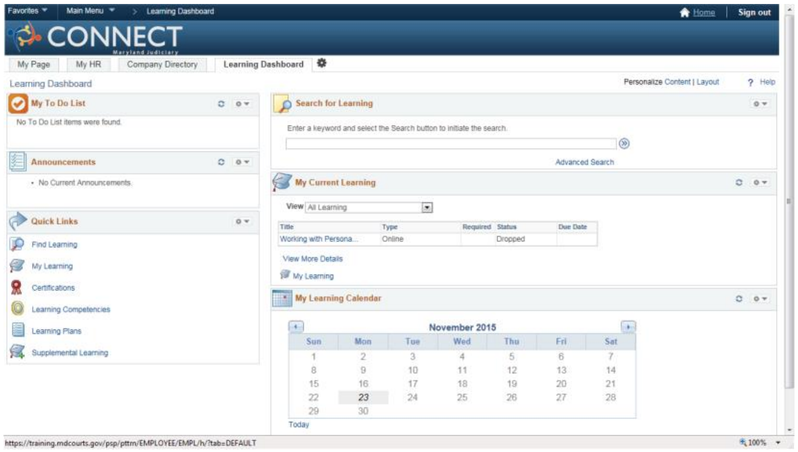
Step	Action	Notes
1.	The Employee Dashboard is located on the My HR tab. Click the **My HR** tab. 	
2.	The CONNECT Employee HR Dashboard is set with predefined pagelets. A pagelet is a small window that provides quick access and views to summary information. The pagelets on this page include: Employee Self Service Links, Announcements, Company Directory, My Expiration Dates, and Employee Expiring Licenses.	
3.	Processes within a pagelet can be accessed by clicking the hyperlinked process title.	
4.	The Announcements, Company Directory, Expiration Dates, and Expiring Licenses pagelets automatically populate with summary data from various sources throughout CONNECT.	
5.	For security purposes, CONNECT will automatically log out after 20 minutes of inactivity. Two minutes prior to your session logout, the system provides a warning that your session is about to expire.	

Step	Action	Notes
6.	The Employee Self Service Links provide you with quick access to the most frequently used processes. These options may vary slightly based on your role within the Judiciary.	
7.	Announcements will be posted here by AOC Human Resources.	
8.	The Company Directory is a search field that allows you to search for employees by Name, Job Title, Department, or Email. The My Org Chart link displays your position within the organizational chart.	
9.	My Expiration Dates show expiration alerts for Acting Capacity, Probation Periods and Contract Periods expiring within the next 30 days.	
10.	The Employee Expiring Licenses pagelet provides alerts 60 days prior to the expiration of licenses.	
11.	Click the **Home** link. 	
12.	Click the **Sign out** link. 	
13.	You have completed reviewing the My HR - Employee Dashboard. **End of Procedure.**	

12_21_15_Learning Dashboard

The Employee Learning Dashboard provides a quick view of:

- My To Do List
- Announcements
- Quick Links
- Search for Learning
- My Current Learning
- My Learning Calendar



Procedure

In this topic, you will review the Learning Dashboard.

Step	Action	Notes
1.	Click the **Learning Dashboard** tab. Learning Dashboard	
2.	View the **My To Do List** pagelet. This pagelet allows a learner to view outstanding learning tasks. These tasks can be accessed directly using the links in the pagelet.	

Step	Action	Notes
3.	View the **Announcements** pagelet. This pagelet displays Judicial learning announcements. These announcements can be a company wide announcement or a more specific announcement for a certain group of learners.	
4.	View the **Quick Links** pagelet. These links are used to navigate quickly to the most frequently used processes.	
5.	View the **Search for Learning** pagelet. This pagelet allows you to use a basic keyword search to quickly find courses in the learning catalog.	
6.	View the **My Current Learning** pagelet. This pagelet allows you to view the status of your learning activities. Clicking on the Title links displays the details for that learning item.	
7.	View the **My Learning Calendar** pagelet. This pagelet displays your learning events in a calendar. When a date is highlighted, it indicates you are enrolled in a class for that day. Clicking that date will allow you to see the details of the enrollment. **For more details refer to the Employee Self Service topic:** *Employee Learning Dashboard*	
8.	Click the **Home** link. 	
9.	Click the **Sign out** link. 	
10.	You have completed reviewing the Learning Dashboard. **End of Procedure.**	

Managing Human Resources

In this learning module you will review how to:

- Manage Personal Information
- Request ADA Accommodations

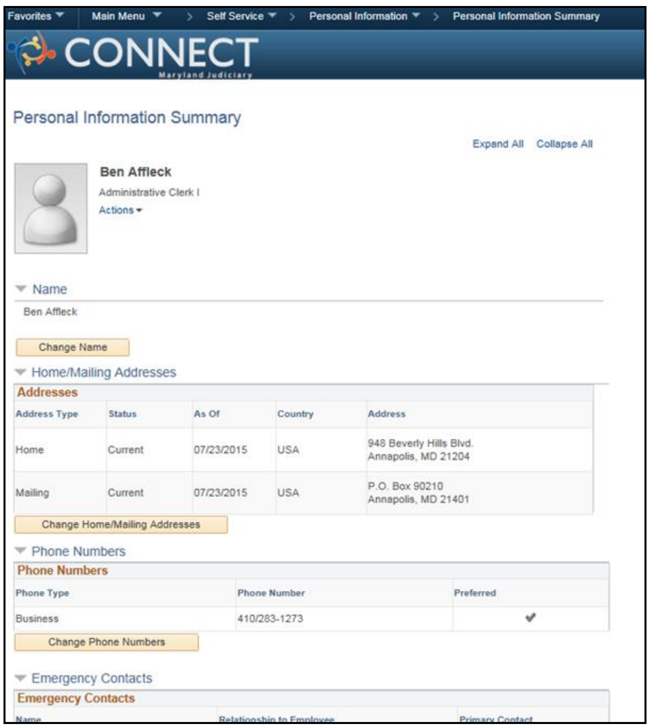
Managing Personal Information

Upon completion of this module you will understand how to:

- View & Update Personal Information
- Submit a Name Change
- View the Organizational Chart

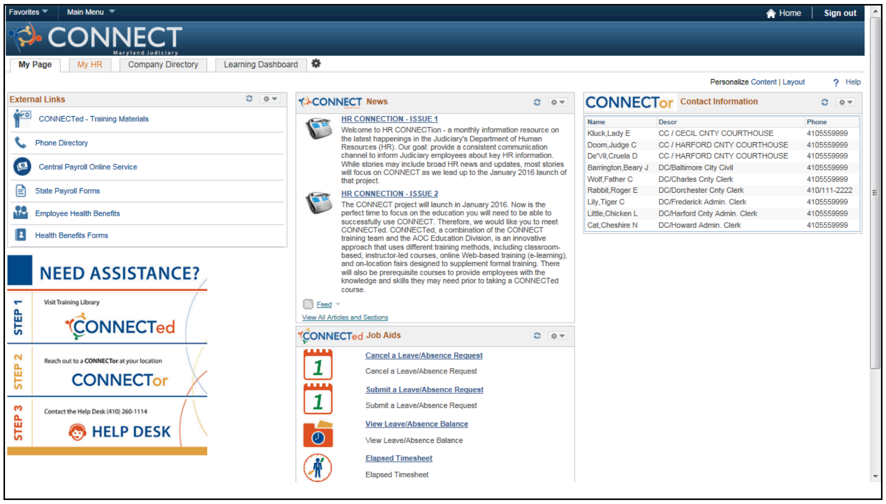
12_21_15_Viewing & Updating Personal Information

The Personal Information Summary page allows employees to keep their information up to date including home and mailing address, phone numbers, emergency contacts, email address, and ethnic group.

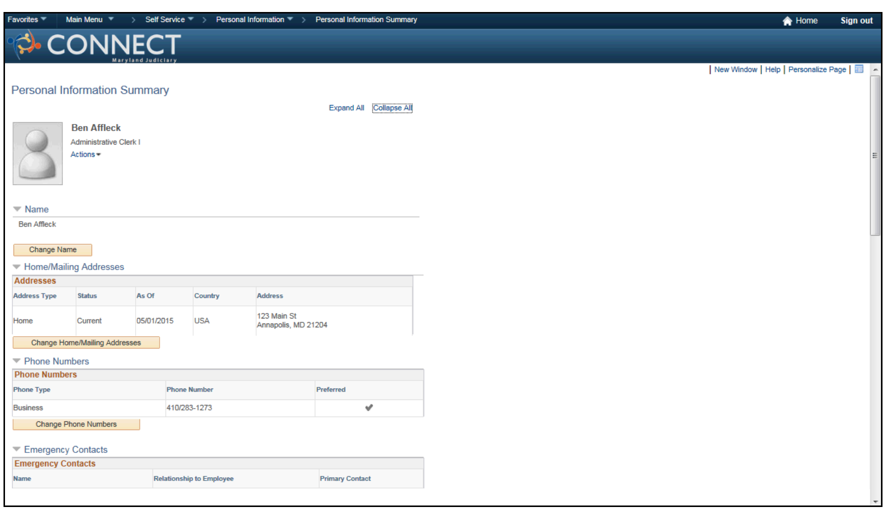


Procedure

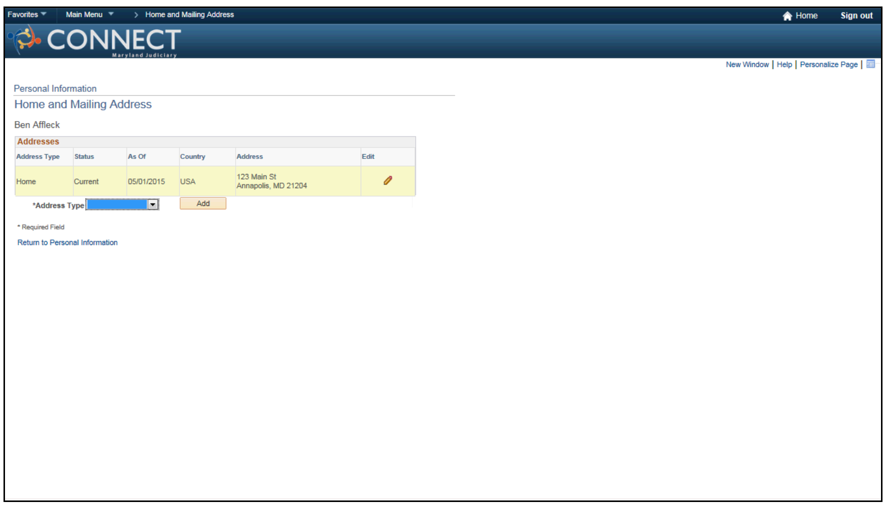
In this topic, you will view and update your personal information from the Personal Information Summary page.



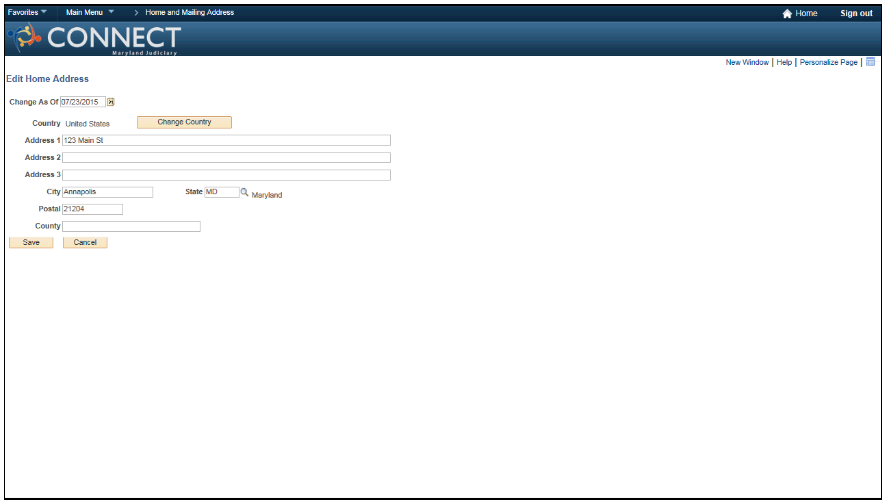
Step	Action	Notes
1.	Click the **My HR** tab. My HR	
2.	Click the **Personal Information Summary Link** link. Personal Information Summary	
3.	Use the Personal Information Summary page to view and update personal information such as: • Address • Phone Number • Emergency Contacts • Email Address • Marital Status • Ethnic Group	



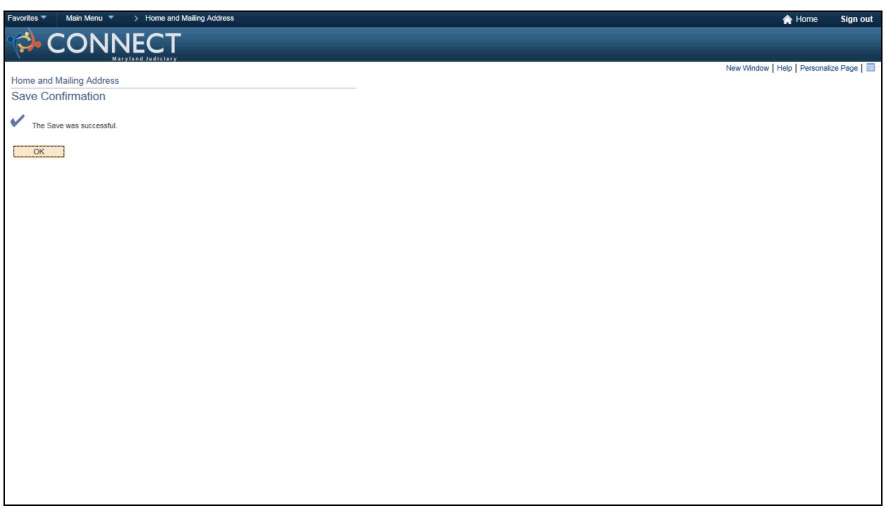
Step	Action	Notes
4.	Click the **Change Home/Mailing Addresses** button. Change Home/Mailing Addresses	
5.	**NOTE:** Once you update your Home Address you must submit a W-4 form with the state. http://www.irs.gov/ (http://www.irs.gov/)	
6.	You have the ability to add a new address or edit an existing address.	

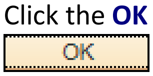


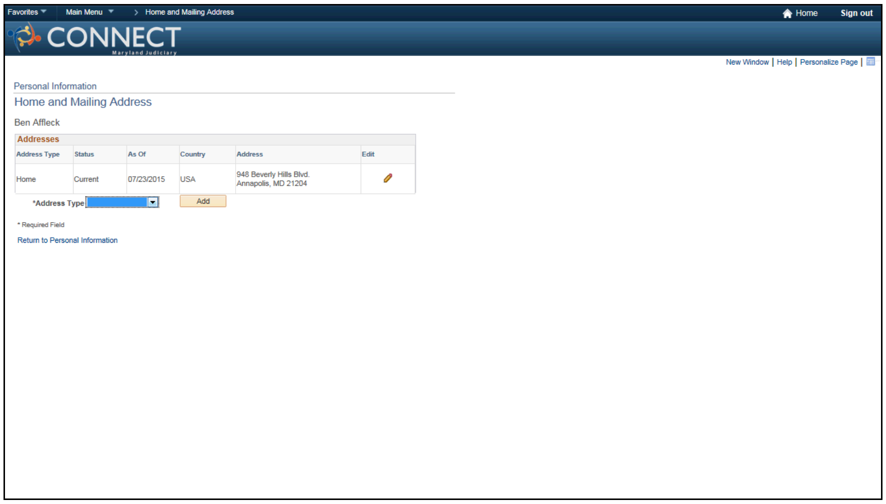
Step	Action	Notes
7.	Click the **Edit** button to edit the current home address. 	

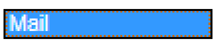
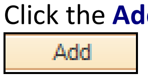


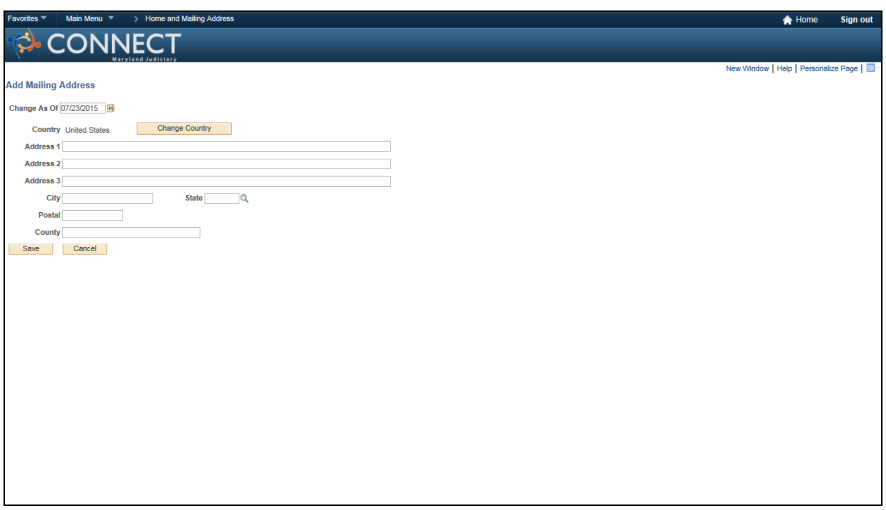
Step	Action	Notes
8.	Click in the **Address 1** field.	
9.	Press **[Backspace]** to delete 123 Main St.	
10.	Enter "**948 Beverly Hills Blvd.**" into the **Address 1** field.	
11.	Click the **Save** button. 	



Step	Action	Notes
12.	Click the **OK** button. 	
13.	Notice the address reflects the changes that were just entered.	

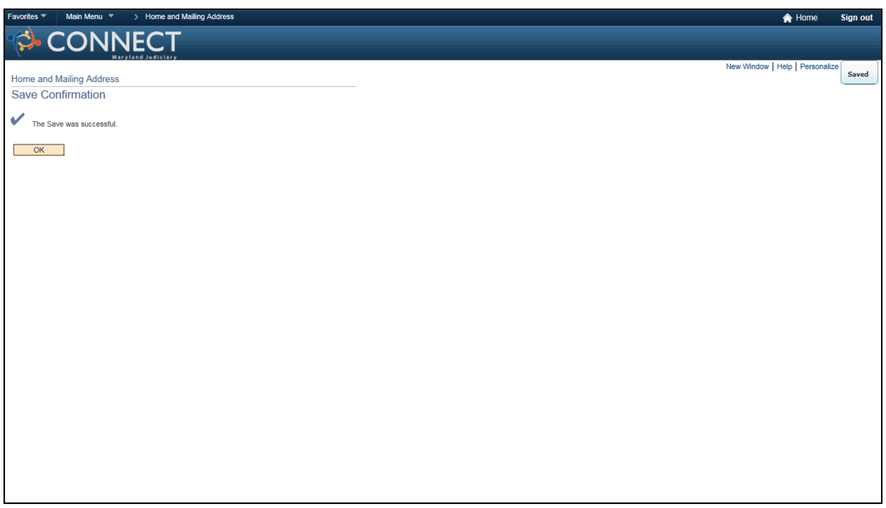


Step	Action	Notes
14.	Click the **Address Type** drop-down list. 	
15.	Click the **Mail** list item. 	
16.	Click the **Add** button. 	

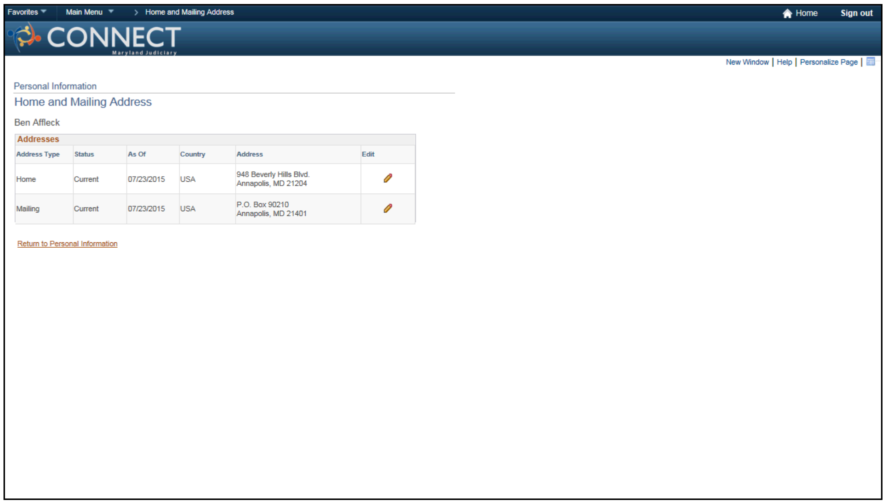


Step	Action	Notes
17.	Click in the **Address 1** field.	
18.	Enter "**P.O. Box 90210**" into the **Address 1** field.	

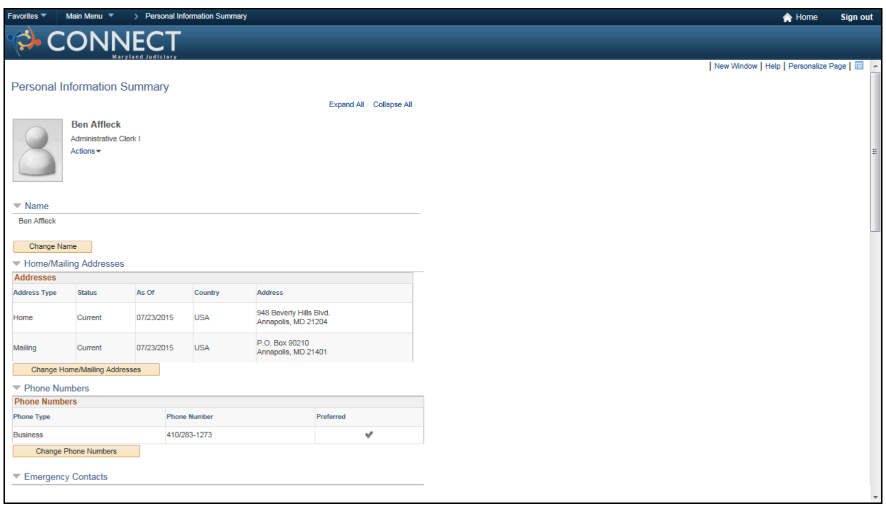
Step	Action	Notes
19.	Click in the **City** field.	
20.	Enter "**Annapolis**" into the **City** field.	
21.	Click in the **State** field.	
22.	Enter "**MD**" into the **State** field.	
23.	Click in the **Postal** field.	
24.	Enter "**21401**" into the **Postal** field.	
25.	Click the **Save** button. Save	
26.	Note the message indicating the update was successful.	



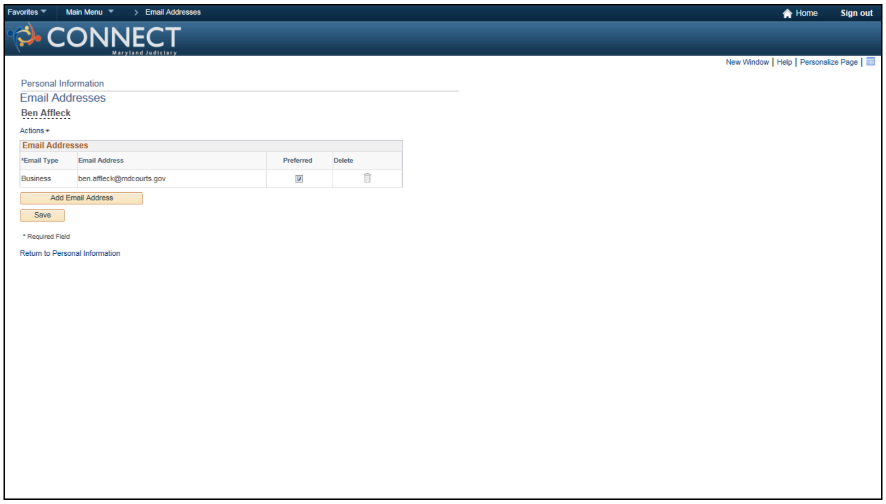
Step	Action	Notes
27.	Click the **OK** button. OK	
28.	Notice you have updated an existing address and added a mailing address.	



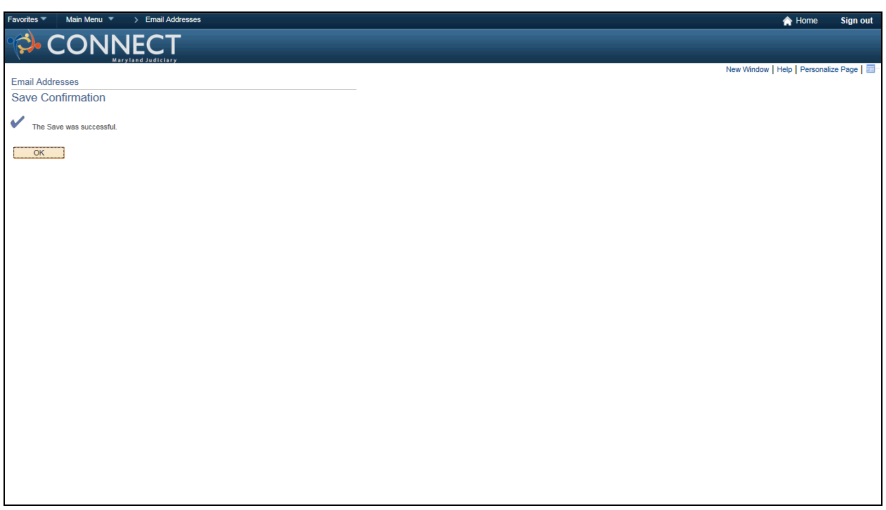
Step	Action	Notes
29.	Click the **Return to Personal Information** link. Return to Personal Information	



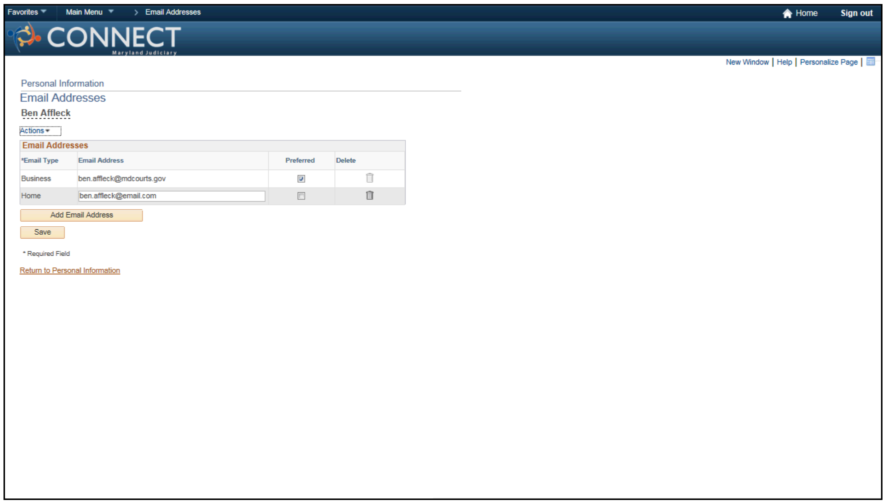
Step	Action	Notes
30.	Click the **Vertical Scrollbar** to scroll down the page.	
31.	Click the **Change Email Addresses** button. Change Email Addresses	
32.	Business email address cannot be updated.	



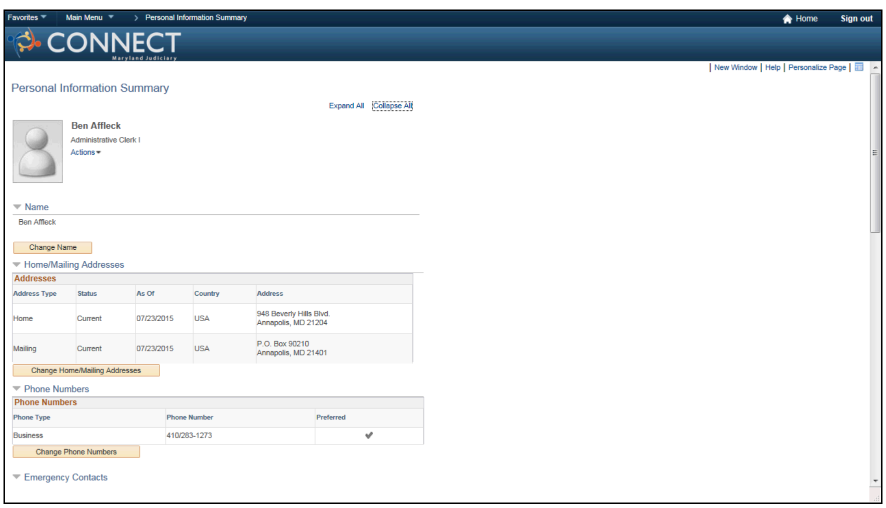
Step	Action	Notes
33.	Click the **Add Email Address** button.	
34.	Click the **Email Type** drop-down list.	
35.	Click the **Home** list item.	
36.	Click in the **Email Address** field.	
37.	Enter "**ben.affleck@email.com**" into the **Email Address** field.	
38.	Click the **Save** button.	



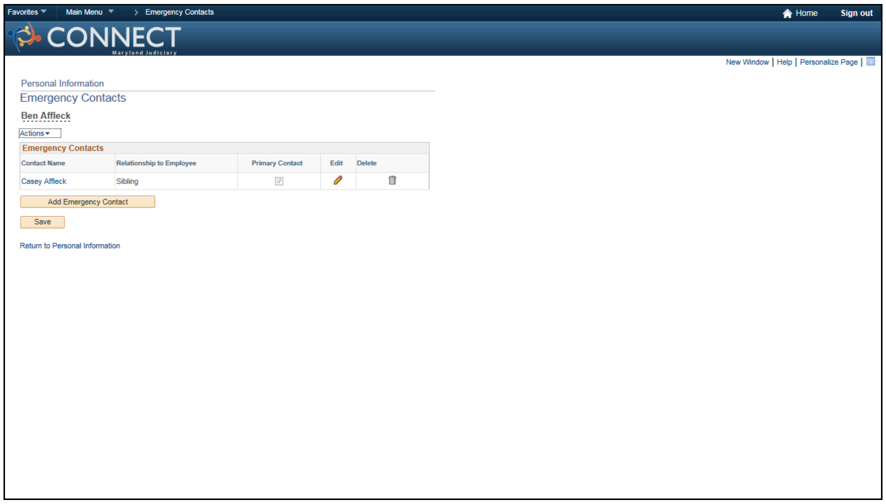
Step	Action	Notes
39.	Click the **OK** button. OK	



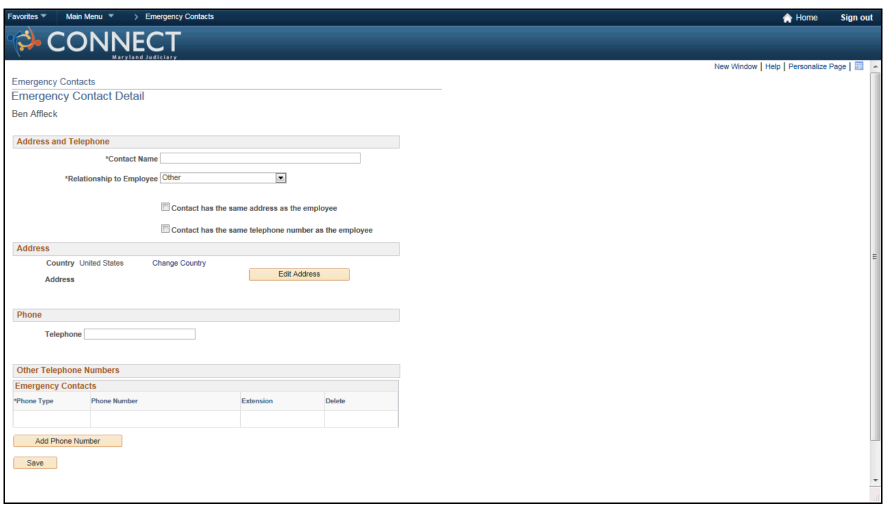
Step	Action	Notes
40.	Click the **Return to Personal Information** link. Return to Personal Information	



Step	Action	Notes
41.	Click the **Vertical Scrollbar** to scroll down the page.	
42.	Click the **Change Emergency Contacts** button. Change Emergency Contacts	

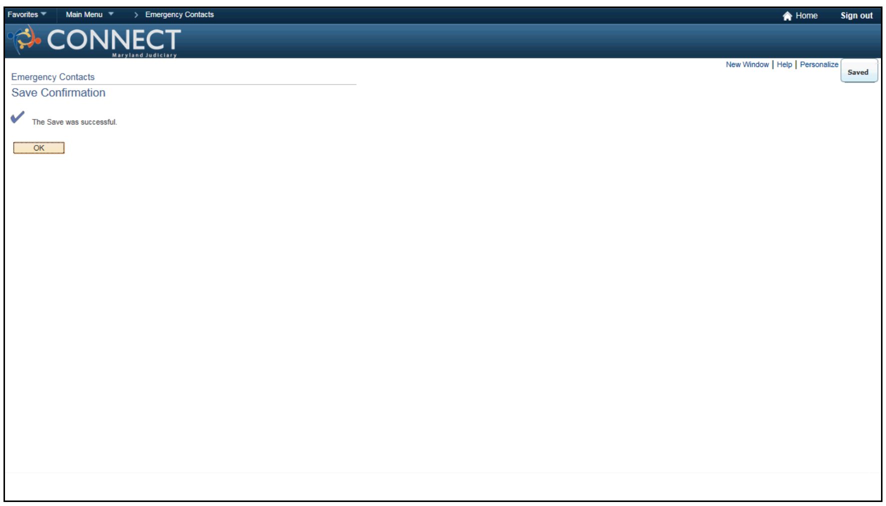


Step	Action	Notes
43.	Click the **Add Emergency Contact** button. Add Emergency Contact	

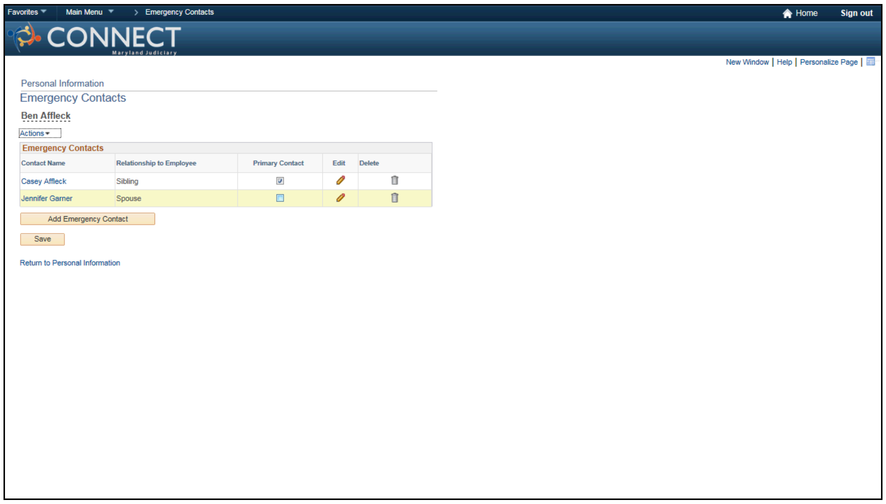


Step	Action	Notes
44.	Click in the **Contact Name** field.	
45.	Enter "**Jennifer Garner**" into the **Contact Name** field.	
46.	Click the **Relationship to Employee** drop-down list. Other	

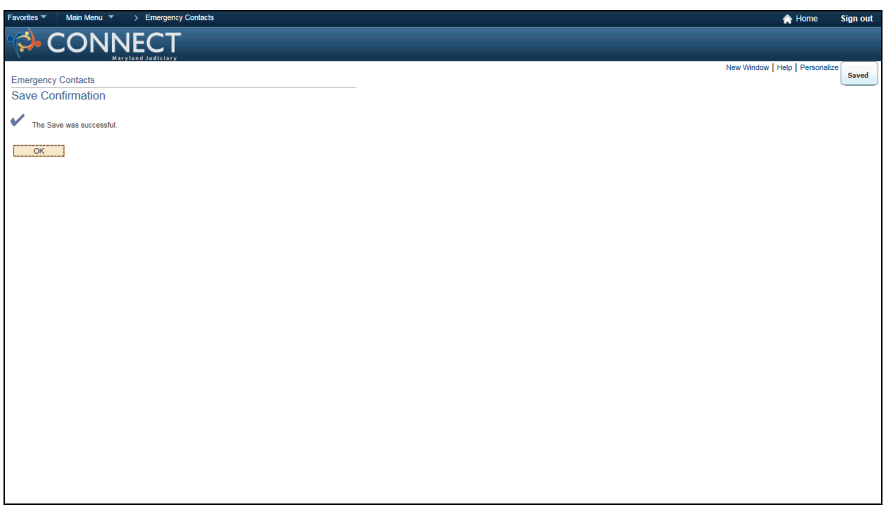
Step	Action	Notes
47.	Click the **Spouse** list item. Spouse	
48.	Click the **Contact has the same address as the employee** option. Contact has the same address as the employee	
49.	Click in the **Telephone** field.	
50.	Enter "**4102402797**" into the **Telephone** field.	
51.	Click the **Save** button. Save	



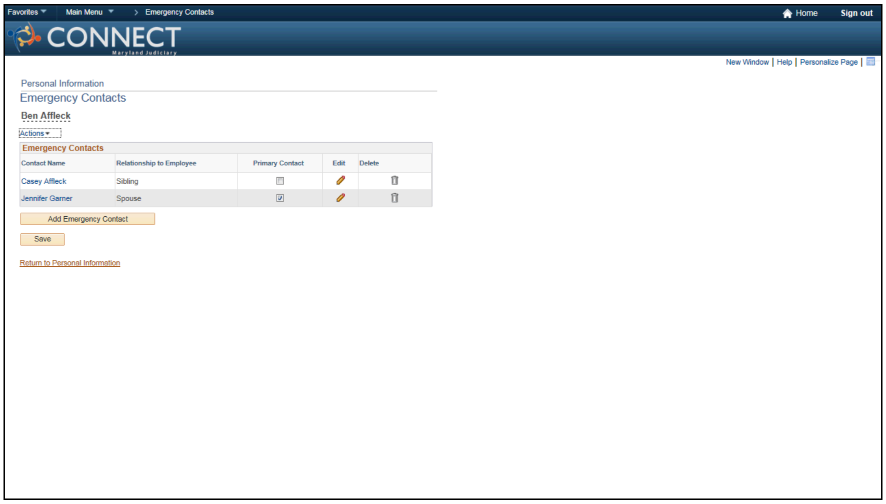
Step	Action	Notes
52.	Click the **OK** button. OK	
53.	Notice Jennifer Garner has been added as an emergency contact.	



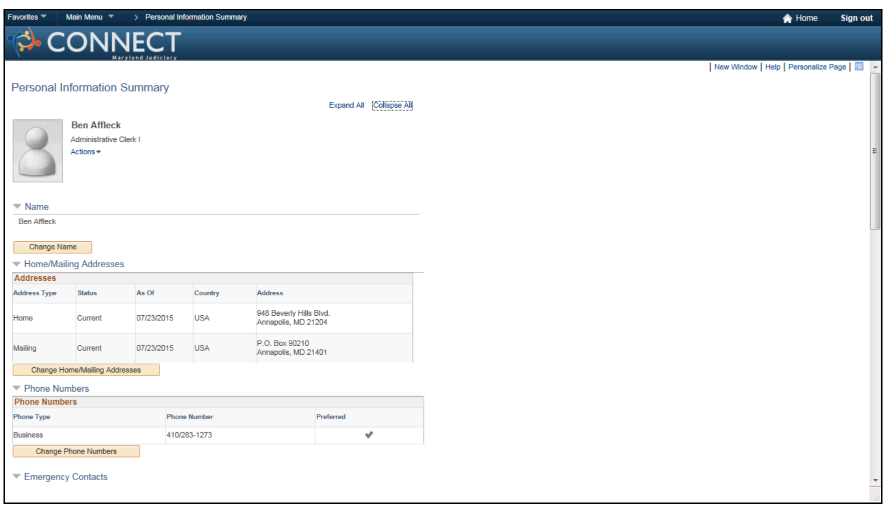
Step	Action	Notes
54.	Click the **Primary Contact** option.	
55.	Click the **Save** button. Save	



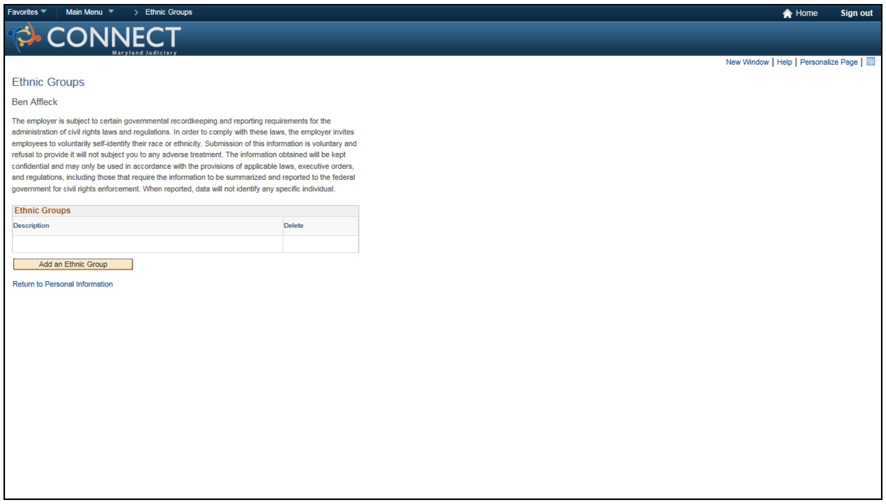
Step	Action	Notes
56.	Click the **OK** button. OK	



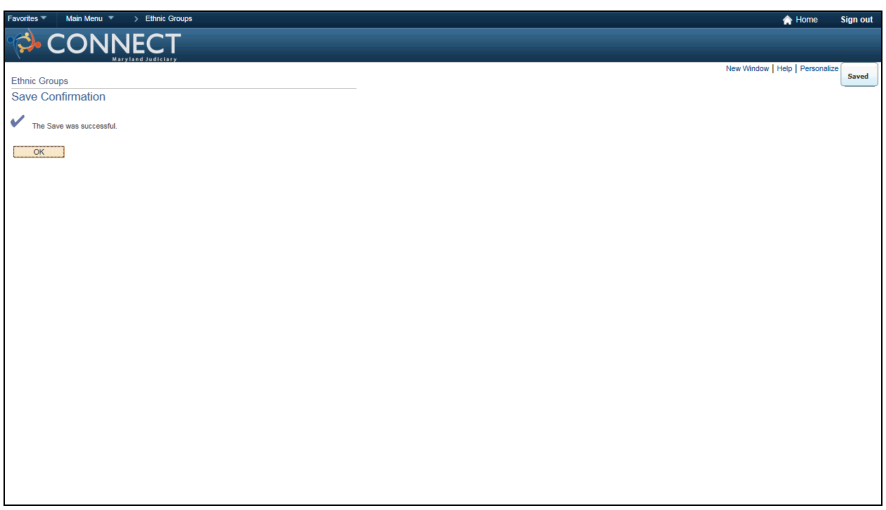
Step	Action	Notes
57.	Click the **Return to Personal Information** link. Return to Personal Information	



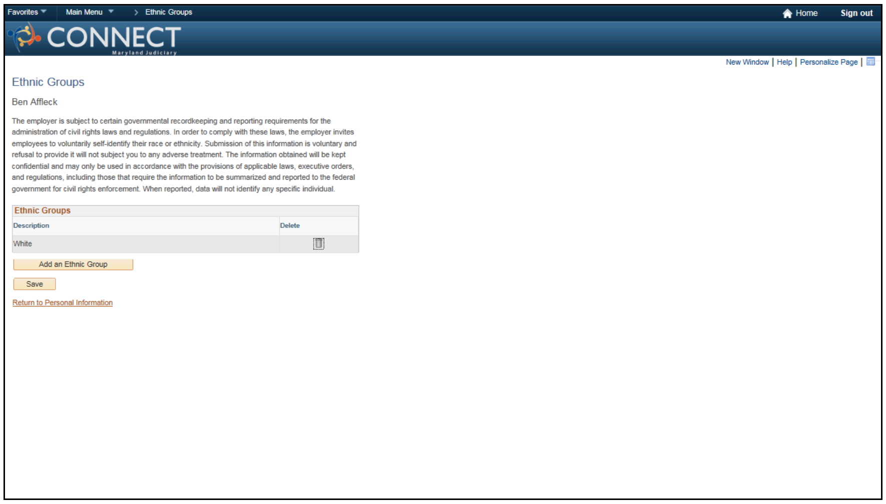
Step	Action	Notes
58.	Click the **Vertical Scrollbar** to scroll down the page.	
59.	Click the **Change Ethnic Groups** button. Change Ethnic Groups	



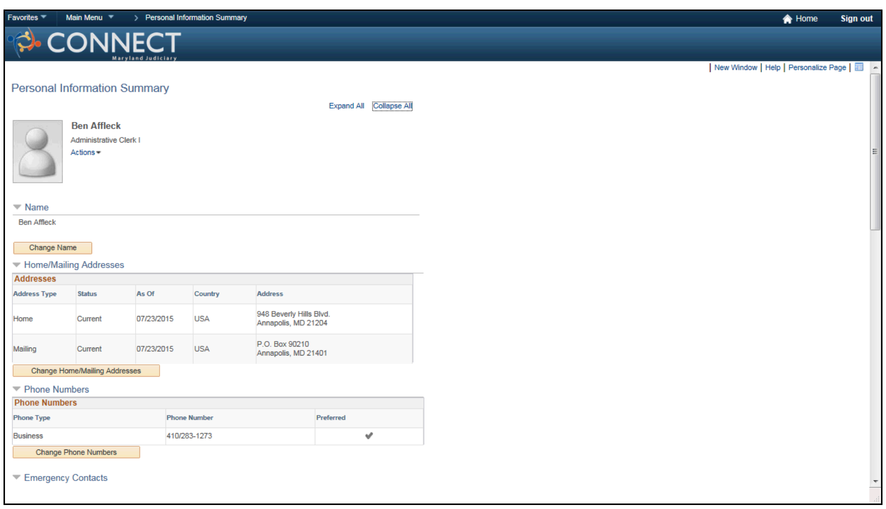
Step	Action	Notes
60.	Click the **Add an Ethnic Group** button. Add an Ethnic Group	
61.	Click the **Description** drop-down list.	
62.	Click the **White** list item.	
63.	Click the **Save** button. Save	



Step	Action	Notes
64.	Click the **OK** button. OK	

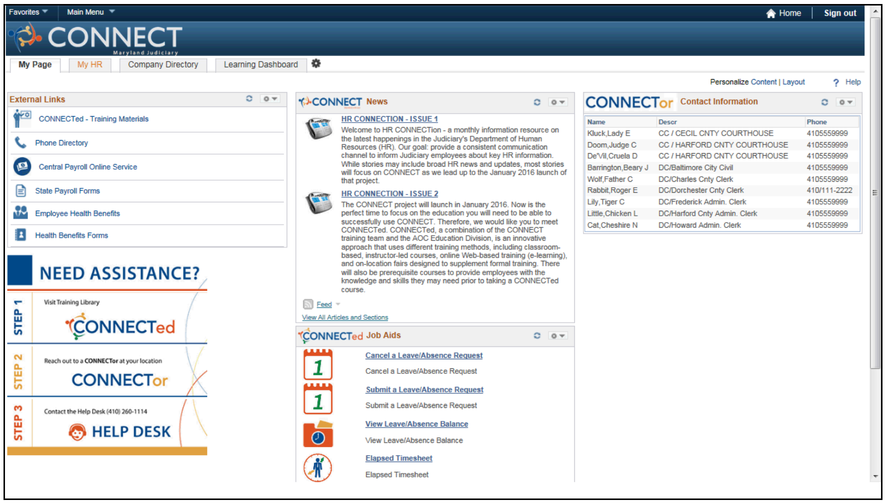


Step	Action	Notes
65.	Click the **Return to Personal Information** link. Return to Personal Information	
66.	The changes made to your address, emergency contacts, email address, and ethnic groups are now reflected in your Personal Information Summary.	



Step	Action	Notes
67.	Click the **Vertical Scrollbar** to scroll down the page.	
68.	View the details to ensure the updates are complete and accurate.	

Step	Action	Notes
69.	You have completed updating your personal information. Click the **Home** link. Home	



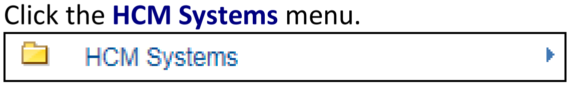
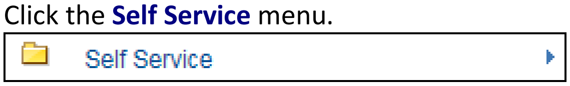
Step	Action	Notes
70.	Click the **Sign out** link. Sign out	
71.	You have completed the topic "Viewing & Updating Personal Information". **End of Procedure.**	

12_21_15_Submitting a Name Change

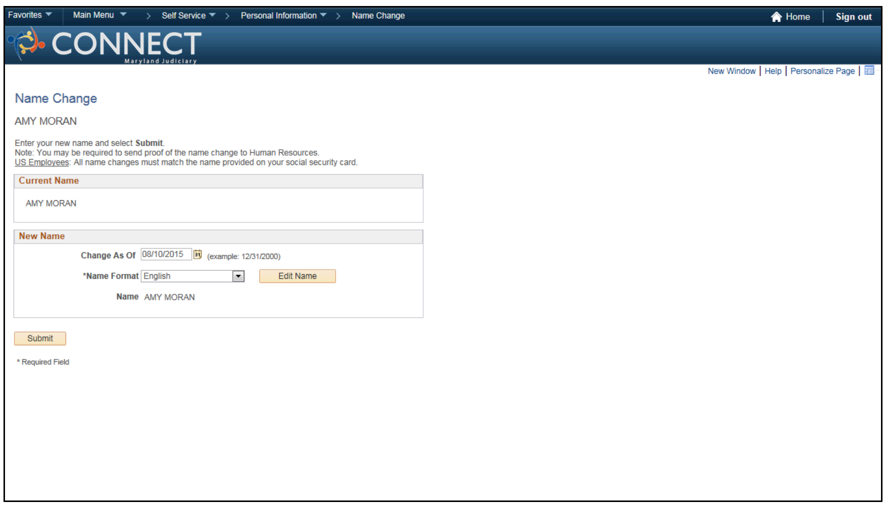
You can use CONNECT to submit a name change. Upon submitting the change, the request is sent to an HR Administrator to review and approve the name change before it is finalized.

Procedure

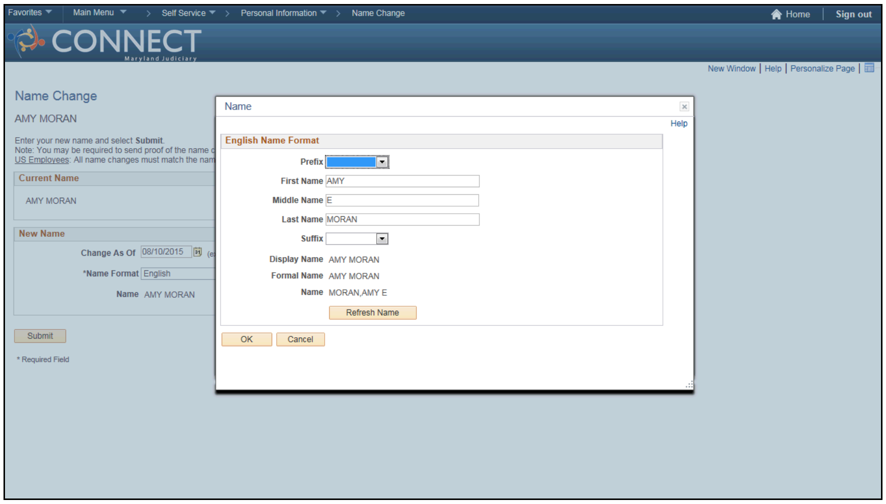
In this topic, you will submit a name change.

Step	Action	Notes
1.	Click the **Main Menu** button. 	
2.	Click the **HCM Systems** menu. 	
3.	Click the **Self Service** menu. 	

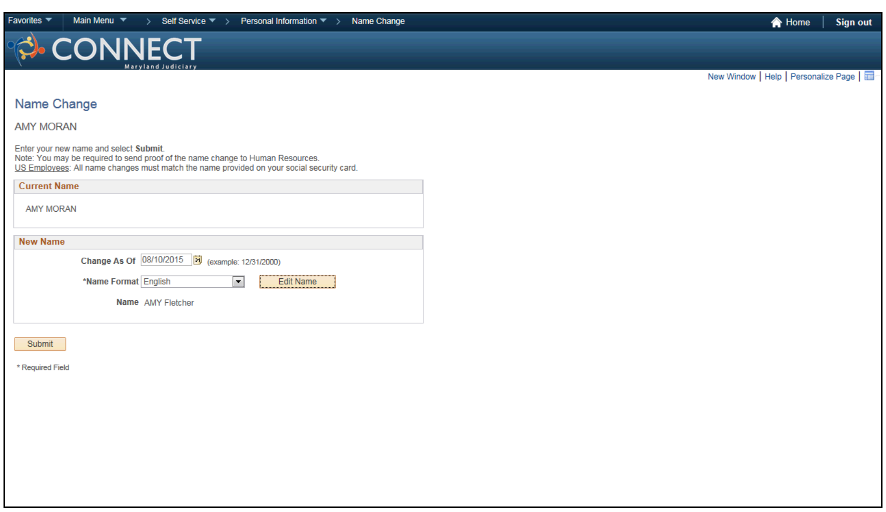
Step	Action	Notes
4.	Click the **Personal Information** menu. Personal Information	
5.	Click the **Name Change** menu. Name Change	
6.	Notice the "Change As Of" date defaults with the current date. You can change this date if your name change will go into effect on a different date.	



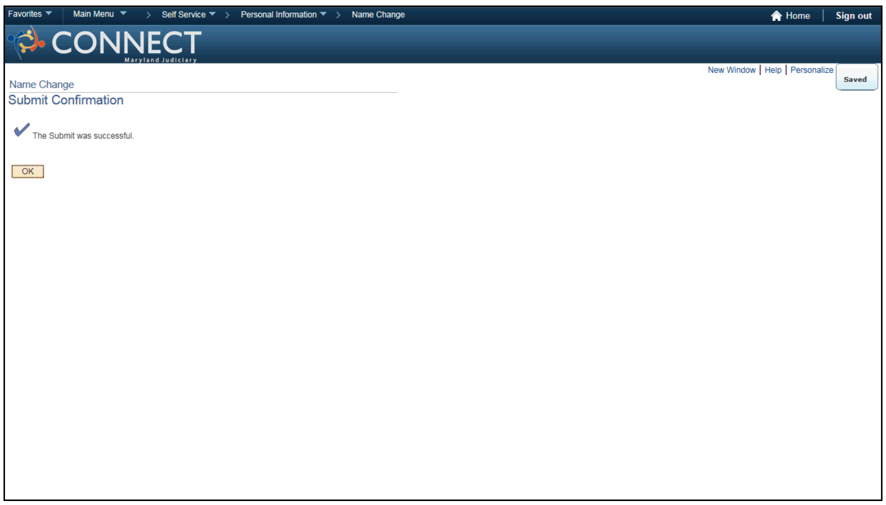
Step	Action	Notes
7.	Click the **Edit Name** button. Edit Name	



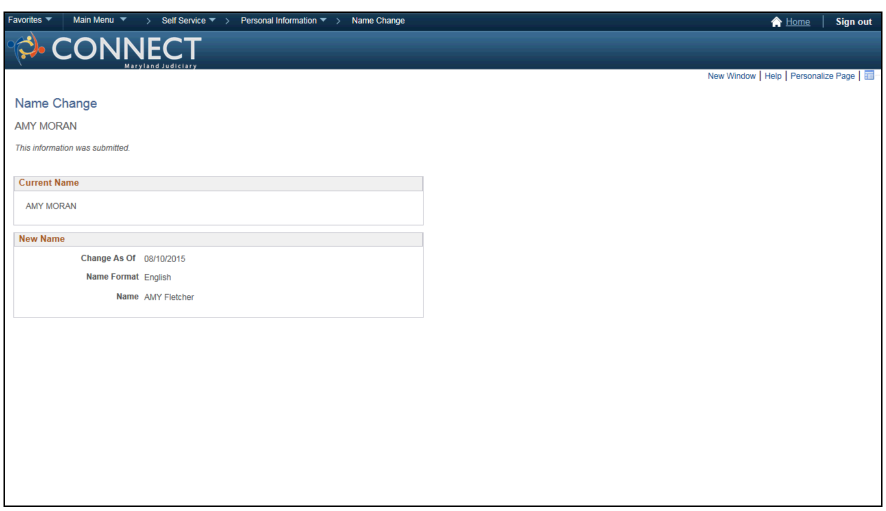
Step	Action	Notes
8.	Click in the **Last Name** field. MORAN	
9.	Press **[Backspace]** to delete Moran.	
10.	Enter "**Fletcher**" into the **Last Name** field.	
11.	Click the **Refresh Name** button. Refresh Name	
12.	Notice the name displays Amy Fletcher and not Amy Moran.	
13.	Click the **OK** button. OK	



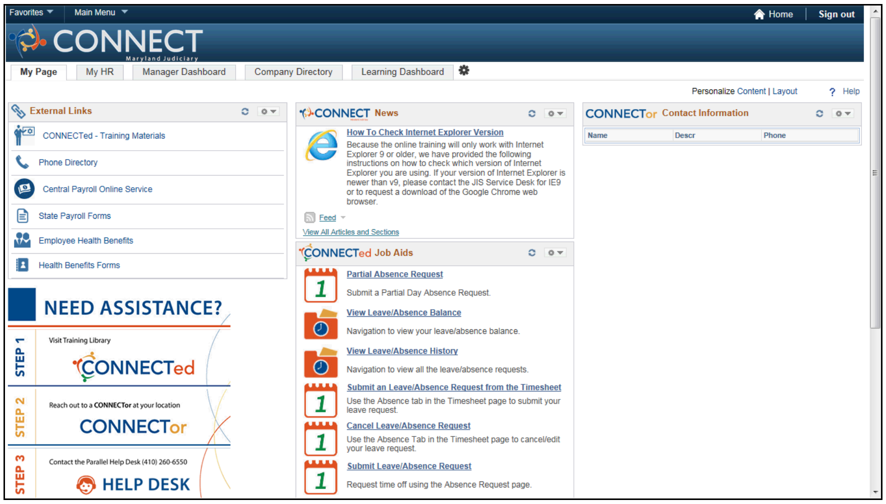
Step	Action	Notes
14.	Click the **Submit** button. 	
15.	Note: Before the name change is finalized in CONNECT, it will be reviewed and approved by an AOC HR Administrator.	



Step	Action	Notes
16.	Click the **OK** button. 	



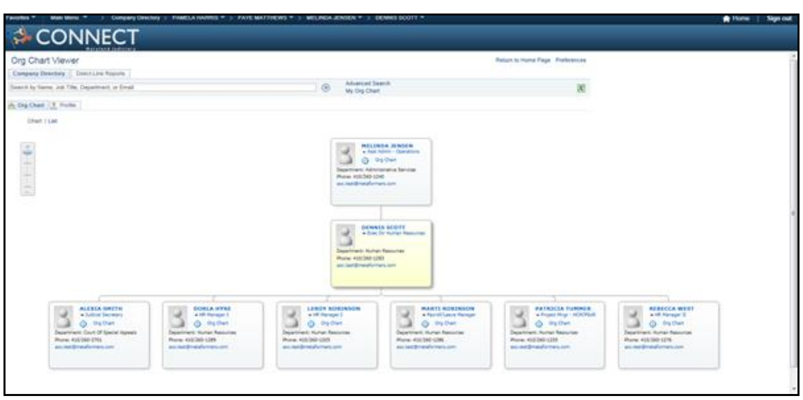
Step	Action	Notes
17.	Click the **Home** link. Home	



Step	Action	Notes
18.	Click the **Sign out** link. Sign out	
19.	You have completed the topic "Submitting a Name Change". **End of Procedure.**	

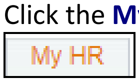
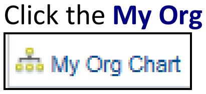
12_21_15_Viewing the Organizational Chart

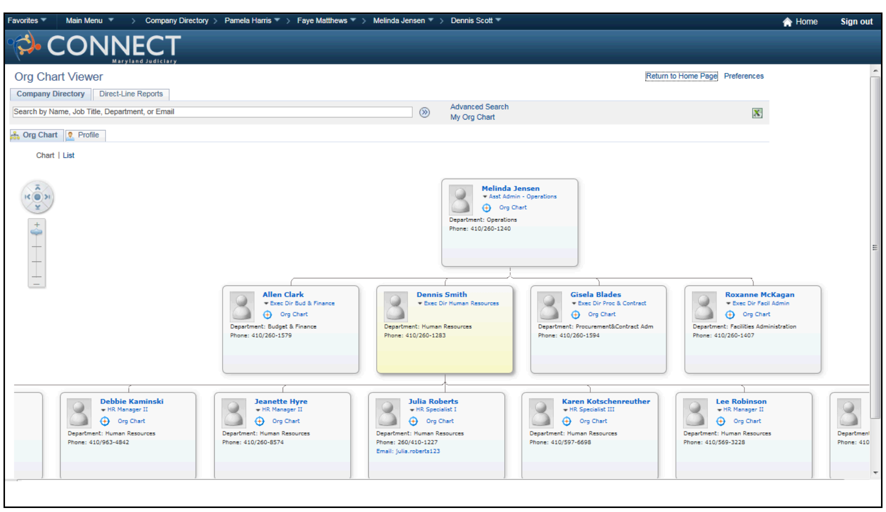
This organizational visualization and navigation directory offers functionality beyond a typical organization chart by supporting and identifying direct-line reporting chains. The org chart viewer displays a person within a three-tiered graphical representation of the reporting structure.

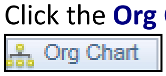
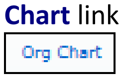


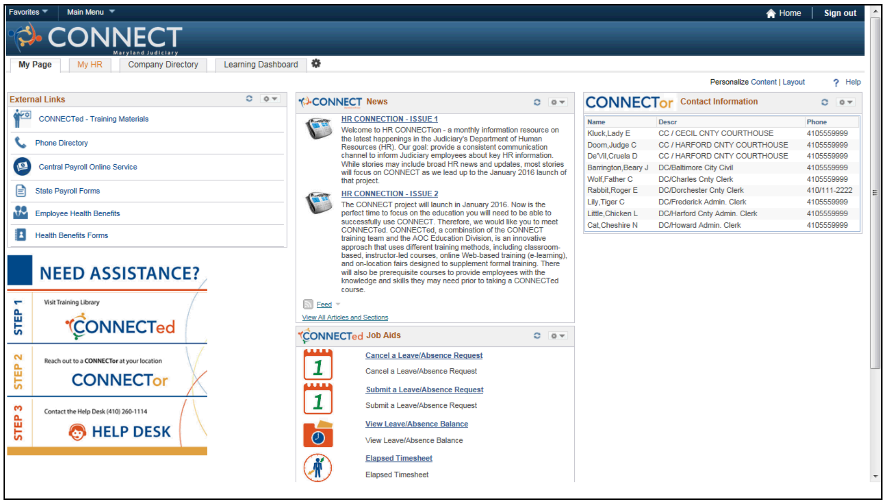
Procedure

In this topic, you will view your position on an organizational chart and view your direct and indirect reporting structure.

Step	Action	Notes
1.	Click the **My HR** tab. 	
2.	Click the **My Org Chart** link. 	
3.	The Organizational Chart shows your direct-line reports. By default, your square in the chart is highlighted.	



Step	Action	Notes
4.	Click the **minus** **"-"** button to zoom out on the organizational chart. 	
5.	Notice the chart got smaller. You can continue to zoom out to get a more complete view of the chart.	
6.	Click the "**Right**" arrow to view the right side of the organizational chart. 	
7.	Click the "**Left**" arrow to view the left side of the organizational chart. 	
8.	Click the "**Initial Point**" button to return to the center of the organizational chart. 	
9.	You can view your profile information and HR data from the Profile tab. Alternatively, you can view other direct line report's profile and HR data by selecting a different name in the organizational chart. Click the **Profile** tab 	
10.	Review the data on the Profile page	
11.	Click the **Org Chart** tab to return to the organizational chart. 	
12.	To view the direct-line reports for another person, click the **Org Chart** link in the box for the desired individual. 	
13.	View the organizational structure for Jeanette Hyre.	
14.	You have the option to download the organizational chart detail information you are viewing as an Excel file.	
15.	You have completed viewing the organizational chart. Click the **Home** link. 	



Step	Action	Notes
16.	Click the **Sign out** link. **Sign out**	
17.	You have successfully completed the topic "Viewing the Organizational Structure". **End of Procedure.**	

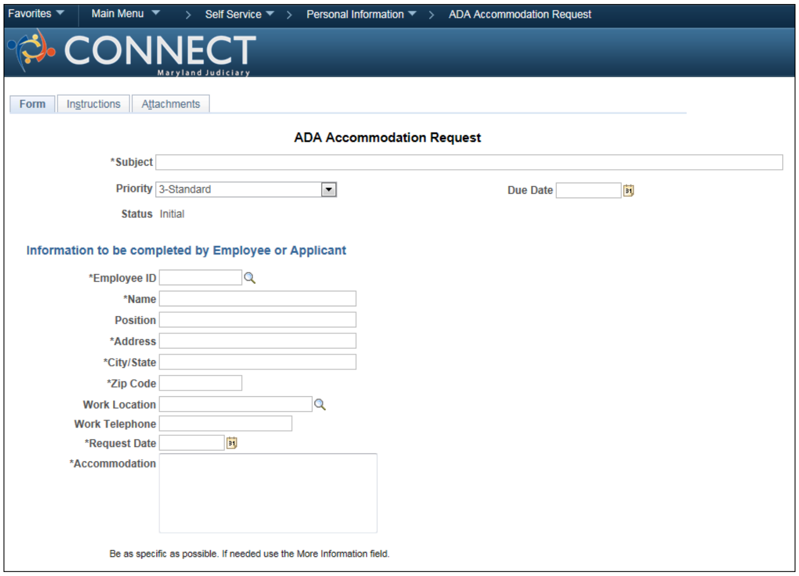
Requesting ADA Accommodations

Upon completion of this module you will understand how to:

- Submit an ADA Accommodation Request

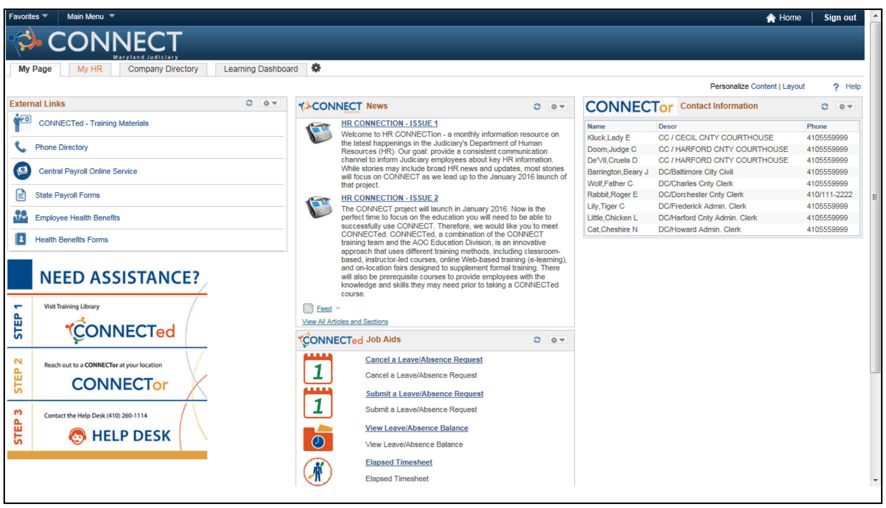
12_21_15_Submitting an ADA Accommodation Request

CONNECT allows you to enter the details for an ADA Accommodation Request, submit the request, and monitor the approval status of the request.

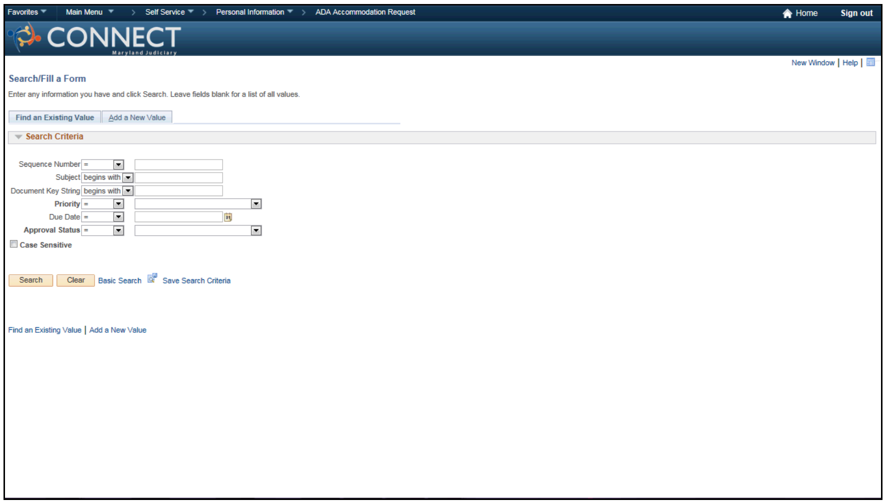


Procedure

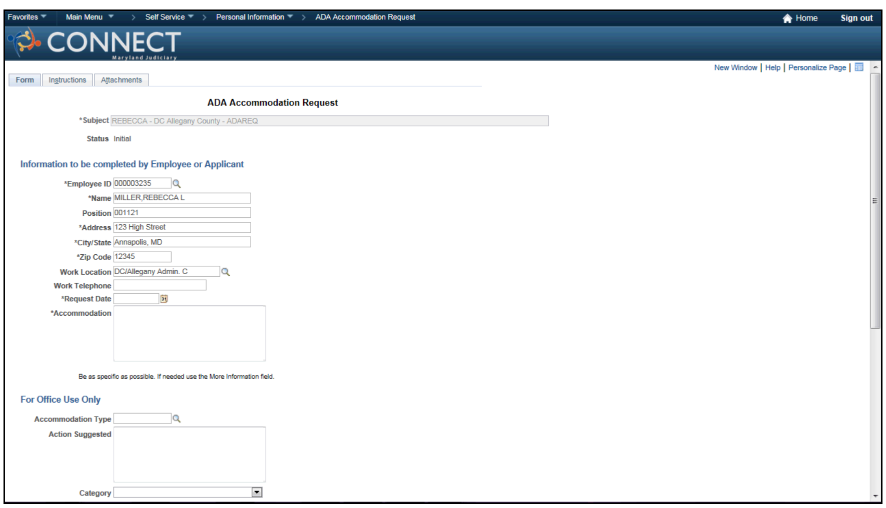
In this topic, you will enter the details for an ADA Accommodation, submit the request, and view the approval status.



Step	Action	Notes
1.	Click the **My HR** tab. My HR	
2.	Click the **ADA Accommodation Request** link. ADA Accommodation Request	

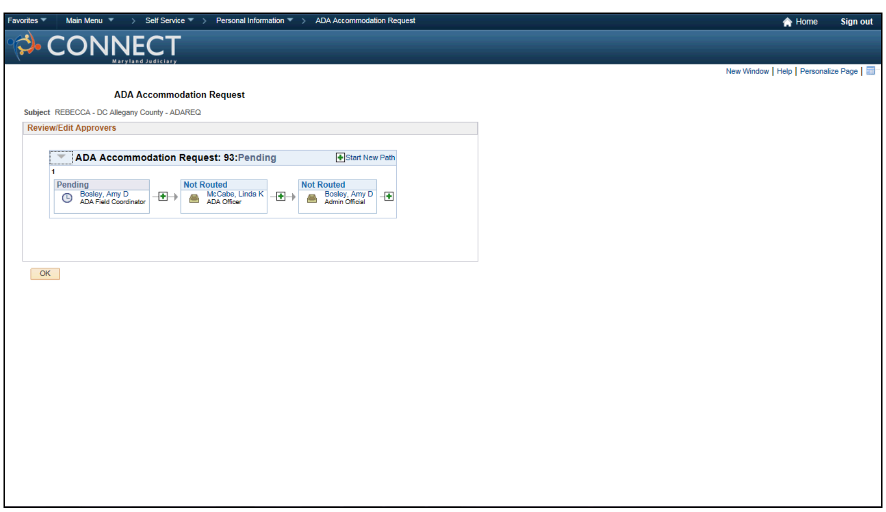


Step	Action	Notes
3.	Click the **Add a New Value** tab. Add a New Value	
4.	The ADA Accommodation Request page will auto populate some of the Employee or Applicant Information. Update the details of your accommodation request, if needed.	

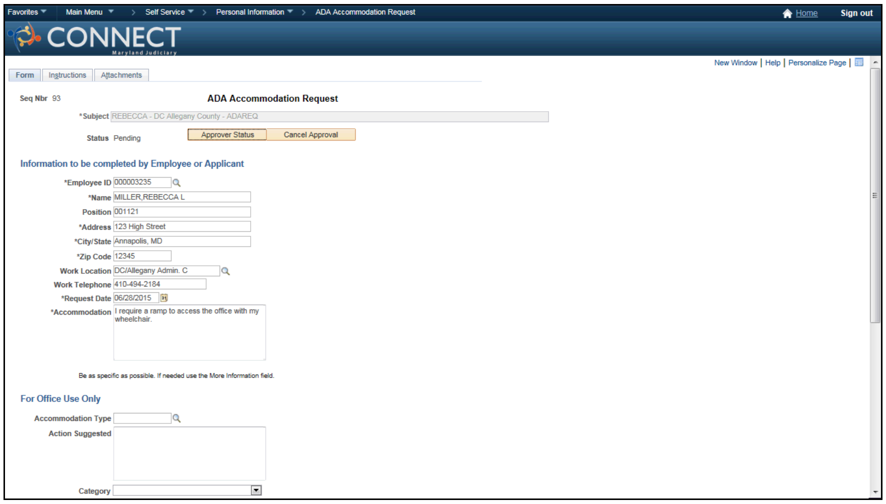


Step	Action	Notes
5.	Click in the **Work Telephone** field.	
6.	Enter "**410-494-2184**" into the **Work Telephone** field.	

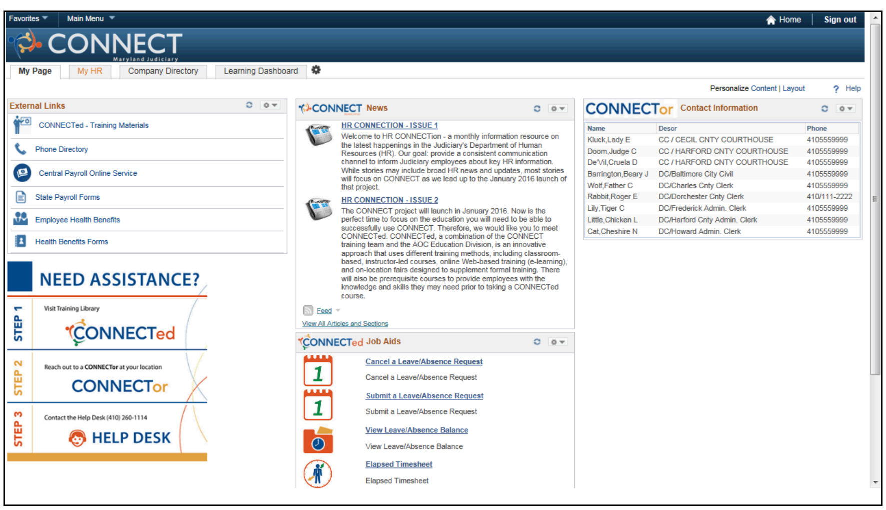
Step	Action	Notes
7.	Click in the **Request Date** field.	
8.	The Request Date is the date the accommodation is required. Enter "**06/28/2015**" into the **Request Date** field.	
9.	Enter all the information specific to the accommodation request.	
10.	Click in the **Accommodation** field.	
11.	"I require a ramp to access the office with my wheelchair." has been entered for you.	
12.	Click the **Vertical** scrollbar to move down the page.	
13.	The form will need to be saved then submitted for approval. Click the **Save** button. Save	
14.	Click the **Vertical** scrollbar to move up the page.	
15.	Click the **Submit** button. Submit	
16.	**NOTE:** The first approver will have a status of "Pending" when the form is submitted. If the form is saved and not submitted the status will show as "Not Routed".	
17.	The approval chain displays the individuals who will receive, review, and either approve or deny the request. In this example, the request will flow from ADA Field Coordinator to ADA Officer to Administrative Official.	



Step	Action	Notes
18.	Click the **OK** button. 	



Step	Action	Notes
19.	Click the **Home** link. 	



Step	Action	Notes
20.	Click the **Sign out** link. 	

Step	Action	Notes
21.	You have completed the details for an ADA Accommodation, submit the request, and view the approval status. **End of Procedure.**	

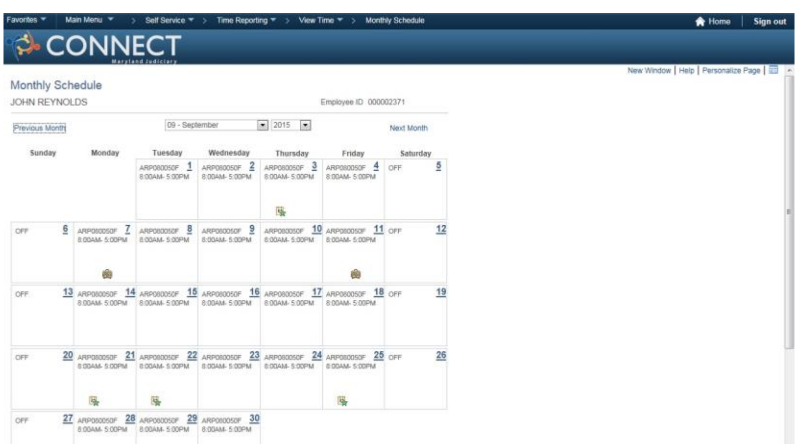
Time Reporting - Timesheets

In this learning module: Time Reporting - Timesheets you will review demonstrations on the following topics:

- View Monthly-Daily Schedule - Punch Time
- Report Time - Punch Timesheet
- Report Time - Overnight Shift - Punch Timesheet
- Comp Time - View Balance
- Comp Time - Report Comp Time Earned - Timesheet
- Comp Time - Take Request - Timesheet
- Comp Time - Report Comp Time Take - Timesheet
- View Monthly-Daily Schedule - Elapsed Time
- Report Time with Elapsed Timesheet
- Request Overtime for Pre-Approval
- Report Overtime in an Existing Timesheet
- Report Time - Recall Judges
- Correcting a Timesheet
- Correct a Push Back Time Entry in Timesheet
- Adding a Holiday to Your Timesheet
- Holiday - Enter Holiday Hours
- Report Time - Holiday Worked

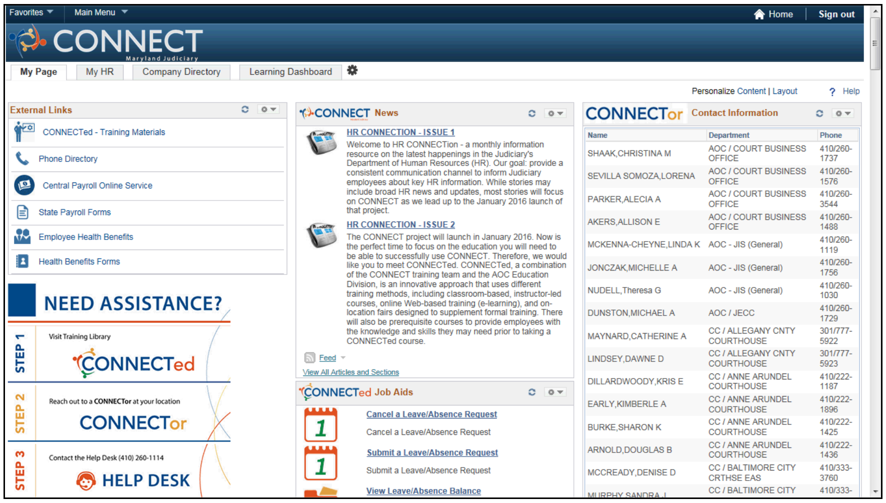
12_21_15_View Monthly-Daily Schedule - Punch Time

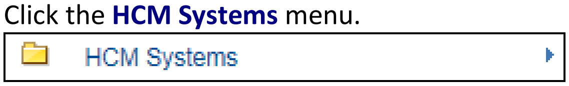
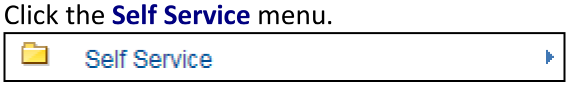
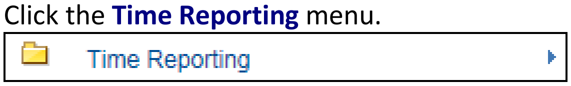
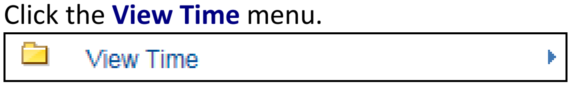
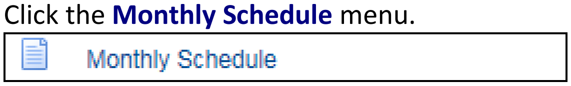
An employee can view their monthly and daily schedule.

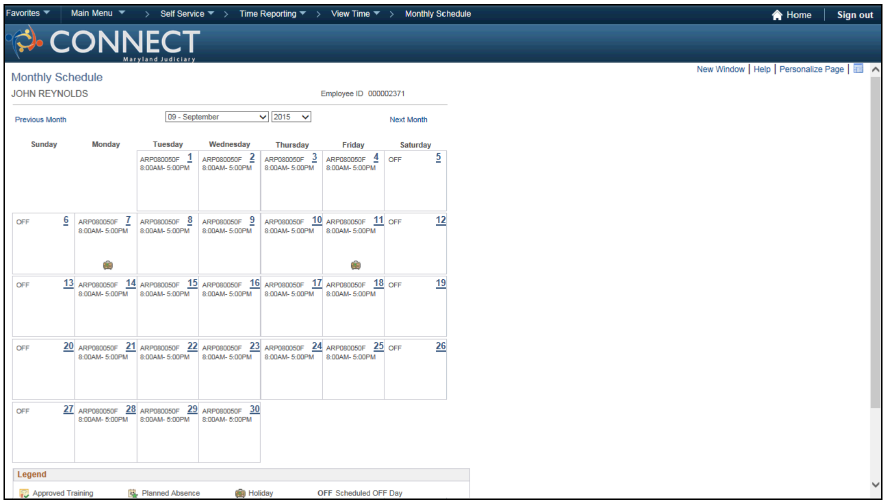


Procedure

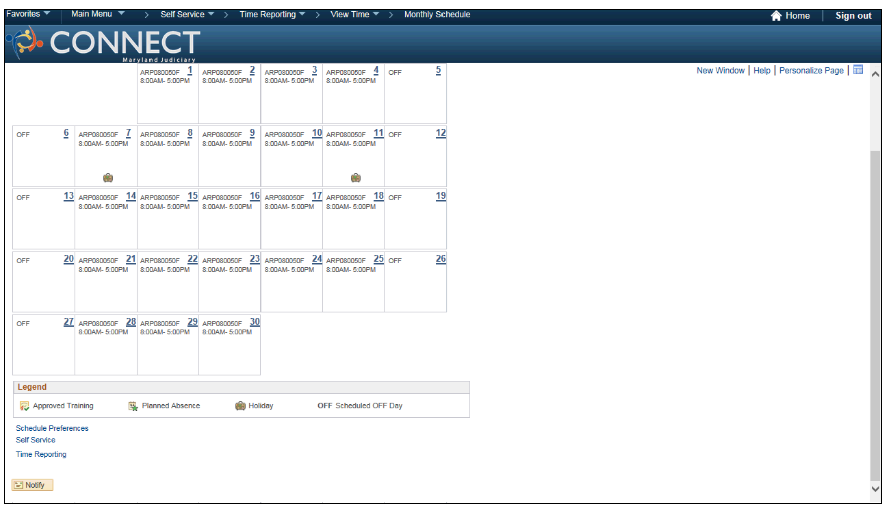
In this topic, you will view the monthly and daily schedule as an employee who uses a punch timesheet.



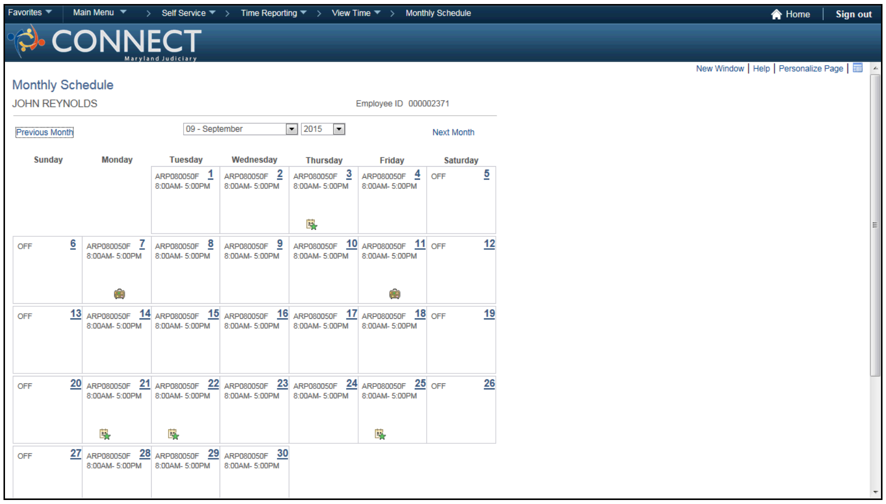
Step	Action	Notes
1.	Click the **Main Menu** button. 	
2.	Click the **HCM Systems** menu. 	
3.	Click the **Self Service** menu. 	
4.	Click the **Time Reporting** menu. 	
5.	Click the **View Time** menu. 	
6.	Click the **Monthly Schedule** menu. 	
7.	The current month will be visible on the Monthly Schedule page. You can change the month by clicking on the drop down menu.	



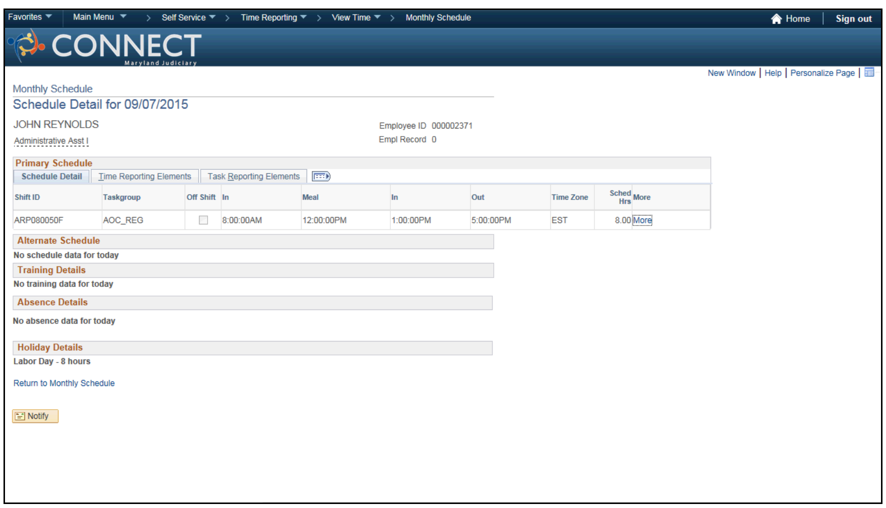
Step	Action	Notes
8.	Click the **Vertical** scrollbar to move down the page.	
9.	The Legend identifies the icons on the days in the calendar.	



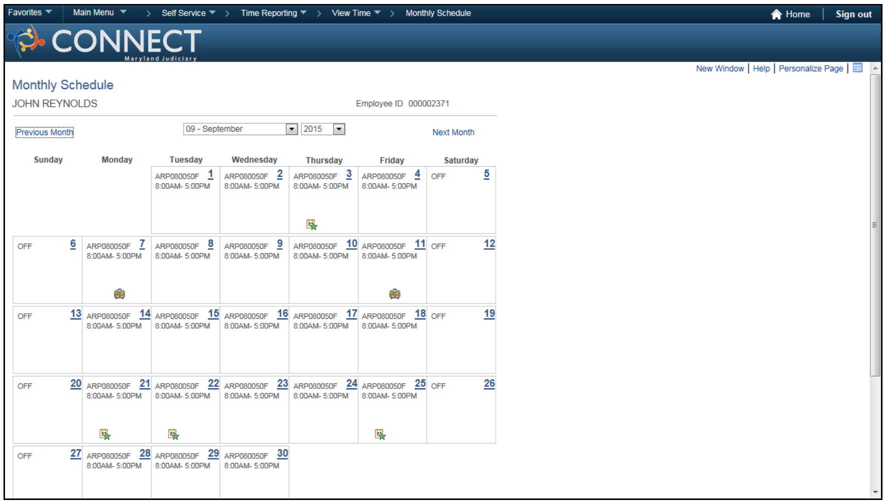
Step	Action	Notes
10.	Click the **Vertical** scrollbar to move back up the page.	



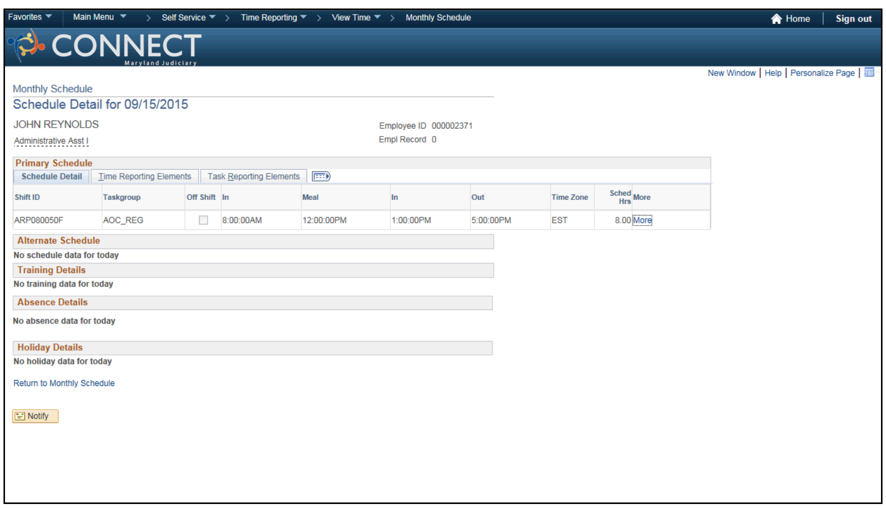
Step	Action	Notes
11.	Click the **7** link. 7	
12.	For this example, the employee is scheduled to work 8.00 however, 9/7/2015 is a Holiday.	



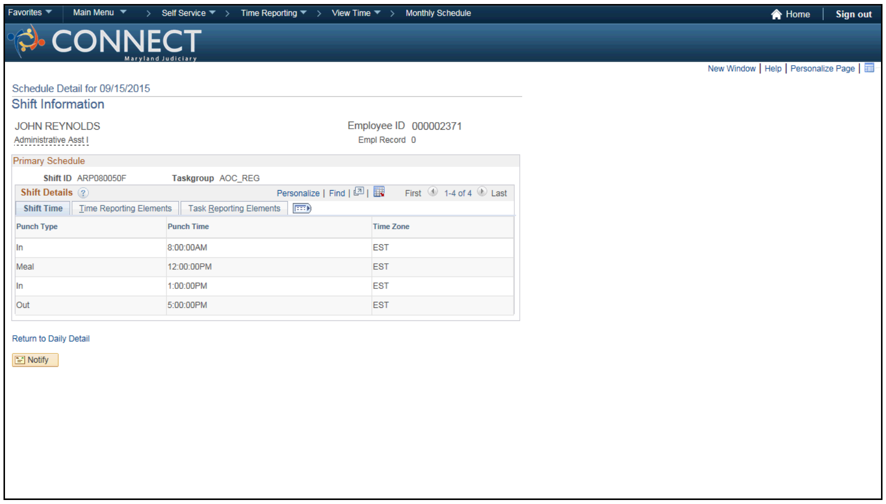
Step	Action	Notes
13.	Click the **Return to Monthly Schedule** link. Return to Monthly Schedule	



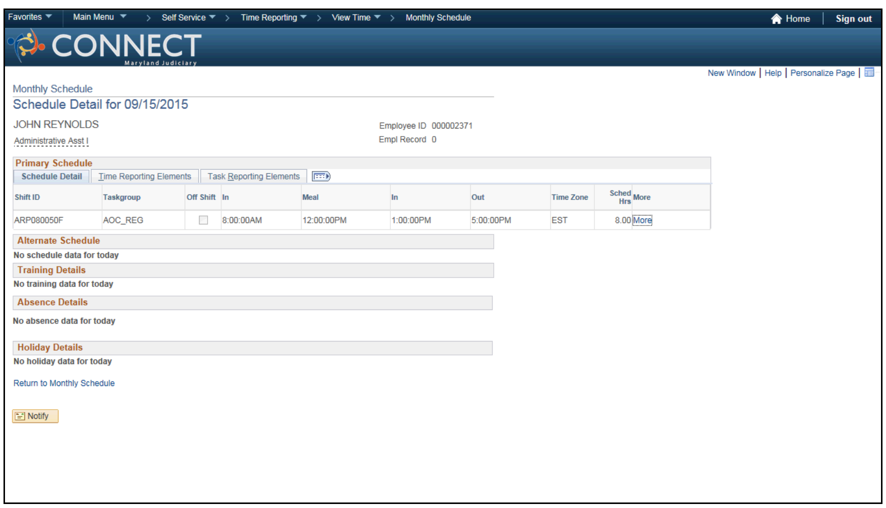
Step	Action	Notes
14.	Click the **15** link. 15	



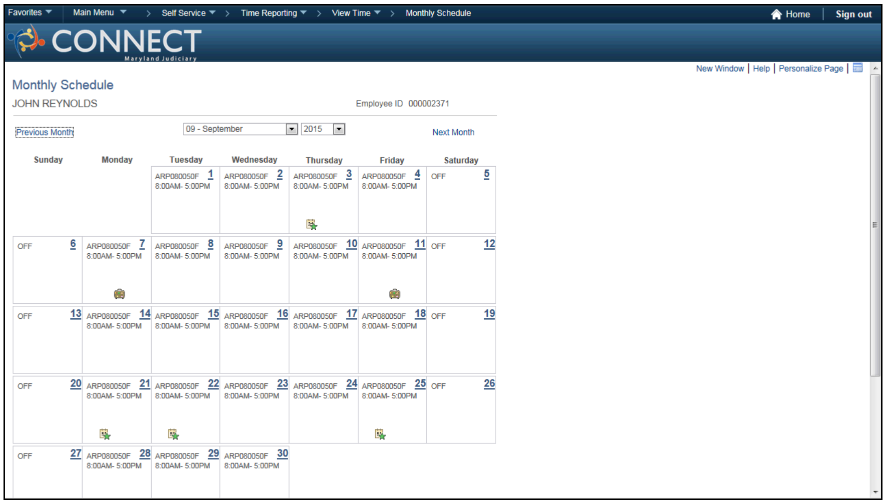
Step	Action	Notes
15.	Click the **More** link to view Shift Details. More	



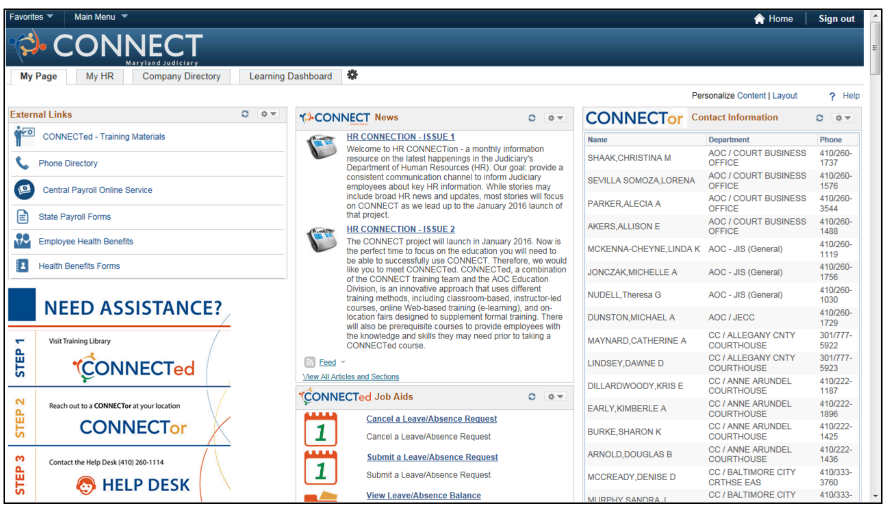
Step	Action	Notes
16.	Click the **Return to Daily Detail** link. Return to Daily Detail	



Step	Action	Notes
17.	Click the **Return to Monthly Schedule** link. Return to Monthly Schedule	



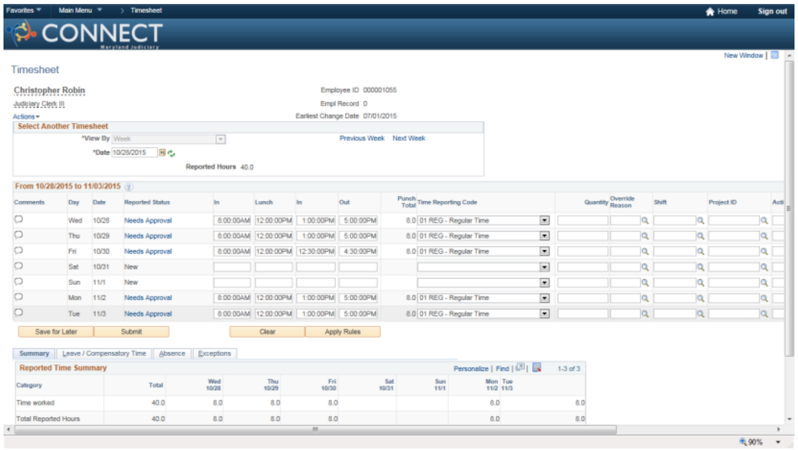
Step	Action	Notes
18.	Click the **Home** link. Home	



Step	Action	Notes
19.	Click the **Sign out** link. Sign out	
20.	You have completed the View Monthly-Daily Schedule - Punch Time topic. **End of Procedure.**	

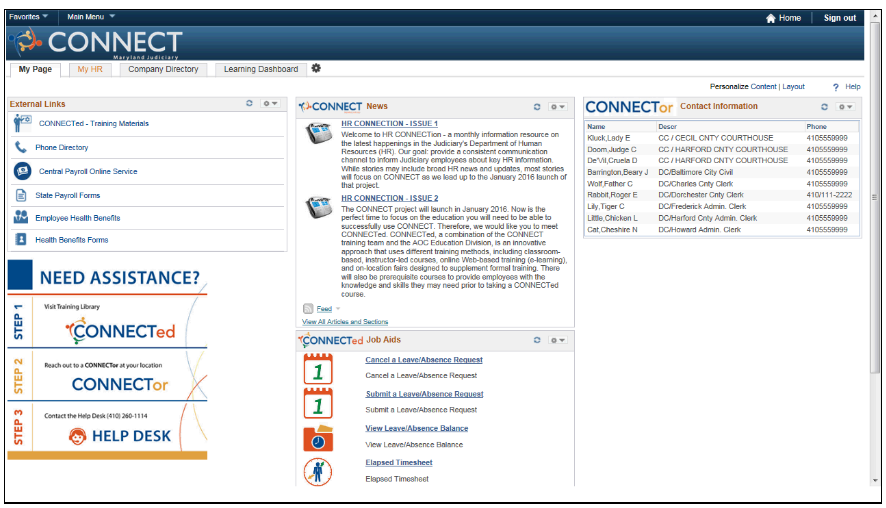
12_21_15_Report Time - Punch Timesheet

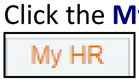
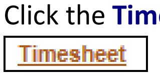
Report Time - Punch Timesheet

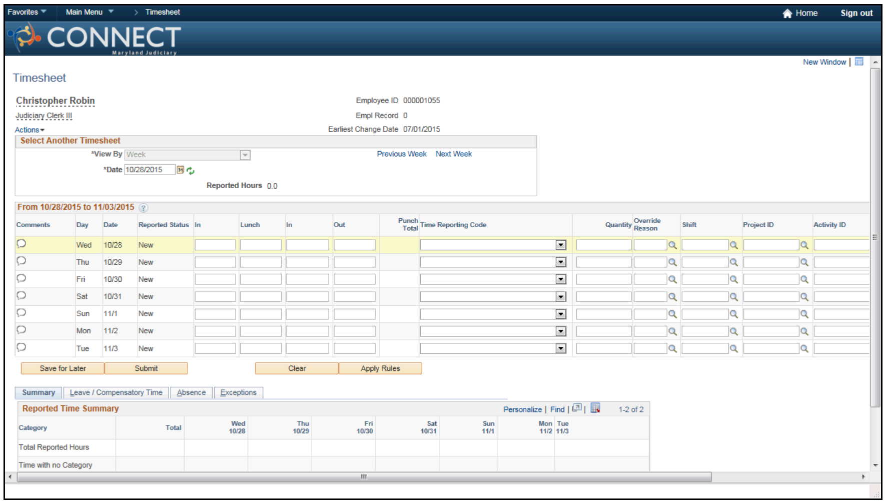


Procedure

In this topic, you will enter time using the punch timesheet.



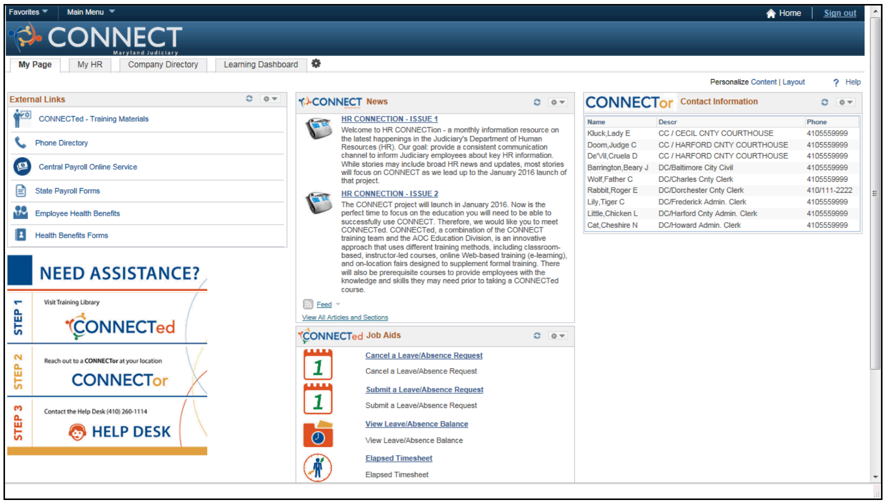
Step	Action	Notes
1.	Click the **My HR** tab. 	
2.	Click the **Timesheet** link. 	



Step	Action	Notes
3.	Click in the **In** field.	
4.	Enter "**8a**" into the **In** field.	
5.	Click in the **Lunch** field.	
6.	Enter "**12p**" into the **Lunch** field.	
7.	Click in the **In** field.	
8.	Enter "**1p**" into the **In** field.	
9.	Click in the **Out** field.	
10.	Enter "**5p**" into the **Out** field.	
11.	Click the **Time Reporting Code** drop-down list.	
12.	Click the **01 REG - Regular Time** list item. 01 REG - Regular Time	
13.	Click in the **In** field.	
14.	Enter "**8a**" into the **In** field.	
15.	Click in the **Lunch** field.	
16.	Enter "**12p**" into the **Lunch** field.	

Step	Action	Notes
17.	Click in the **In** field.	
18.	Enter "**1p**" into the **In** field.	
19.	Click in the **Out** field.	
20.	Enter "**5p**" into the **Out** field.	
21.	Click the **Time Reporting Code** drop-down list.	
22.	Click the **01 REG - Regular Time** list item. 01 REG - Regular Time	
23.	Click in the **In** field.	
24.	Enter "**8a**" into the **In** field.	
25.	Click in the **Lunch** field.	
26.	Enter "**12p**" into the **Lunch** field.	
27.	Click in the **In** field.	
28.	Enter "**12:30p**" into the **In** field.	
29.	Click in the **Out** field.	
30.	Enter "**4:30p**" into the **Out** field.	
31.	Click the **Time Reporting Code** drop-down list.	
32.	Click the **01 REG - Regular Time** list item. 01 REG - Regular Time	
33.	Click in the **In** field.	
34.	Enter "**8a**" into the **In** field.	
35.	Click in the **Lunch** field.	
36.	Enter "**12p**" into the **Lunch** field.	
37.	Click in the **In** field.	
38.	Enter "**1p**" into the **In** field.	

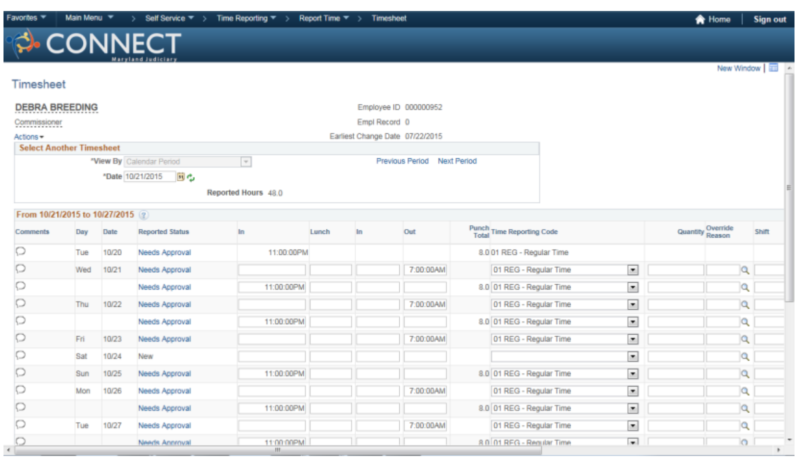
Step	Action	Notes
39.	Click in the **Out** field.	
40.	Enter "**5p**" into the **Out** field.	
41.	Click the **Time Reporting Code** drop-down list.	
42.	Click the **01 REG - Regular Time** list item. 01 REG - Regular Time	
43.	Click in the **In** field.	
44.	Enter "**8a**" into the **In** field.	
45.	Click in the **Lunch** field.	
46.	Enter "**12p**" into the **Lunch** field.	
47.	Click in the **In** field.	
48.	Enter "**1p**" into the **In** field.	
49.	Click in the **Out** field.	
50.	Enter "**5p**" into the **Out** field.	
51.	Click the **Time Reporting Code** drop-down list.	
52.	Click the **01 REG - Regular Time** list item. 01 REG - Regular Time	
53.	Click the **Submit** button. Submit	
54.	Click the **OK** button. OK	
55.	Click the **OK** button. OK	
56.	Click the **Vertical** scrollbar to move down the page.	
57.	Review the **Summary** tab to make sure your total reported hours are accurate.	
58.	Click the **Home** link. Home	



Step	Action	Notes
59.	Click the **Sign out** link. Sign out	
60.	You have completed reporting time using the punch timesheet. **End of Procedure.**	

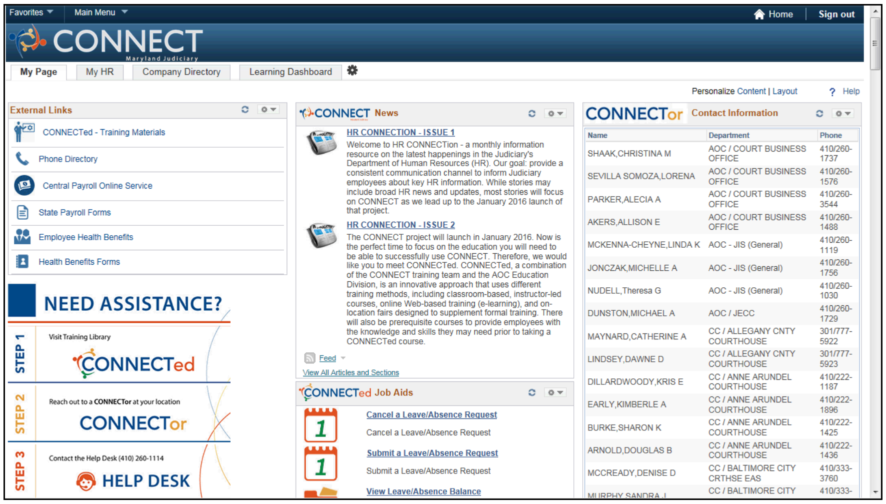
12_21_15_Report Time - Commissioner Overnight Shift

This topic demonstrates time reporting as a commissioner with an **overnight shift**.

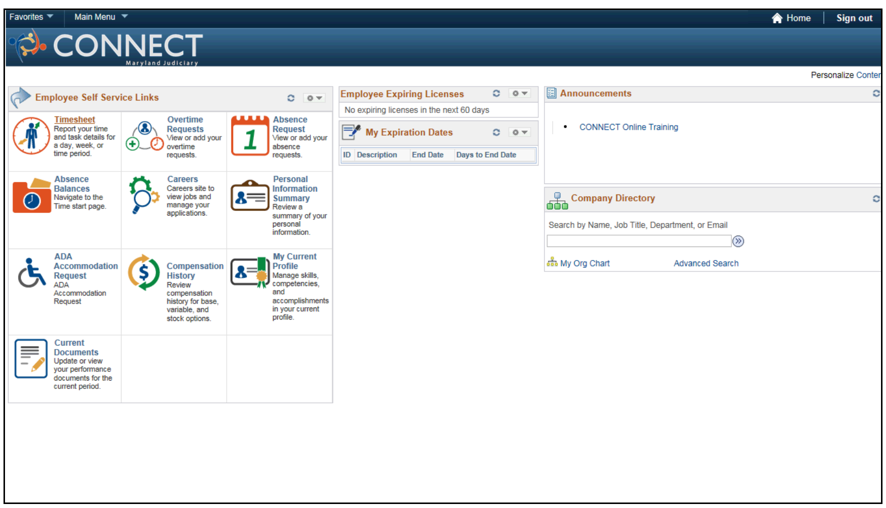


Procedure

In this topic, you will enter an overnight schedule as a Commissioner.

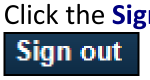


Step	Action	Notes
1.	Click the **My HR** tab. My HR	



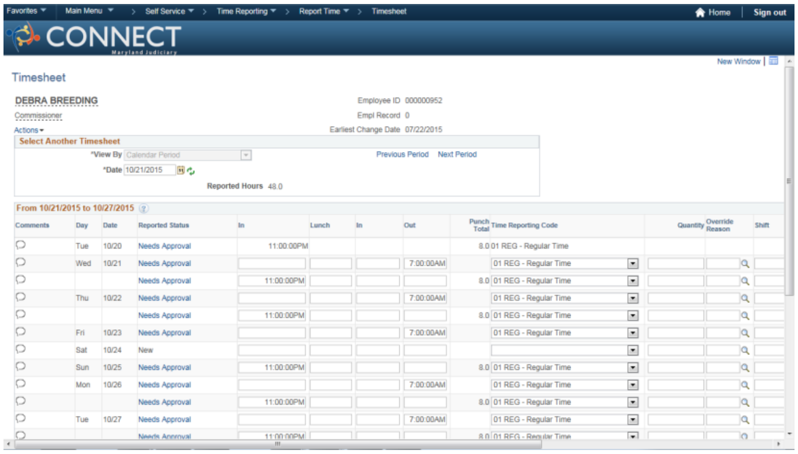
Step	Action	Notes
2.	Click the **Timesheet** link. Timesheet	
3.	This example shows a timesheet submitted for approval with time entered from 11:00pm to 7:00am.	
4.	Notice how the time was entered. From the previous week on the evening of Tue 10/20 the 'punch in' time was 11:00pm.	
5.	The Time Reporting Code (TRC) selected is 01 REG - Regular Time.	

Step	Action	Notes
6.	On Wednesday 10/21 the time entered for 'out punch' is 7:00am to reflect the full '8' hours worked. This time entered is for the previous week. Since it is an overnight shift that ended at 7am on a Wednesday it will display on both the previous and current week.	
7.	For the current week of Wednesday, 10/21 through Tuesday 10/27 we will enter the in and out times.	
8.	Click the **Horizontal** scrollbar to move across the page.	
9.	Use the **add a row +** button to add another entry for the same day. For this example another line must be included to input the 'punch in' time of 11:00pm.	
10.	Click the **Horizontal** scrollbar to move back across the page.	
11.	As we continued to enter time per day, notice how each day has an 'out punch' of 7:00 am, a new row for that day is added, and an 'in punch' for 11:00pm is entered. All with the Time Reporting Code of Regular Time.	
12.	Notice the Punch Total column displaying the total hours for the day.	
13.	Click the **Vertical** scrollbar to move down the page.	
14.	The last row for the week is always Tuesday. Notice that we entered our 'out punch' as 7:00am. Added the row and entered the 'in punch' as 11:00pm. Because the shift starts at 11:00pm we must also enter the 'out punch' of 7:00am on the Wednesday, 10/28 line. Once the timesheet is submitted the 'out punch' becomes visible on both weeks and the total hours are reflected for that day.	
15.	You will need to submit this timesheet then input the remaining 'out punch' on the following week timesheet and submit those hours for the total reported hours.	
16.	Click the **Vertical** scrollbar to move up the page.	
17.	To enter your 'out punch' you would navigate to the time entry page for next week. Click the **Next Period** link. Next Period	
18.	Here you will enter the "out punch" for 7:00am. When submitting your time, you will need to submit both the current week and the hours included on Wednesday.	

Step	Action	Notes
19.	Submit the time. This will complete your full entry of time for the period.	
20.	Once time is submitted you will see the Reported Status column indicate 'Needs Approval'. You may click on this link to see who approves your timesheet.	
21.	Notice the reported hours total. The system displays the total hours reported in this week of the timesheet.	
22.	Notice the 'in punch', which is on Tuesday, is also displayed on this timesheet which starts on Wednesday 10/28. The system displays Tuesday for the 'in' time to provide the full day which includes the 'out' time on Wednesday. Let's view the full week.	
23.	Notice the Reported Hours on this view of the timesheet.	
24.	Why 48.0 hours? Because the page includes the first 8 hours, which are from your previous week, and adds them all up. Those 8 hours (of the previous week) show as part of this week since your 'out punch' is on Wednesday, the first day of the time reporting week. But when you submit all your time, your manager will only receive the time entered as 'in punch' of 11pm on Wednesday 10/21 to your 'out punch' of 7am on Wednesday 10/28 which adds up to 40 hours.	
25.	Remember the last two lines of Tuesday 10/27 and Wednesday 10/28 are now visible on both this week and the next as they are linked by the overnight shift.	
26.	You have completed the overnight shift time reporting topic. Click the **Home** link. 	
27.	Click the **Sign out** link. 	
28.	You have completed entering time on a timesheet with an overnight schedule. **End of Procedure.**	

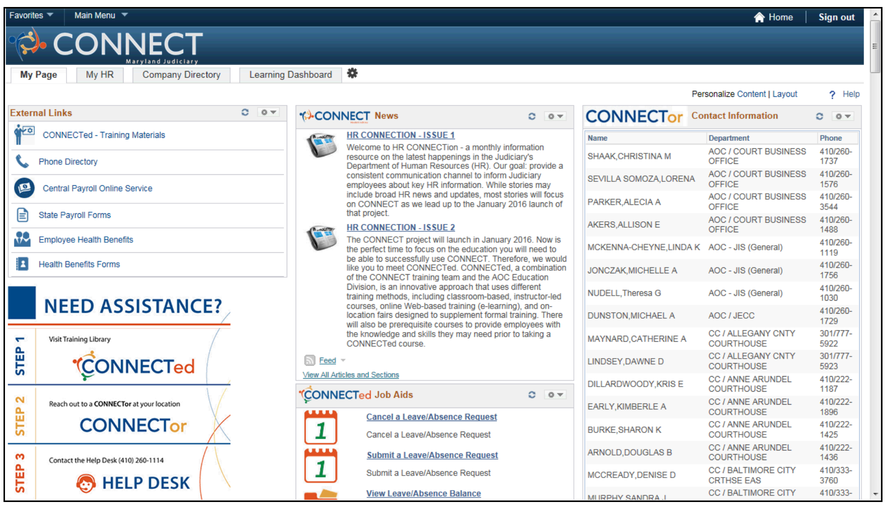
12_21_15_Report Time - Shift Differential

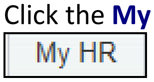
This topic demonstrates time reporting **shift differential**.

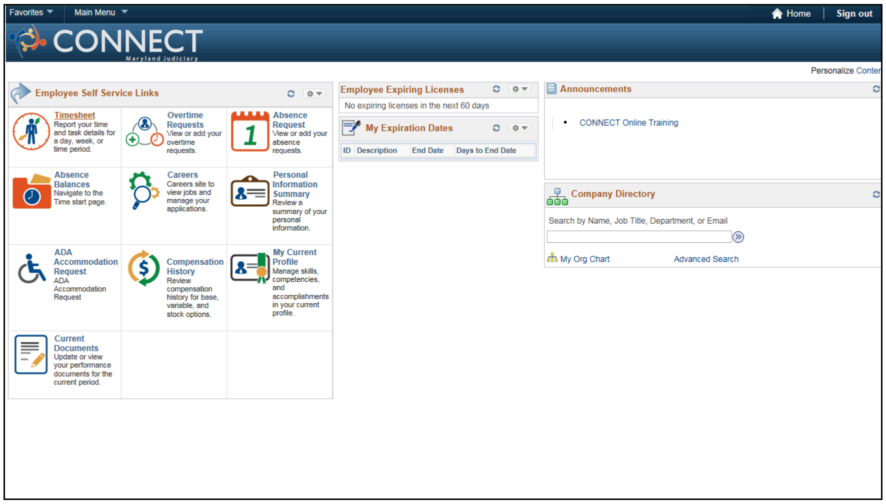


Procedure

In this topic, you will enter an overnight schedule as a Commissioner.

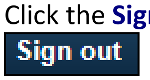


Step	Action	Notes
1.	Click the **My HR** tab. 	



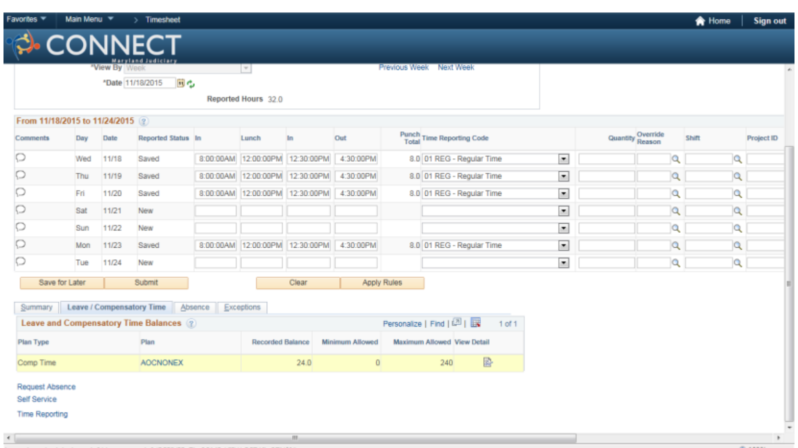
Step	Action	Notes
2.	Click the **Timesheet** link. Timesheet	
3.	This example shows a timesheet submitted for approval with time entered from 11:00pm to 7:00am.	
4.	Notice how the time was entered. From the previous week on the evening of Tue 10/20 the 'punch in' time was 11:00pm.	
5.	The Time Reporting Code (TRC) selected is 01 REG - Regular Time.	
6.	On Wednesday 10/21 the time entered for 'out punch' is 7:00am to reflect the full '8' hours worked. This time entered is for the previous week. Since it is an overnight shift that ended at 7am on a Wednesday it will display on both the previous and current week.	
7.	For the current week of Wednesday, 10/21 through Tuesday 10/27 we will enter the in and out times.	
8.	Click the **Horizontal** scrollbar to move across the page.	
9.	Use the **add a row +** button to add another entry for the same day. For this example another line must be included to input the 'punch in' time of 11:00pm.	
10.	Click the **Horizontal** scrollbar to move back across the page.	
11.	As we continued to enter time per day, notice how each day has an 'out punch' of 7:00 am, a new row for that day is added, and an 'in punch' for 11:00pm is entered. All with the Time Reporting Code of Regular Time.	

Step	Action	Notes
12.	Notice the Punch Total column displaying the total hours for the day.	
13.	Click the **Vertical** scrollbar to move down the page.	
14.	The last row for the week is always Tuesday. Notice that we entered our 'out punch' as 7:00am. Added the row and entered the 'in punch' as 11:00pm. Because the shift starts at 11:00pm we must also enter the 'out punch' of 7:00am on the Wednesday, 10/28 line. Once the timesheet is submitted the 'out punch' becomes visible on both weeks and the total hours are reflected for that day.	
15.	You will need to submit this timesheet then input the remaining 'out punch' on the following week timesheet and submit those hours for the total reported hours.	
16.	Click the **Vertical** scrollbar to move up the page.	
17.	To enter your 'out punch' you would navigate to the time entry page for next week. Click the **Next Period** link. Next Period	
18.	Here you will enter the "out punch" for 7:00am. When submitting your time, you will need to submit both the current week and the hours included on Wednesday.	
19.	Submit the time. This will complete your full entry of time for the period.	
20.	Once time is submitted you will see the Reported Status column indicate 'Needs Approval'. You may click on this link to see who approves your timesheet.	
21.	Notice the reported hours total. The system displays the total hours reported in this week of the timesheet.	
22.	Notice the 'in punch', which is on Tuesday, is also displayed on this timesheet which starts on Wednesday 10/28. The system displays Tuesday for the 'in' time to provide the full day which includes the 'out' time on Wednesday. Let's view the full week.	
23.	Notice the Reported Hours on this view of the timesheet.	

Step	Action	Notes
24.	Why 48.0 hours? Because the page includes the first 8 hours, which are from your previous week, and adds them all up. Those 8 hours (of the previous week) show as part of this week since your 'out punch' is on Wednesday, the first day of the time reporting week. But when you submit all your time, your manager will only receive the time entered as 'in punch' of 11pm on Wednesday 10/21 to your 'out punch' of 7am on Wednesday 10/28 which adds up to 40 hours.	
25.	Remember the last two lines of Tuesday 10/27 and Wednesday 10/28 are now visible on both this week and the next as they are linked by the overnight shift.	
26.	You have completed the overnight shift time reporting topic. Click the **Home** link. 	
27.	Click the **Sign out** link. 	
28.	You have completed entering time on a timesheet with an overnight schedule. **End of Procedure.**	

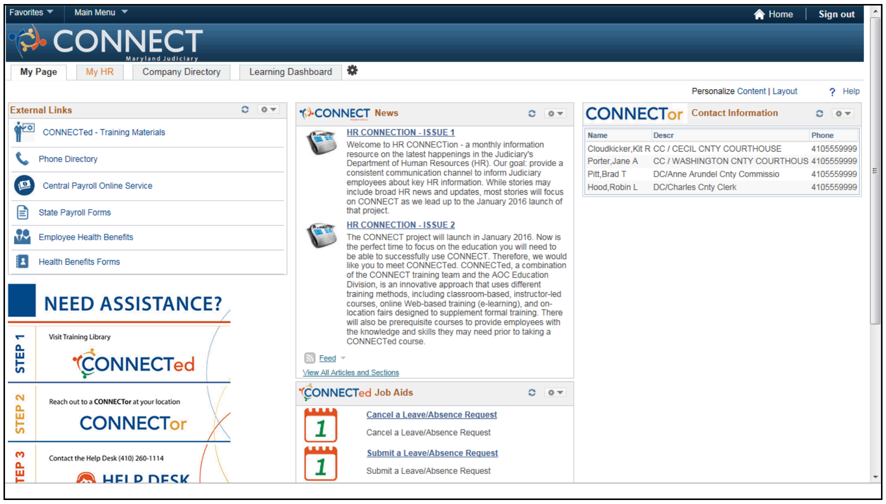
12_21_15_Comp Time - View Balance

In this topic you will see how to navigate to your Leave/Compensatory Time page and also view the balance in the timesheet page.

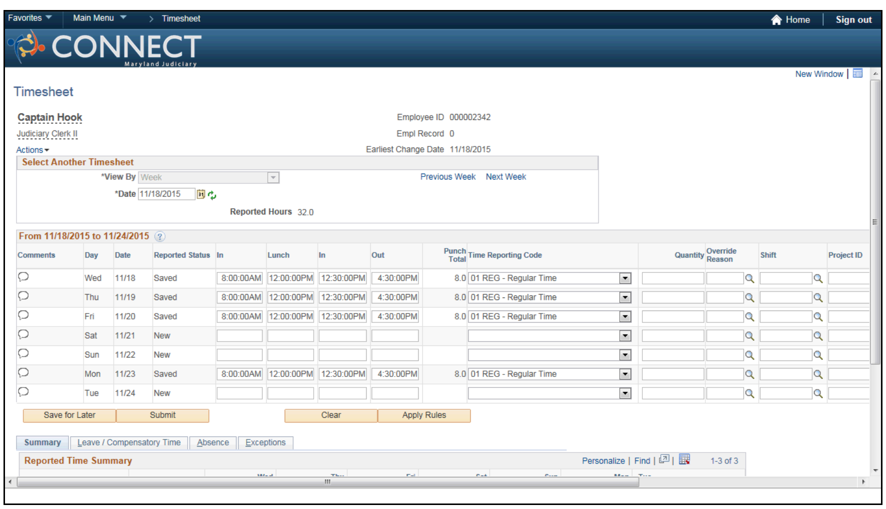


Procedure

In this topic, you will view your Compensatory Time balance.

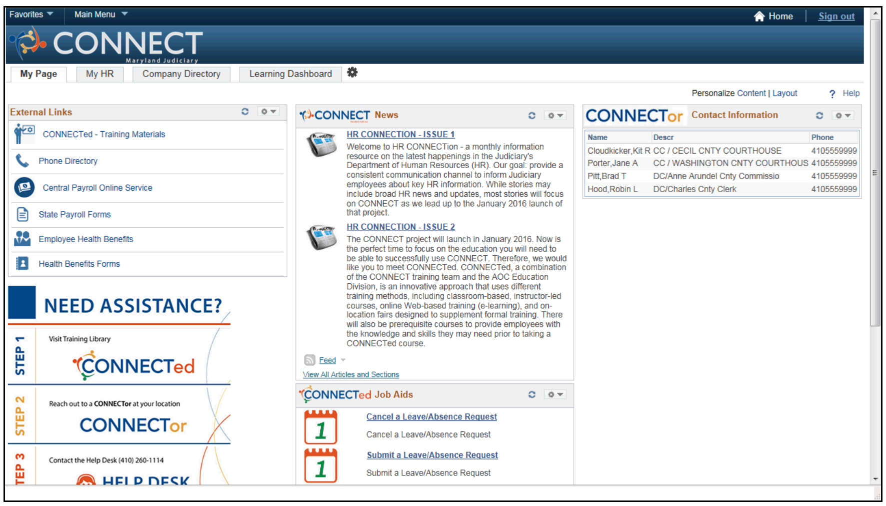


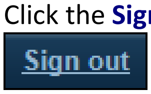
Step	Action	Notes
1.	Click the **My HR** tab. My HR	
2.	There are two ways to view your Comp Time balance. One is in the Timesheet page. The second is the Compensatory Time page. Click the **Timesheet** link. Timesheet	



Step	Action	Notes
3.	Leave/Compensatory Time balance is available in the bottom area of the timesheet. Click the **Vertical** scrollbar to move down the page.	
4.	Only if you have Comp Time balance will you have the Leave/Compensatory Time tab available in your timesheet page. If you do not see this tab it is because you do not have Comp Time balance. Click the **Leave / Compensatory Time** tab. Leave / Compensatory Time	
5.	The **Compensatory Time Balance** shows the: Plan Type = Comp Time Plan = AOCNOEX (AOC Non-Exempt) Recorded Balance = 24.0 Minimum Allowed = 0 Maximum Allowed = 240 View Detail = a link to usage details **Note:** Comp Time balance (as well as Absence balances) are updated every pay period.	
6.	Click the **View Detail** button.	
7.	In this page, you will be able to keep track of your Comp Time balance based on the accrual date.	
8.	Click the **Close** button.	
9.	To view your balance from the Compensatory Time page, click the **Main Menu** button. Main Menu	
10.	Click the **HCM NAVIGATION** menu. HCM NAVIGATION	
11.	Click the **Self Service** menu. Self Service	
12.	Click the **Time Reporting** menu. Time Reporting	
13.	Click the **View Time** menu. View Time	

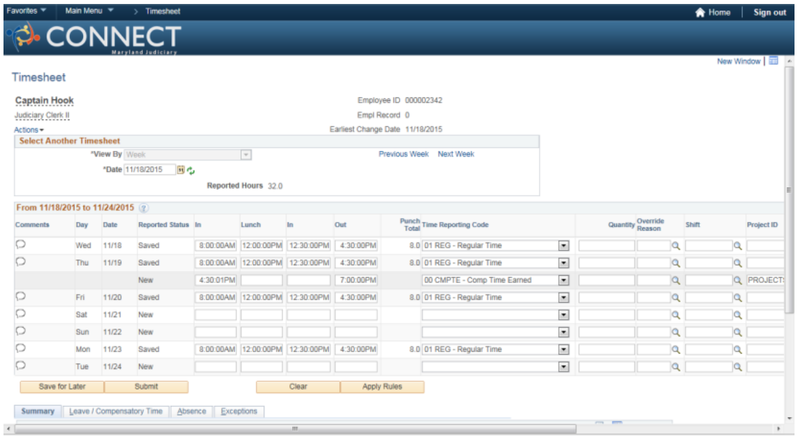
Step	Action	Notes
14.	Click the **Compensatory Time** menu. 	
15.	In this page you can view your Comp Time Balance Summary only. This page is available regardless of balance, where the timesheet tab is not available when there is no balance loaded.	
16.	Click the **Home** link. 	



Step	Action	Notes
17.	Click the **Sign out** link. 	
18.	You have completed viewing both the Compensatory Time page and the Timesheet's Leave/Compensatory Time tab. **End of Procedure.**	

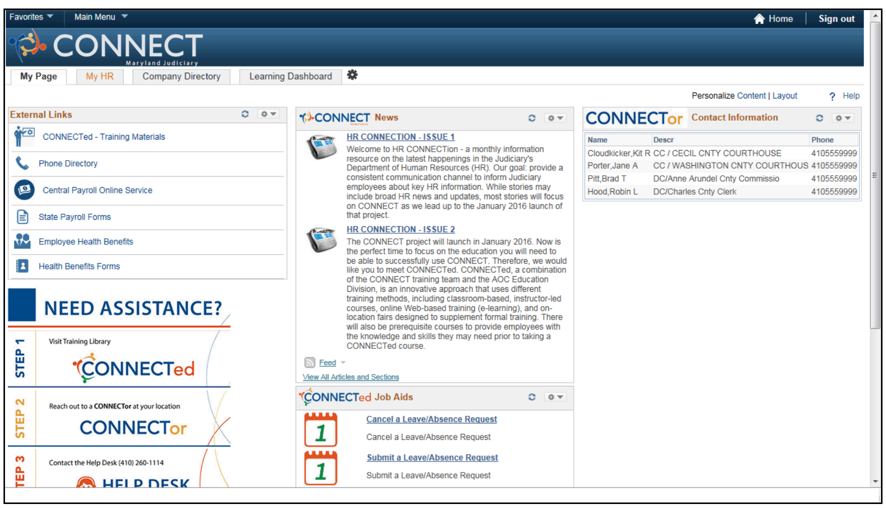
12_21_15_Comp Time - Report Comp Time Earned

In this topic, you will see how to Report Comp Time Earned through the Timesheet.

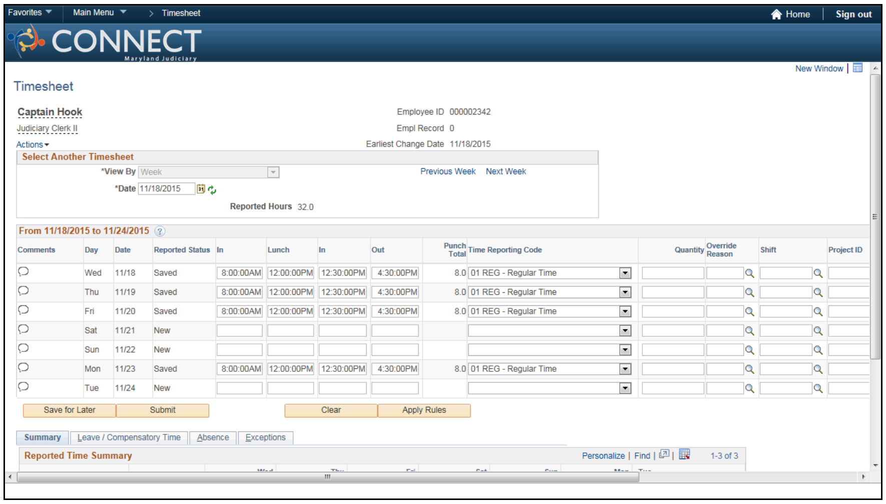


Procedure

In this topic, you will report Comp Time Earned on your timesheet.



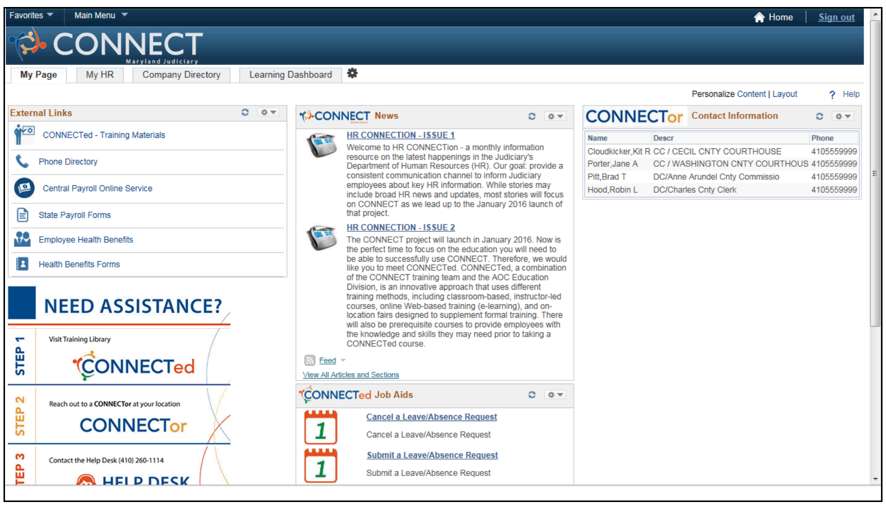
Step	Action	Notes
1.	Click the **My HR** tab. My HR	
2.	Comp time is reported in the timesheet. If you need pre-approval to work comp time, you would enter and submit it into the timesheet for approval prior to or along with the completed timesheet. Click the **Timesheet** link. Timesheet	

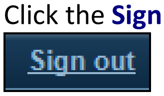


Step	Action	Notes
3.	Click the **Vertical** scrollbar to move down the page.	
4.	You can access your current balance in the Leave/Compensatory Time tab. Click the **Leave / Compensatory Time** tab.  	
5.	The balance available is displayed here. **Note:** Balances will be updated every pay period.	
6.	In this example, report comp time earned for Thursday 11/19. To do so, add a new row for the date to input the comp time hours and indicate the Project ID and Activity ID.	
7.	Click the **Horizontal** scrollbar to move across the page.	
8.	Notice the Date column helps keeps us in the same date when adding a new row. Specifically helpful when scrolling over the page and no longer have the visual reference of the date which is available on the left side of the page. Click the **Add a new row at row 2** button. 	
9.	Comp time can be entered as a quantity of hours or an in and out punch. To enter the quantity, simply key in the number of hours earned into the Quantity field. For this example, you will enter the in and out times.	

Step	Action	Notes
10.	Use the In/Out fields to enter the time worked beyond your normal hours. Click in the **In** field.	
11.	In this example, Friday's out time is 4:30:00 and the comp time earned starts at 4:30:01. This is necessary because the system will not allow you to enter the same in and out time on the same day. Enter "**4:30:01p**" into the **In** field.	
12.	Click in the **Out** field.	
13.	Enter "**7p**" into the **Out** field.	
14.	Click the **Time Reporting Code** drop-down list.	
15.	Click the **00 CMPTE - Comp Time Earned** list item. 00 CMPTE - Comp Time Earned	
16.	Click the **Horizontal** scrollbar to move across the page.	
17.	The Project ID field will display all available project types. Click the **Look up Project ID** button.	
18.	Click the **PROJECTS** link. PROJECTS	
19.	Activities are associated with projects. Here you are indicating which specific project you worked in. Click the **Look up Activity ID** button.	
20.	Click the **CASH FLOW** link. CASH FLOW	
21.	Click **"Save for Later"** if you do not require pre-approval for the time. You can then submit it once you are ready to submit your completed timesheet on Tuesday.	

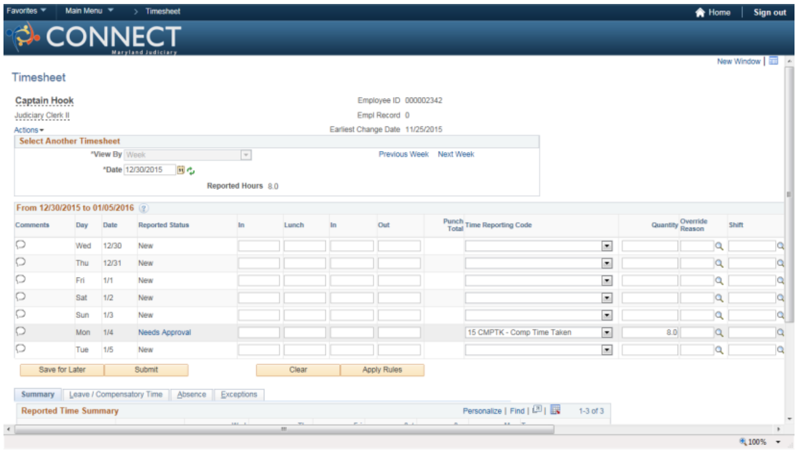
Step	Action	Notes
22.	Click on **"Submit"** if you need to have your manager approve the Comp Time prior to completing the timesheet. **Note:** when you click submit you will submit all time entry. It will be up to the manager to approve just the comp time and wait to approve the whole timesheet once completed. It will not be an issue for you to submit the timesheet once completed on Tuesday. It does not duplicate.	
23.	**NOTE:** Notice the Reported Status changed from New to **Saved.** When you click the submit button the status will reflect Needs Approval.	
24.	Click the **Home** link.  	



Step	Action	Notes
25.	Click the **Sign out** link.  	
26.	You have completed reporting Comp Time Earned through the timesheet. **End of Procedure.**	

12_21_15_Comp Time - Report Comp Time Taken - Full Day

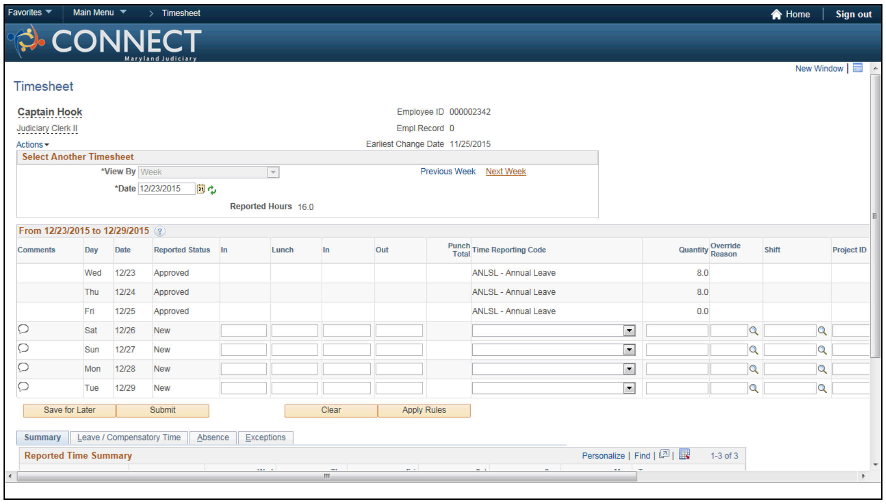
The use of Comp Time is handled through the timesheet. For the following topic, the example demonstrates how to navigate to the next week's timesheet and request a day off using the Comp Time Take time reporting code.



Procedure

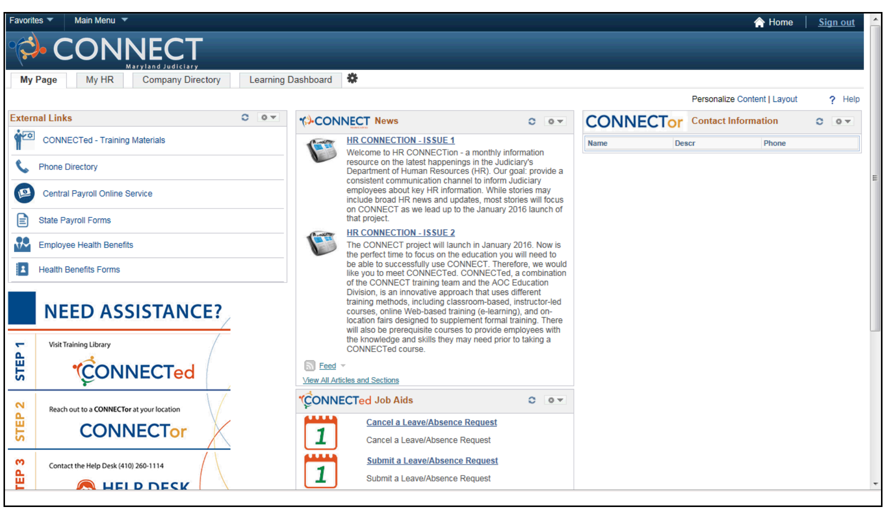
In this topic, you will submit a request to take time off using Comp Time.

Step	Action	Notes
1.	Click the **My HR** tab. My HR	
2.	Comp time is reported through the timesheet. If you need pre-approval to work comp time, you would enter and submit it into the timesheet for approval prior to or along with the completed timesheet. Click the **Timesheet** link. Timesheet	



Step	Action	Notes
3.	For this example, navigate to Next Week to request time off using Comp Time. This will allow the manager to approve it ahead of time. Click the **Next Week** link. Next Week	
4.	For this example, request Monday January 4th as a day off. Click the **Time Reporting Code** drop-down list.	
5.	Click the **15 CMPTK - Comp Time Taken** list item. 15 CMPTK - Comp Time Taken	
6.	Enter the quantity of hours requested. Click in the **Quantity** field.	
7.	Enter "**8**" into the **Quantity** field.	

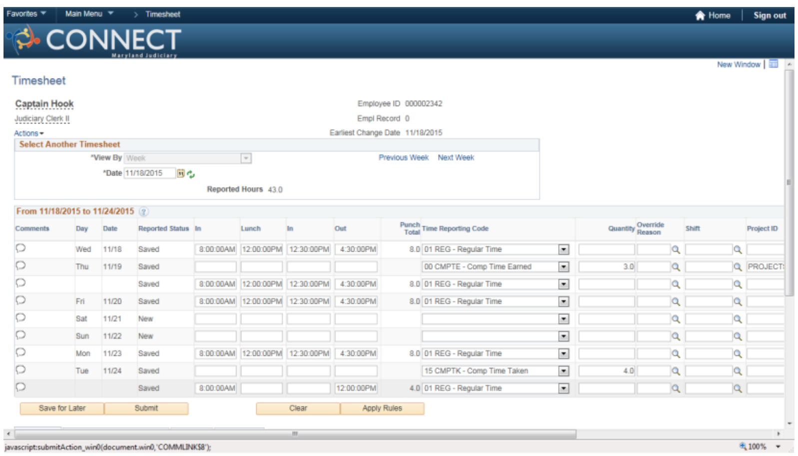
Step	Action	Notes
8.	You can submit this request for manager approval once the Time Reporting Code is selected and the Quantity of hours to take is entered. **Note:** If you have already entered time for the week and saved for later, the time will also be submitted for approval. That is ok. The manager can approve the time off and wait for your next timesheet submission when completed. Click the **Submit** button. Submit	
9.	Click the **OK** button. OK	
10.	Click the **OK** button. OK	
11.	The Reported Status for your request now shows Needs Approval. Once the manager approves the request, the status will change to Approved.	
12.	Click the **Vertical** scrollbar to move down the page.	
13.	Always review your Summary to make sure your entry is accurate. In this example, Comp Time Used displays 8 hours.	
14.	Click the **Home** link. Home	



Step	Action	Notes
15.	Click the **Sign out** link. 	
16.	You have completed submitting a request for time off using comp time take through the timesheet. **End of Procedure.**	

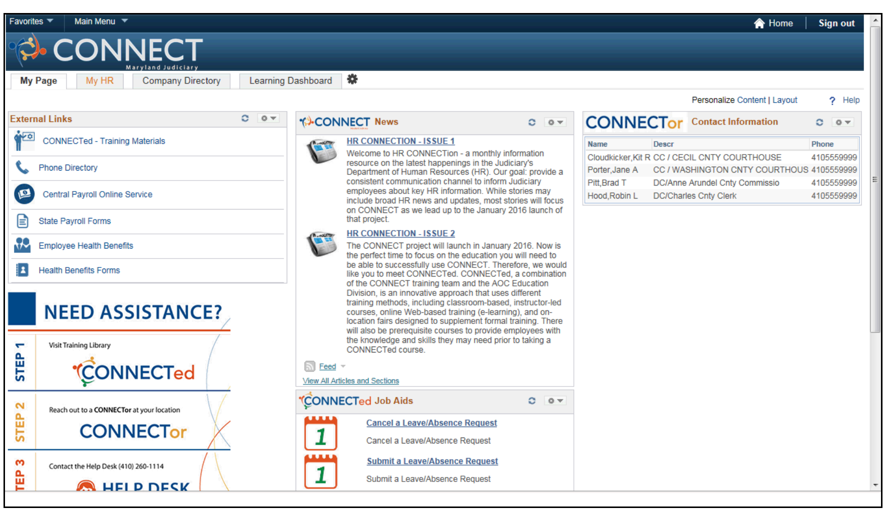
12_21_15_Comp Time - Report Comp Time Taken - Half Day

In this topic you will see how to Report Comp Time Taken through the timesheet for a scenario where the employee did not request the time off ahead of time. In this scenario the employee will report it after making the manager aware of an afternoon need to be off.

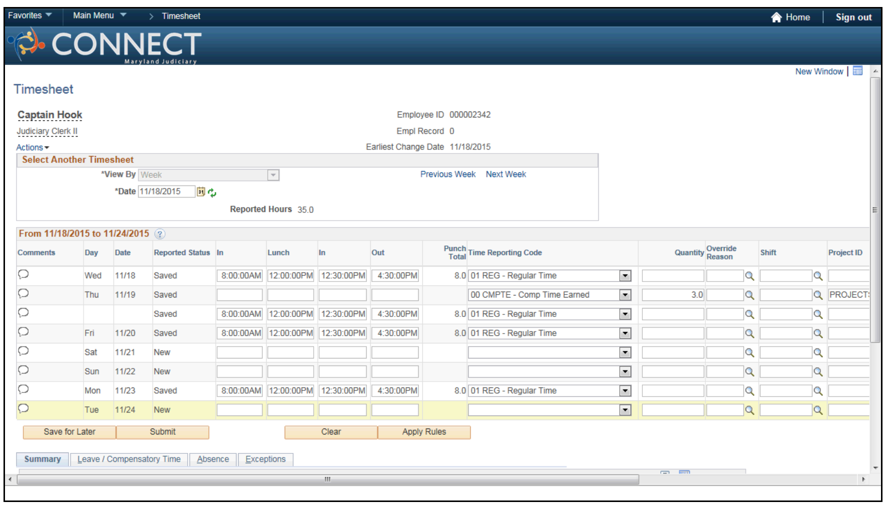


Procedure

In this topic, you will enter a half day of comp time and a half day of regular time on your timesheet.



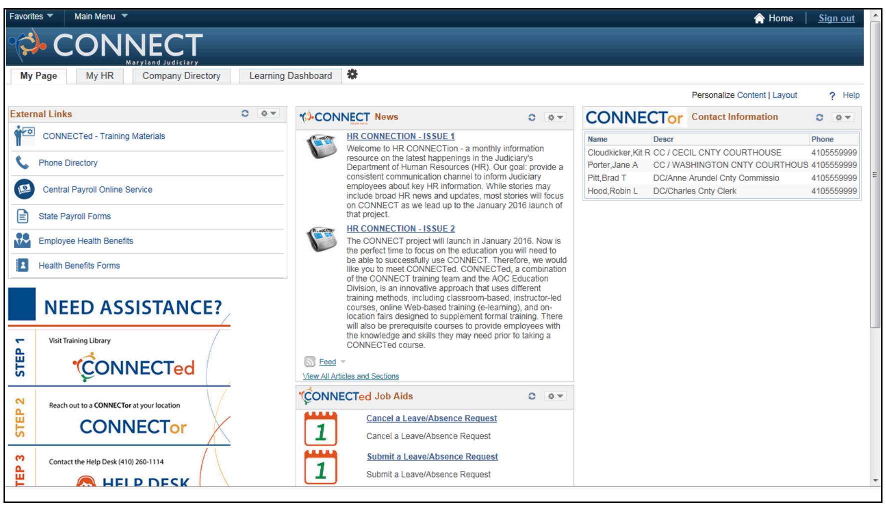
Step	Action	Notes
1.	Click the **My HR** tab. My HR	
2.	All comp time taken will be reported on your timesheet, not as an absence event. Click the **Timesheet** link. Timesheet	



Step	Action	Notes
3.	Begin by entering the hours worked. Click in the **In** field.	
4.	Enter "**8a**" into the **In** field.	
5.	Click in the **Out** field.	
6.	The employee is leaving for the day at 12:00pm. Therefore, that is the Out time. Remember to always use this Out field to indicate you are "punching out" for the day. Enter "**12p**" into the **Out** field.	
7.	Click the **Time Reporting Code** drop-down list.	

Step	Action	Notes
8.	The first half of the day are regular hours. Click the **01 REG - Regular Time** list item. 01 REG - Regular Time	
9.	In order to use comp time for the remaining 4 hours, add a new row to Tuesday 11/24.	
10.	Click the **Horizontal** scrollbar to move across the page.	
11.	Click the **Add a new row** button for the 11/24 row. +	
12.	Click the **Time Reporting Code** drop-down list.	
13.	Click the **15 CMPTK - Comp Time Taken** list item. 15 CMPTK - Comp Time Taken	
14.	In the Quantity field, enter the number of comp time hours taken. Click in the **Quantity** field.	
15.	Enter "**4**" into the **Quantity** field.	
16.	Once you enter your Comp Time, you can: Click **"Save for Later"** if you do not require pre-approval for the time and submit it once you are ready to submit your timesheet on Tuesday. Click on **"Submit"** if you need to have your manager approve it prior to the Timesheet Tuesday. **Note:** when you click submit you will submit all time entry. It will be up to the manager to approve just the comp time and wait to approve the whole timesheet once completed. It will not be an issue for you to submit the timesheet once completed on Tuesday. It does not duplicate. Click the **Save for Later** button. Save for Later	
17.	Click the **Yes** button. Yes	

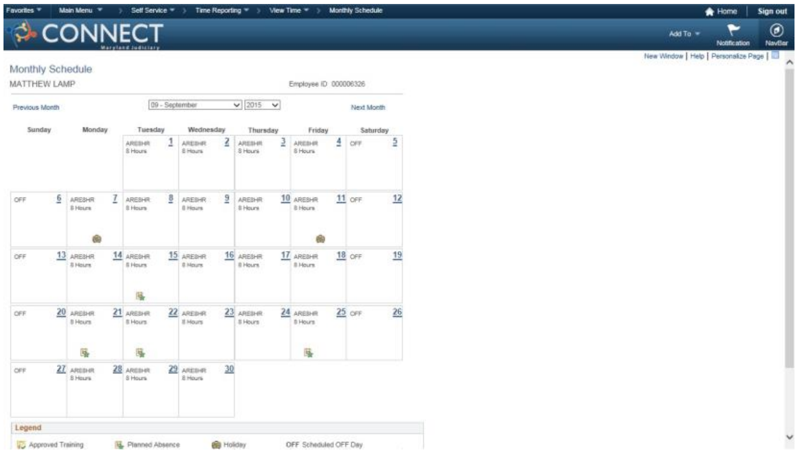
Step	Action	Notes
18.	You have the ability to include a comment to help communicate your time entry. Click the **Comments** button. 	
19.	You may include a comment for any additional information that will help your manager understand your request. **Note:** you will not be able to edit/alter your comment once you click the OK or Apply buttons.	
20.	Click the **Close** button. 	
21.	You have completed entering comp time. Click the **Home** link. 	



Step	Action	Notes
22.	Click the **Sign out** link. 	
23.	You have completed the topic "Comp Time - Report Comp Time Taken - Half Day". **End of Procedure.**	

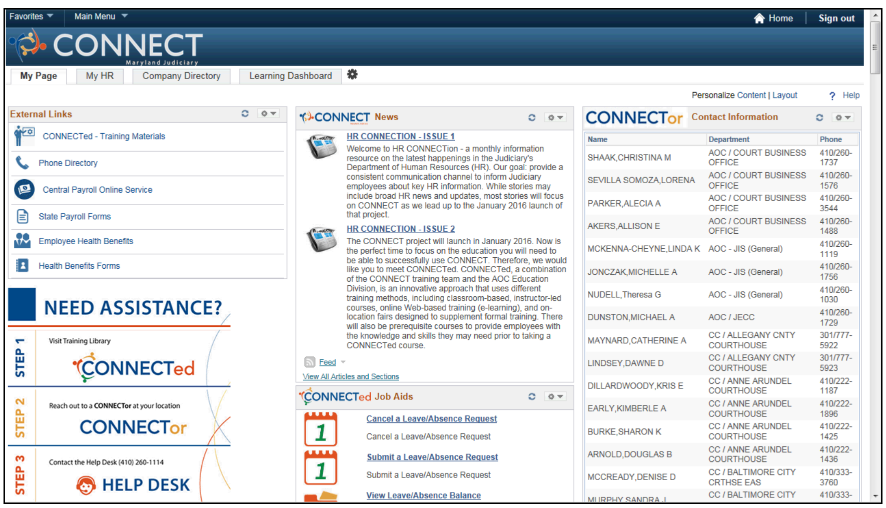
12_21_15_View Monthly-Daily Schedule - Elapsed Time

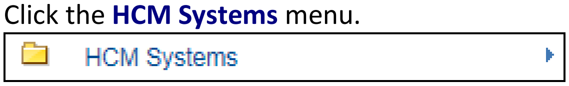
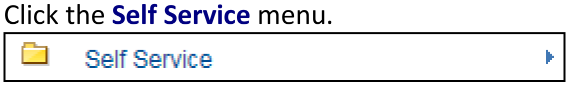
An employee can view their monthly and daily schedule.

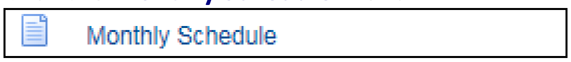


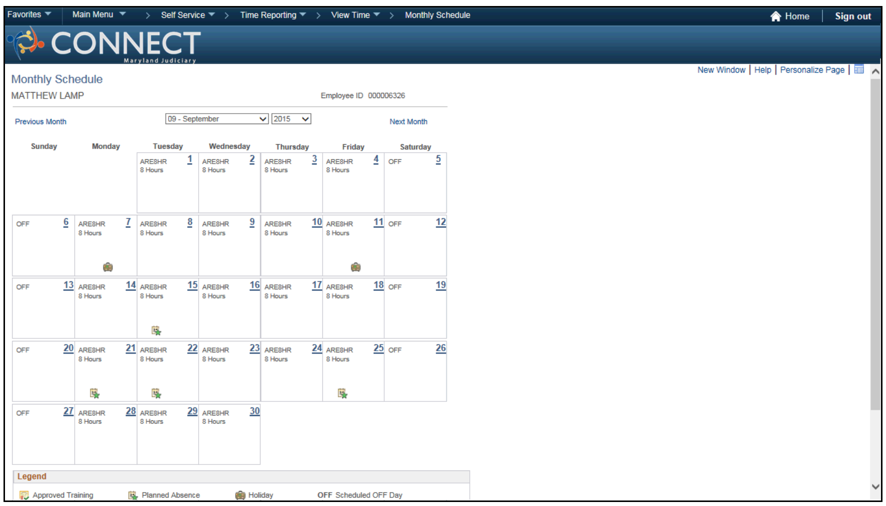
Procedure

In this topic, you will view the monthly and daily schedule as an employee who uses an elapsed timesheet.

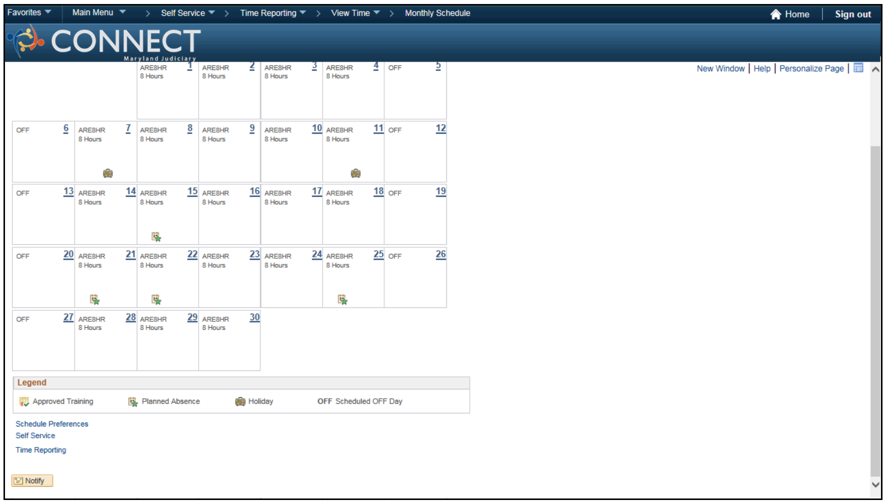


Step	Action	Notes
1.	Click the **Main Menu** button. 	
2.	Click the **HCM Systems** menu. 	
3.	Click the **Self Service** menu. 	

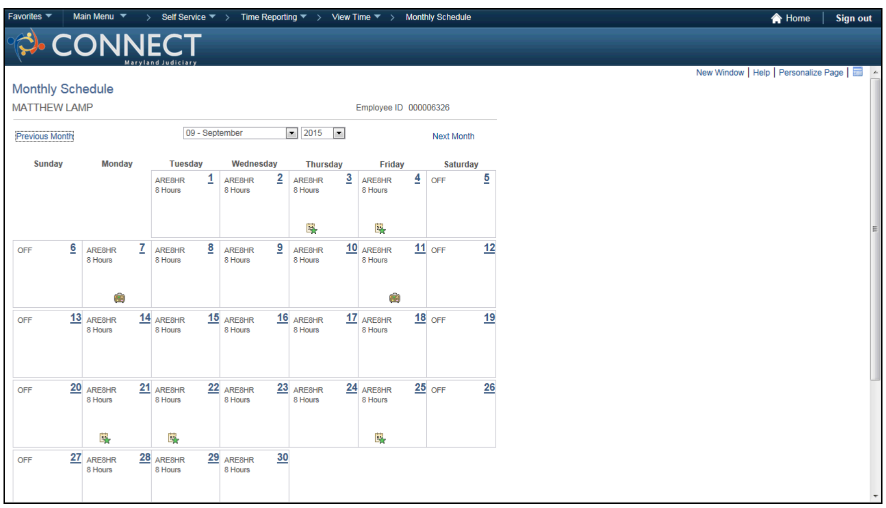
Step	Action	Notes
4.	Click the **Time Reporting** menu. 	
5.	Click the **View Time** menu. 	
6.	Click the **Monthly Schedule** menu. 	
7.	The current month will be visible on the Monthly Schedule page. You can change the month by clicking on the drop down menu.	



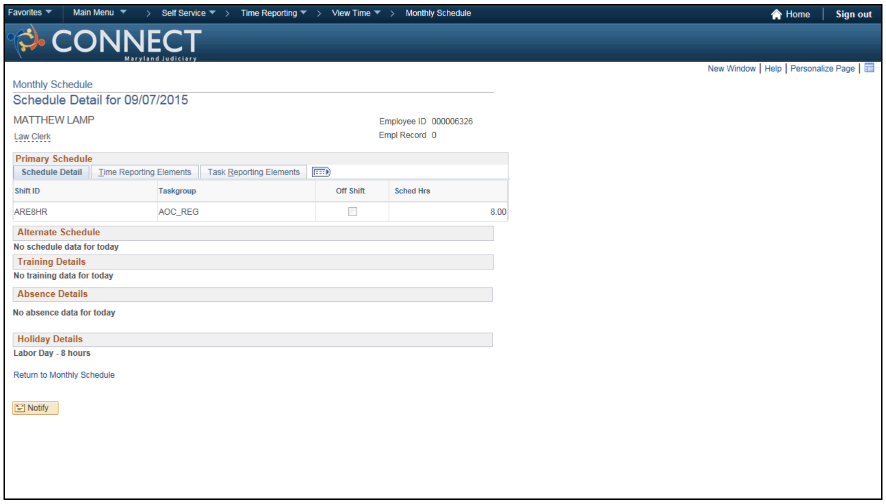
Step	Action	Notes
8.	Click the **Vertical** scrollbar to move down the page.	
9.	The Legend identifies the icons on the days in the calendar.	



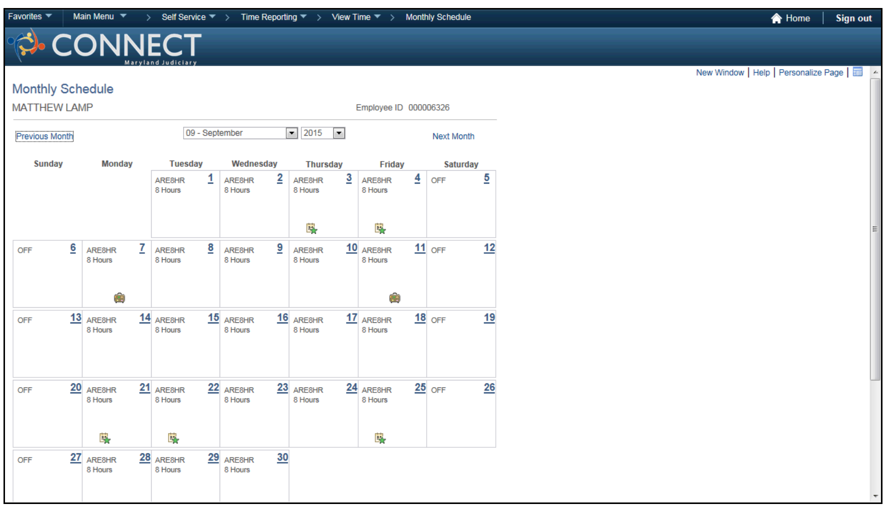
Step	Action	Notes
10.	Click the **Vertical** scrollbar to move back up the page.	



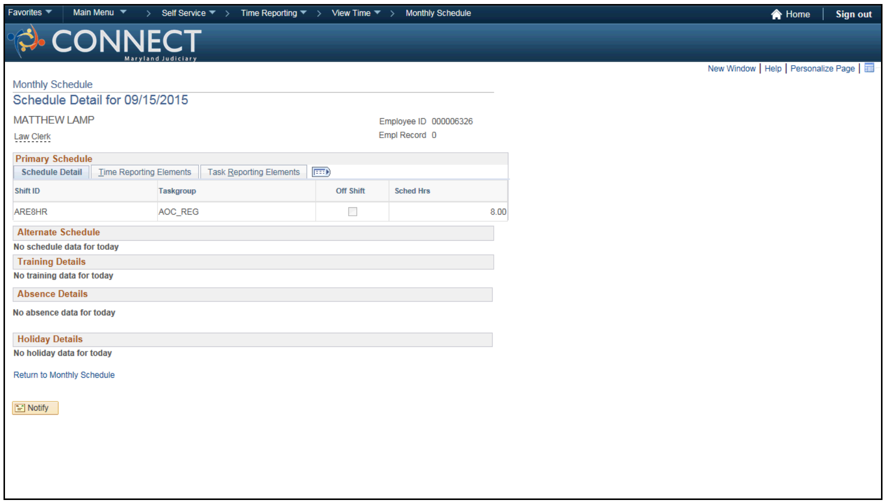
Step	Action	Notes
11.	Click the **7** link. 7	
12.	For this example, the employee is scheduled to work 8 hours. However, 9/7/2015 is a Holiday.	



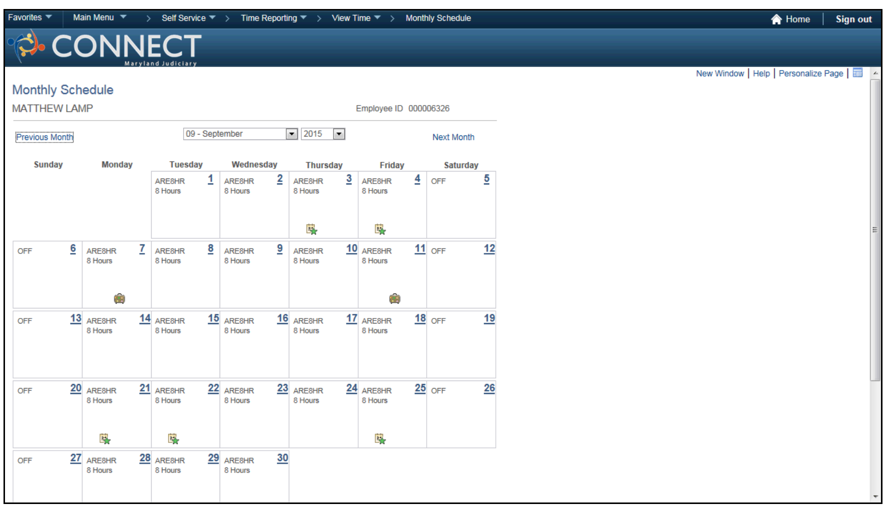
Step	Action	Notes
13.	Click the **Return to Monthly Schedule** link. Return to Monthly Schedule	



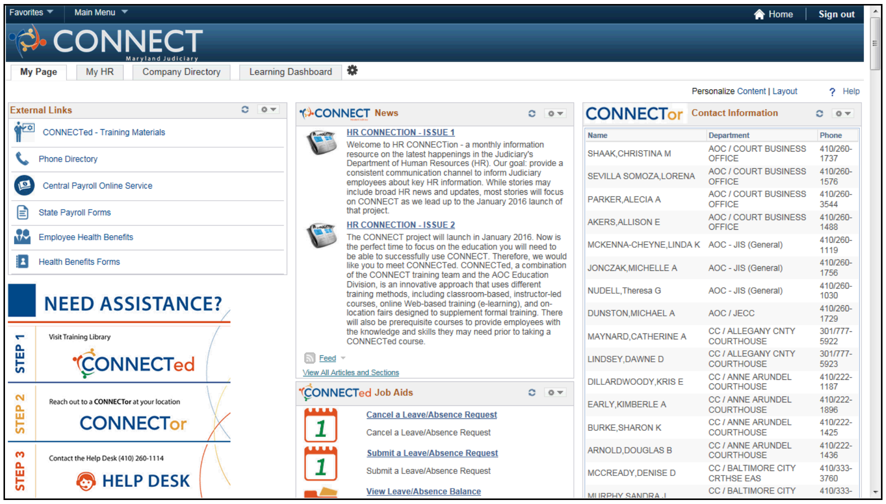
Step	Action	Notes
14.	Click the **15** link. 15	



Step	Action	Notes
15.	Click the **Return to Monthly Schedule** link. Return to Monthly Schedule	



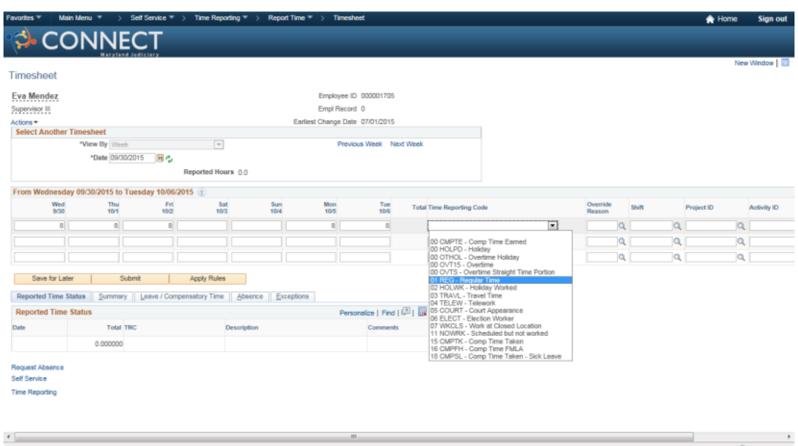
Step	Action	Notes
16.	Click the **Home** link. Home	



Step	Action	Notes
17.	Click the **Sign out** link. **Sign out**	
18.	You have completed the View Monthly-Daily Schedule - Elapsed Time topic. **End of Procedure.**	

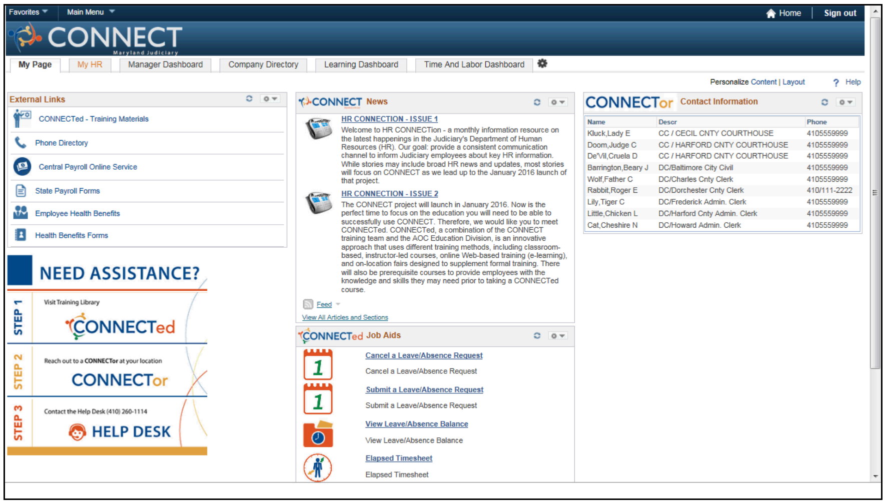
12_21_15_Report Time with Elapsed Timesheet

Report Time - Elapsed Timesheet

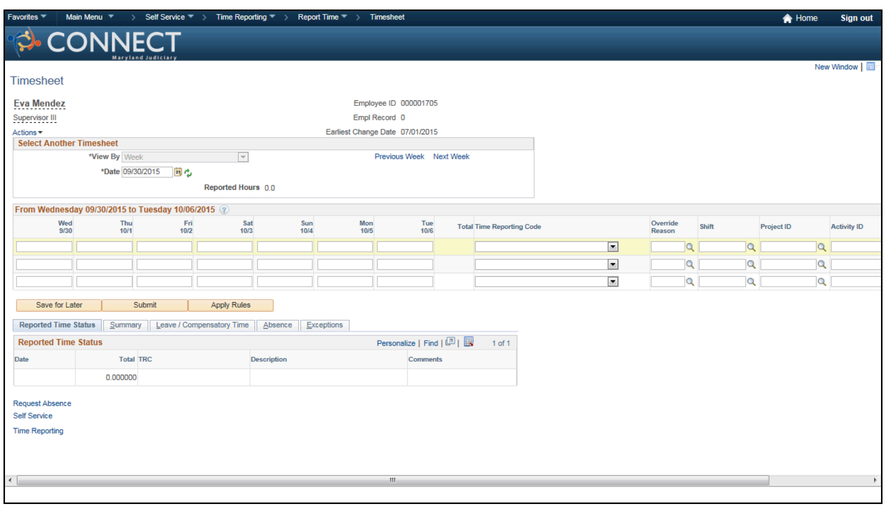


Procedure

In this topic, you will report 40 hours of regular time using an elapsed timesheet.



Step	Action	Notes
1.	Click the **My HR** tab. 	
2.	Click the **Timesheet** link. 	

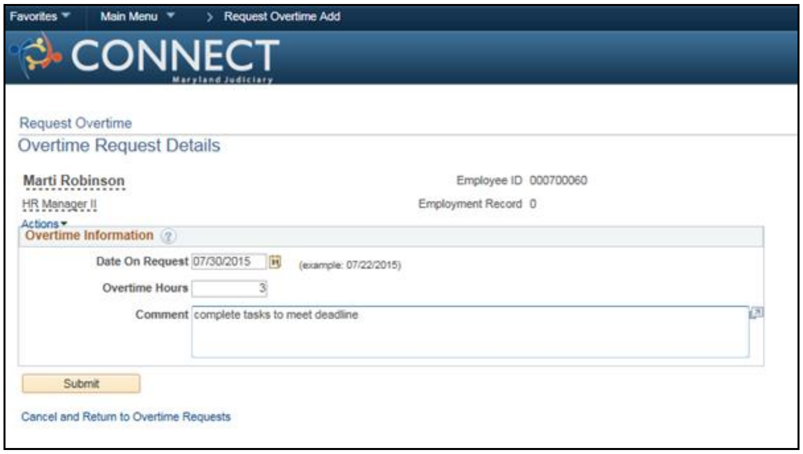


Step	Action	Notes
3.	Click in the **Wed** field for row 1.	
4.	Enter "**8**" into the **Wed** field.	
5.	Click in the **Thu** field for row 1.	

Step	Action	Notes
6.	Enter "**8**" into the **Thu** field.	
7.	Click in the **Fri** field for row 1.	
8.	Enter "**8**" into the **Fri** field.	
9.	Click in the **Mon** field for row 1.	
10.	Enter "**8**" into the **Mon** field.	
11.	Click in the **Tue** field for row 1.	
12.	Enter "**8**" into the **Tue** field.	
13.	Click the **Time Reporting Code** drop-down list.	
14.	Click the **01 REG - Regular Time** list item. 01 REG - Regular Time	
15.	Click the **Submit** button. Submit	
16.	Click the **OK** button. OK	
17.	Click the **OK** button. OK	
18.	On the **Reported Time Status** tab, you can view the status of your submitted time. After you submit your timesheet the status should be "*Needs Approval*". The status will change to *Approved, Denied,* or *Push Back* after manager review. A status of "Pushed Back" will require your attention to make corrections and resubmit the timesheet.	
19.	Comments may be included for each date by clicking the comments icon.	
20.	Click the **Home** link. Home	
21.	Click the **Sign out** link. Sign out	
22.	You have completed the topic on reporting time using an elapsed timesheet. **End of Procedure.**	

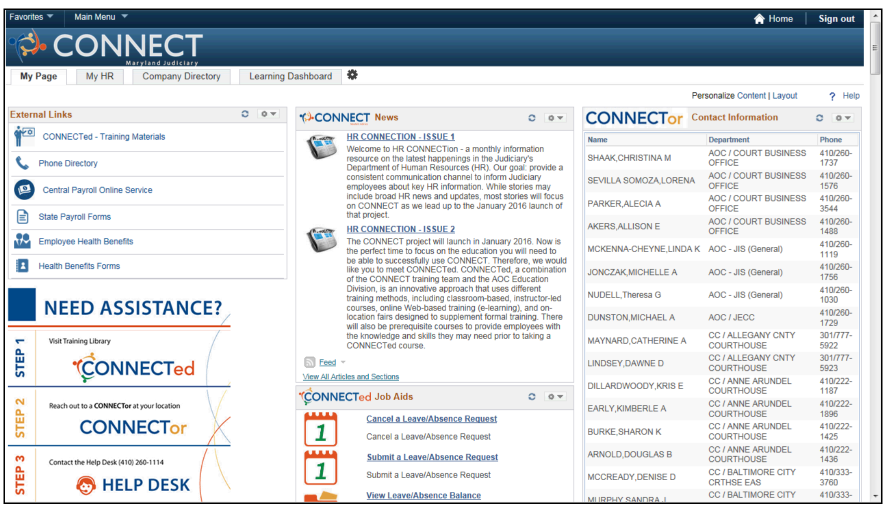
12_21_15_Request Overtime for Pre-Approval

Employees will be able to submit a request for overtime through self-service and the request will route to their manager for review and approval.

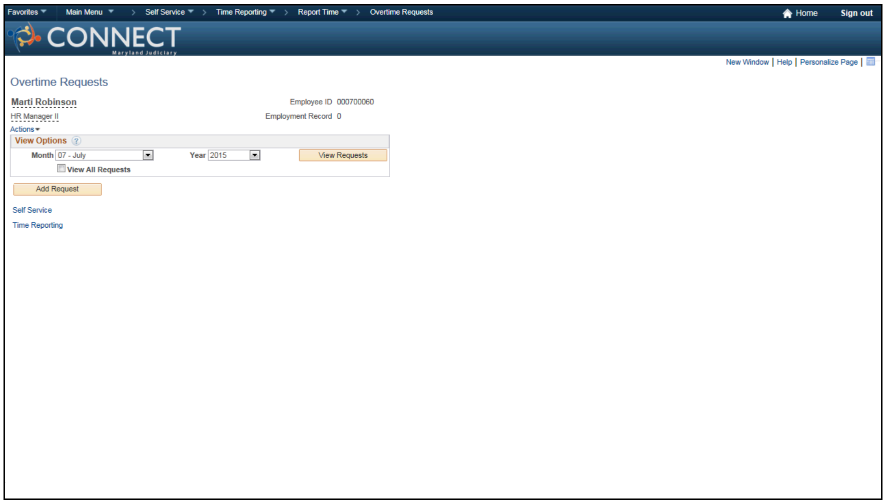


Procedure

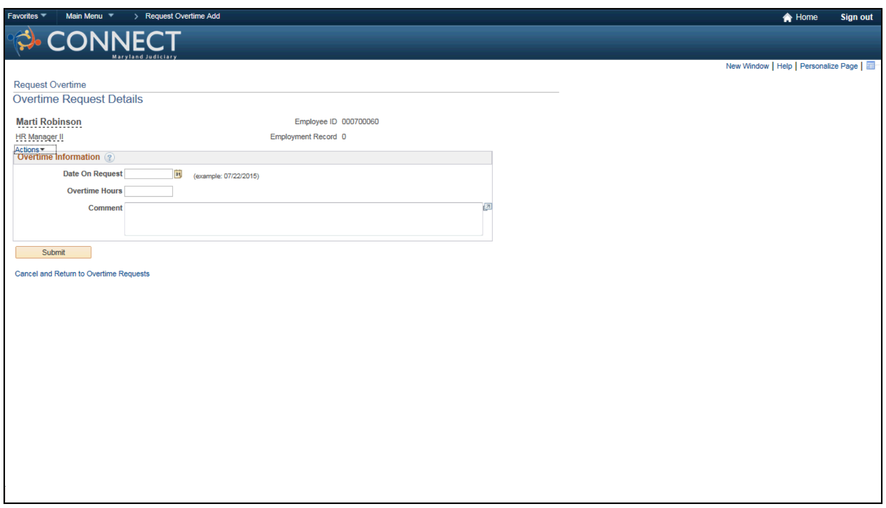
In this topic, you will request overtime.



Step	Action	Notes
1.	Click the **My HR** tab. My HR	
2.	Click the **Overtime Requests** link. Overtime Requests	

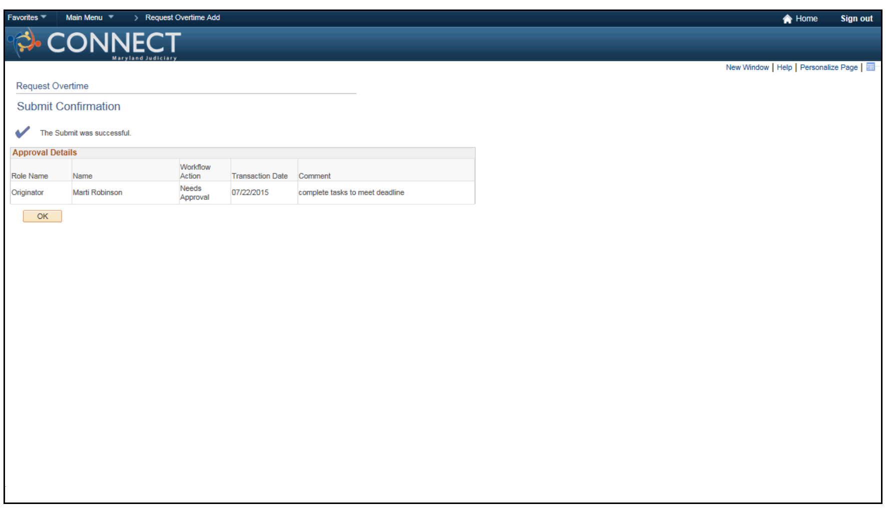


Step	Action	Notes
3.	Click the **Add Request** button. 	

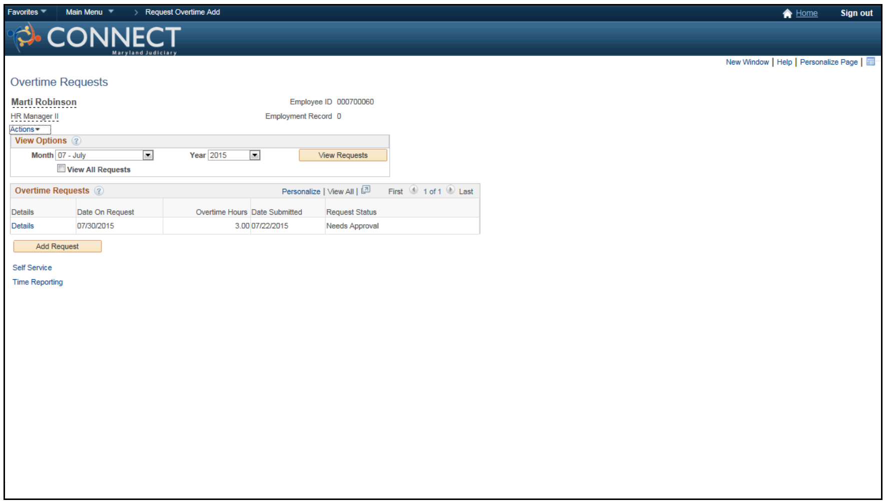


Step	Action	Notes
4.	Click the **Choose a date** button. The date must be the current date or a future date. An overtime request cannot be submitted for a prior date. 	

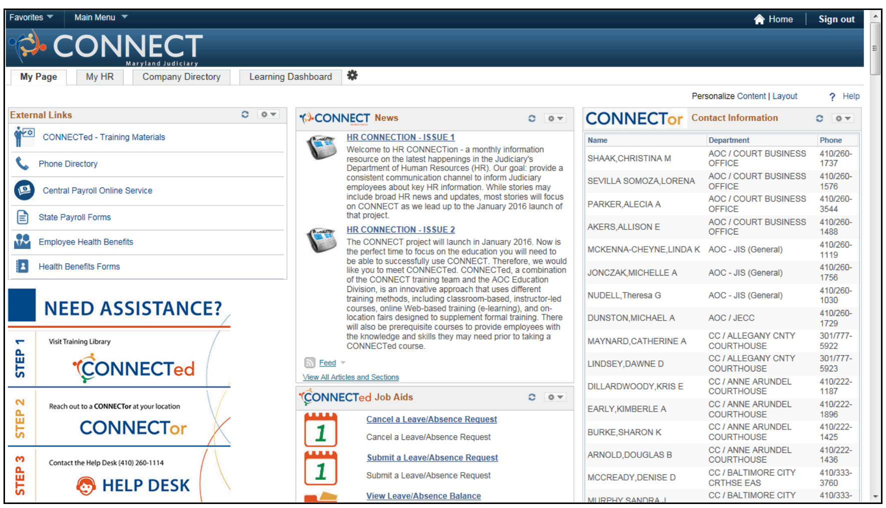
Step	Action	Notes
5.	For this example, use the month of July and select Thursday the 30th. Click the **30** link. 30	
6.	Click in the **Overtime Hours** field.	
7.	Enter "**3**" into the **Overtime Hours** field.	
8.	Click in the **Comment** field. Always enter comments.	
9.	Enter "**complete tasks to meet deadline**" into the **Comment** field.	
10.	Click the **Submit** button. Submit	



Step	Action	Notes
11.	Click the **OK** button. OK	
12.	Notice the Request Status displays "Needs Approval". The request will be routed to your time approver.	



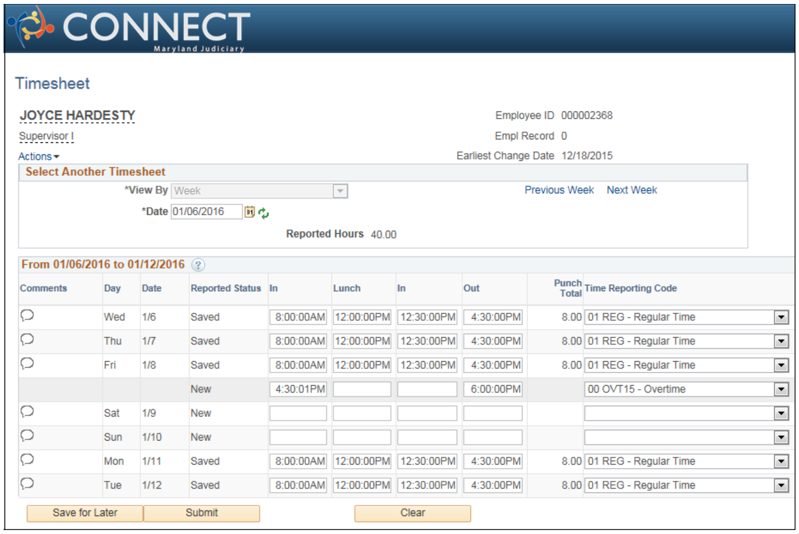
Step	Action	Notes
13.	Click the **Home** link. Home	



Step	Action	Notes
14.	Click the **Sign out** link. Sign out	
15.	You have completed the Request Overtime topic. **End of Procedure.**	

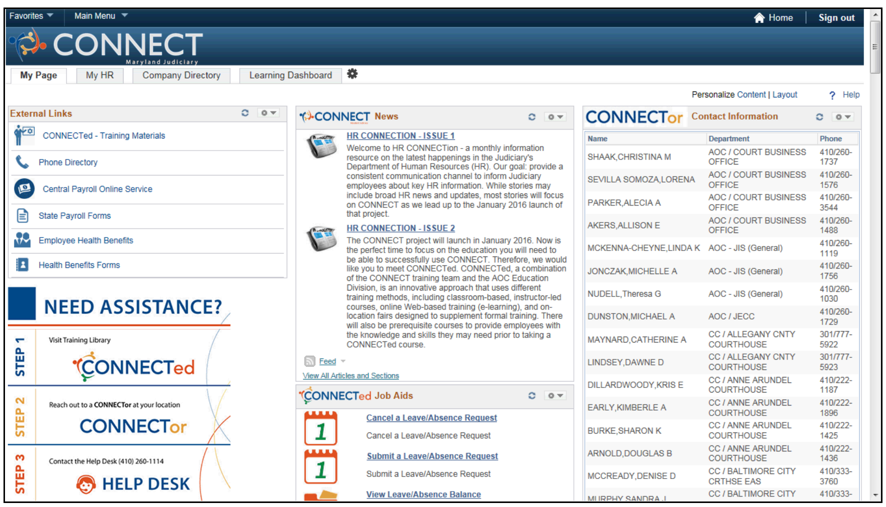
12_21_15_Report Overtime in an Existing Timesheet

Enter your overtime in the timesheet.

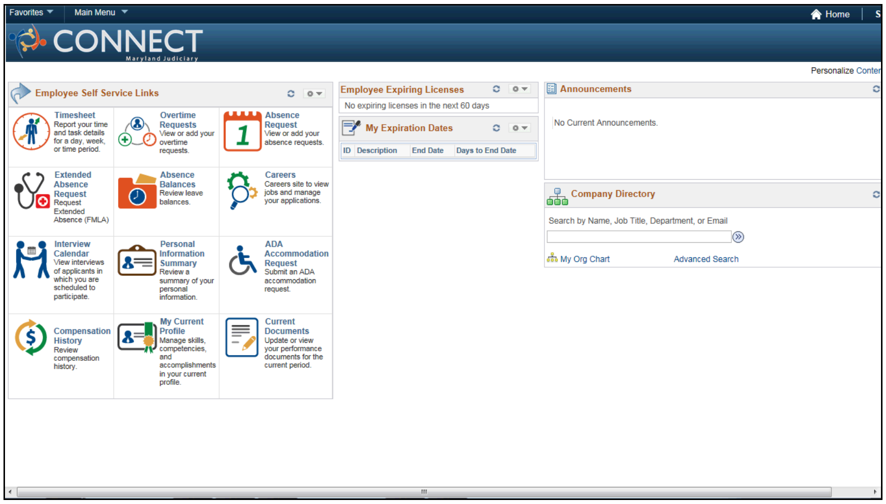


Procedure

In this topic, you will enter overtime to an existing timesheet.



Step	Action	Notes
1.	Click the **My HR** tab. My HR	

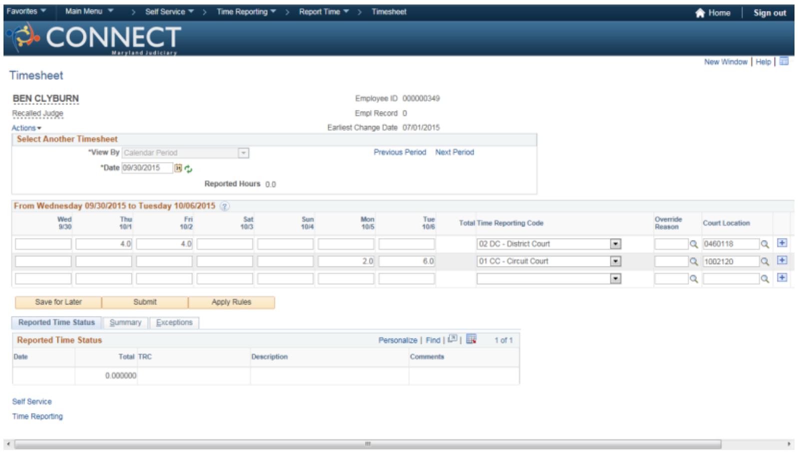


Step	Action	Notes
2.	Click the **Timesheet** link. Timesheet	
3.	Notice 40 hours have already been entered and saved on this timesheet.	
4.	Click the **Horizontal** scrollbar to move across the page.	
5.	Click the **Add a new row (+)** button to add a new row for 1/8. +	
6.	Click in the **In** field for the new row.	
7.	Enter "**4:30:01p**" into the **In** field.	
8.	In this example, Friday's out time is 4:30:00 and the overtime starts at 4:30:01. This is necessary because the system will not allow you to enter the same in and out time on the same day.	
9.	Click in the **Out** field.	
10.	Enter "**6p**" into the **Out** field.	
11.	Click the **Time Reporting Code** drop-down list.	
12.	Click the **00 OVT15 - Overtime** list item. 00 OVT15 - Overtime	
13.	Click the **Horizontal** scrollbar to move across the page.	

Step	Action	Notes
14.	Click the **Look up Business Unit PC** button.	
15.	Click the **MDJUD** link. MDJUD	
16.	Click the **Look up Project ID** button.	
17.	Click the **13DHRCSEAFG17F5** link. 13DHRCSEAFG17F5	
18.	Click the **Look up Activity ID** button.	
19.	Click the **GRANT** link. GRANT	
20.	Click the **Horizontal** scrollbar to move across the page.	
21.	At this point, you can save or submit the timesheet as desired.	
22.	Click the **Save for Later** button. Save for Later	
23.	Click the **Yes** button. Yes	
24.	Notice there are now 41.5 reported hours.	
25.	Click the **Home** link. Home	
26.	Click the **Sign out** link. Sign out	
27.	You have completed the topic "Entering Overtime to an Existing Timesheet". **End of Procedure.**	

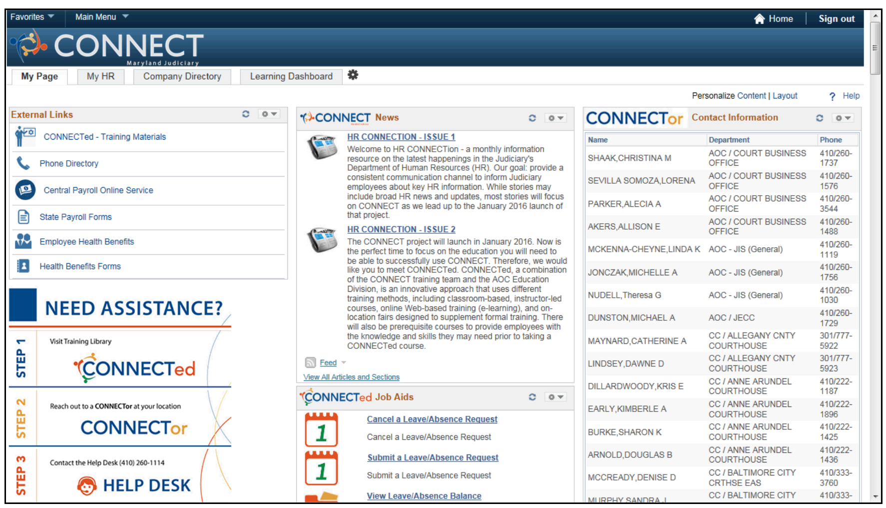
12_21_15_Report Time - Recall Judges

Entering time for Recalled Judges per location.

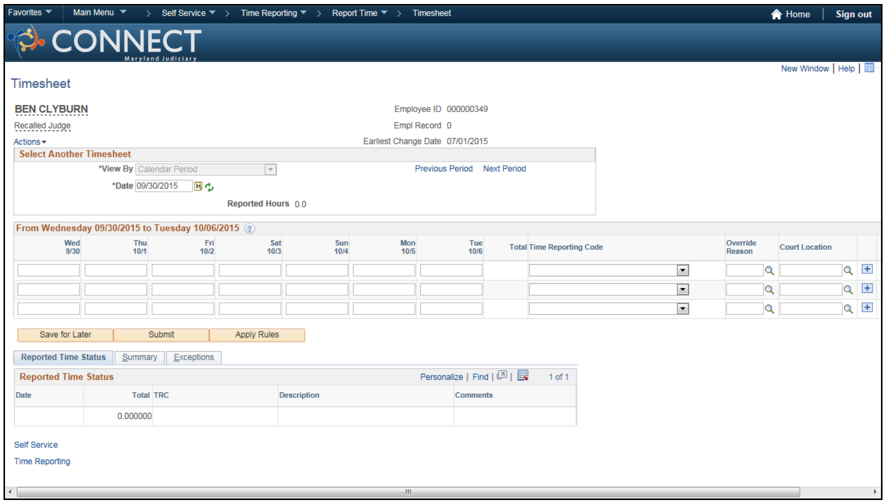


Procedure

In this topic, you will complete a timesheet as a Recall Judge.

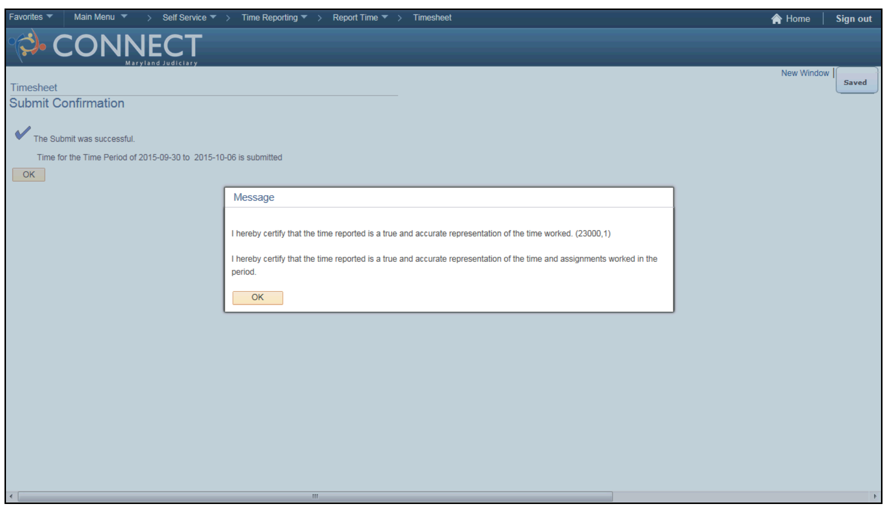


Step	Action	Notes
1.	Click the **My HR** tab. My HR	
2.	To report time, click the **Timesheet** link. Timesheet	
3.	For this example, you will enter time as a Recall Judge. You will report time worked at 2 different court locations for the week of September 30th.	

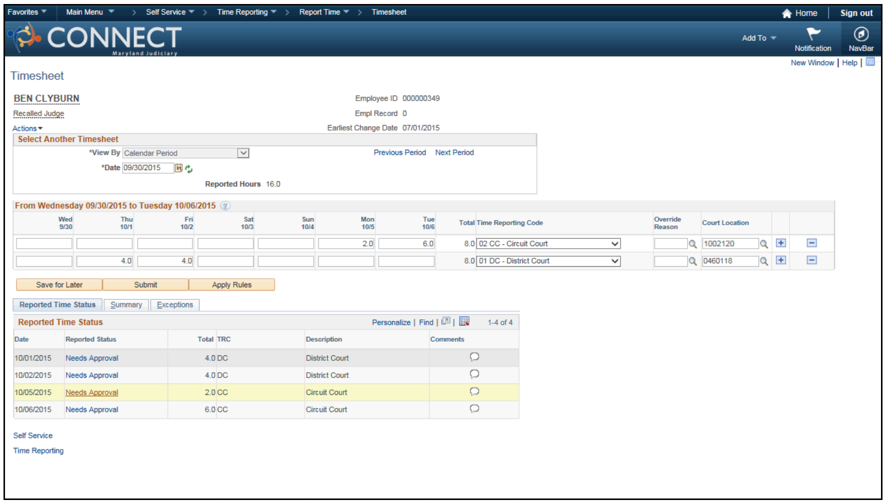


Step	Action	Notes
4.	Click in the **Row 1 Thu** field.	
5.	Enter "**4**" into the **Row 1 Thu** field.	
6.	Click in the **Row 1 Fri** field.	
7.	Enter "**4**" into the **Row 1 Fri** field.	
8.	Click the **Time Reporting Code** drop-down list.	
9.	Click the **02 DC - District Court** list item. 02 DC - District Court	
10.	Click the **Look up Court Location** button.	
11.	Click the **0460118** link for District Court - Frederick County. 0460118	
12.	Click in the **Row 2 Mon** field.	
13.	Enter "**2**" into the **Row 2 Mon** field.	
14.	Click in the **Row 2 Tue** field.	
15.	Enter "**6**" into the **Row 2 Tue** field.	
16.	Click the **Time Reporting Code** drop-down list.	
17.	Click the **01 CC - Circuit Court** list item. 01 CC - Circuit Court	

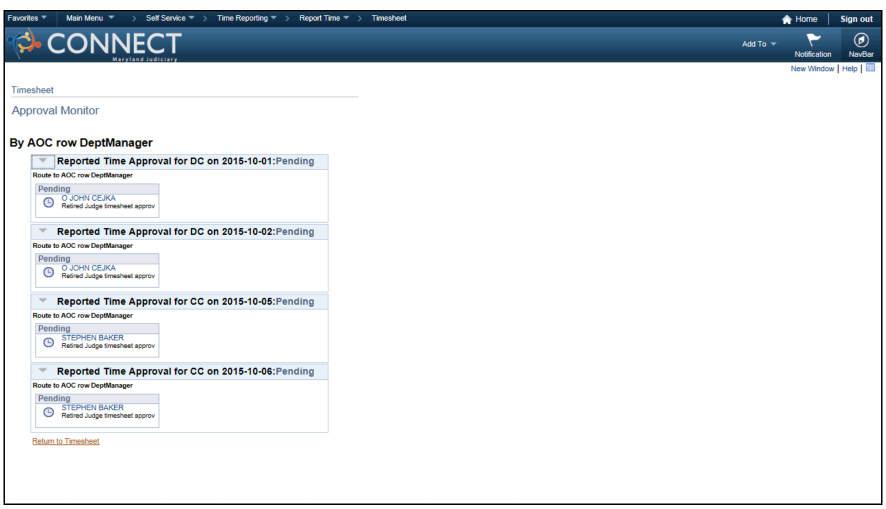
Step	Action	Notes
18.	Click the **Look up Court Location** button.	
19.	Click the **1002120** link for Circuit Court - Anne Arundel County. 1002120	
20.	Be sure to review your time for accuracy before submitting. Click the **Submit** button. Submit	
21.	Notice the **Processing ...Please wait** icon indicating the timesheet is being saved. Note: this may happen quickly and you may not notice it.	



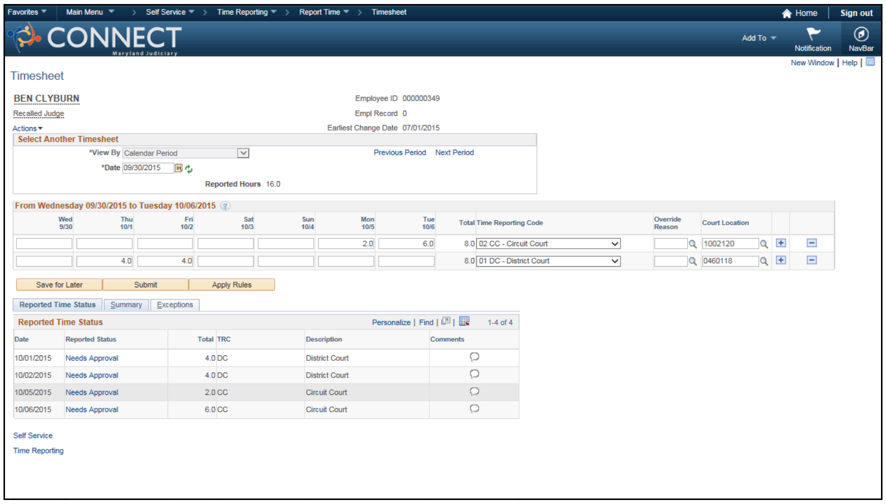
Step	Action	Notes
22.	This message is alerting you to certify the reported time is accurate. Click the **OK** button. OK	
23.	Click the **OK** button. OK	



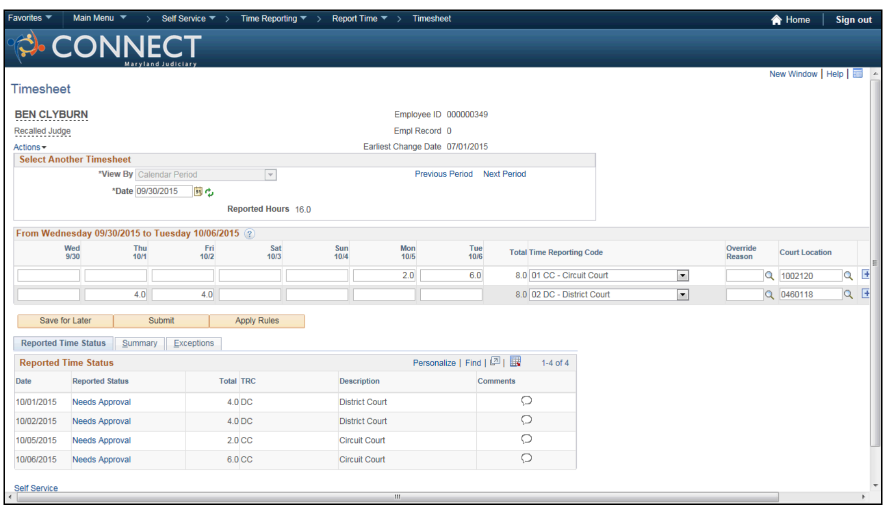
Step	Action	Notes
24.	Click the **Needs Approval** link. Needs Approval	
25.	Notice the Approver for DC - District Court is O John Cejka and the Approver for CC - Circuit Court is Stephen Baker.	



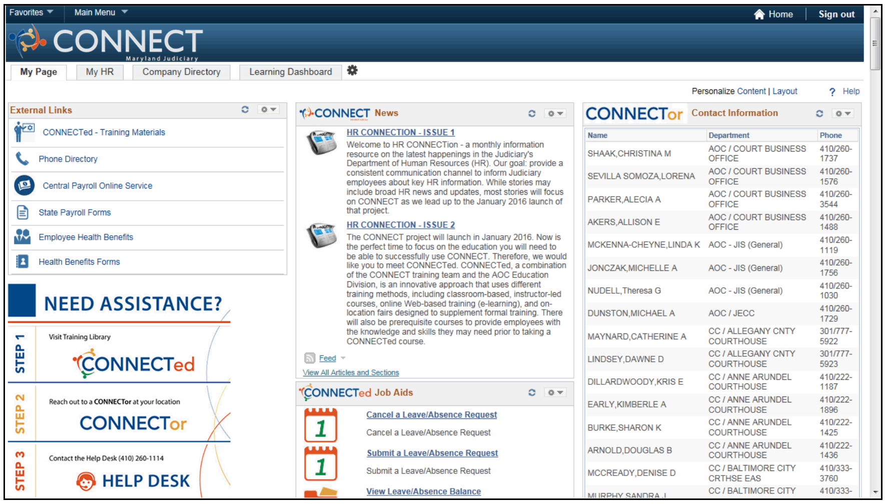
Step	Action	Notes
26.	Click the **Return to Timesheet** link. Return to Timesheet	

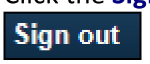


Step	Action	Notes
27.	Click the **Summary** tab. Summary	
28.	View the summary of your submitted and scheduled time.	
29.	Click the **Exceptions** tab. Exceptions	



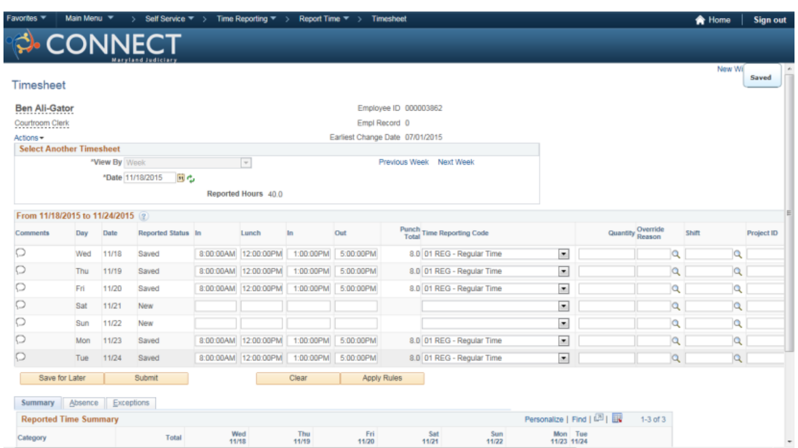
Step	Action	Notes
30.	You have submitted a timesheet as a Recall Judge that worked in 2 different court locations. Click the **Home** link. Home	



Step	Action	Notes
31.	Click the **Sign out** link. 	
32.	You have completed the Report Time - Recall Judges topic. **End of Procedure.**	

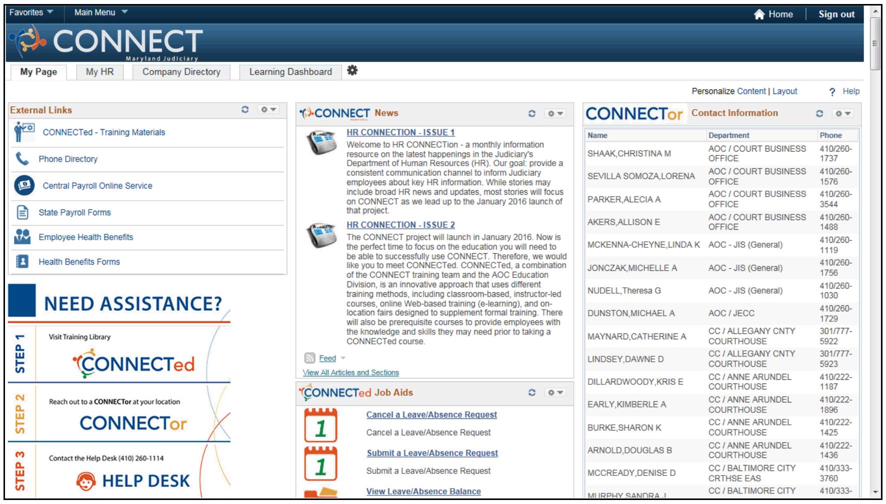
12_21_15_Correcting a Timesheet

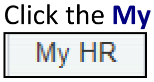
In this topic you will see how to correct a timesheet.

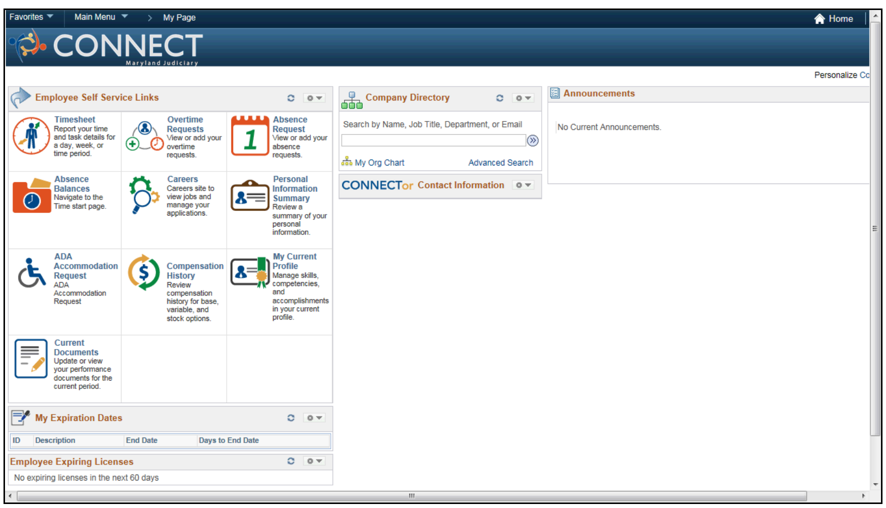


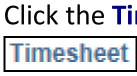
Procedure

In this topic, you will correct a timesheet that was entered incorrectly.



Step	Action	Notes
1.	Click the **My HR** tab.  	

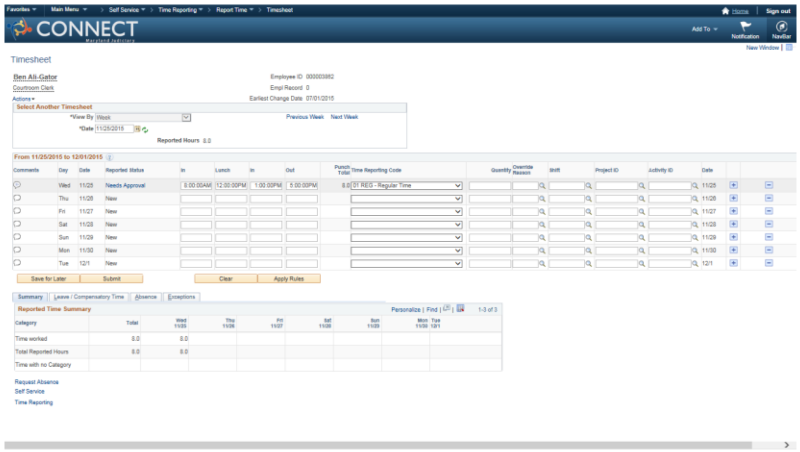


Step	Action	Notes
2.	Click the **Timesheet** link.  	
3.	Notice on this timesheet, there is an In punch for lunch on 11/18 that shows 1:10pm and an Out punch on 11/24 that shows 3:00pm. You will correct these two entries to reflect 1:00pm and 5:00pm respectively.	

Step	Action	Notes
4.	Double-click in the **Wed In** field to highlight the text. 1:10:00PM	
5.	Press **[Backspace]** to clear the field.	
6.	Enter "**1p**" into the **In** field.	
7.	Double-click in the **Tue Out** field to highlight the text. 3:00:00PM	
8.	Press **[Backspace]** to clear the field.	
9.	Enter "**5p**" into the **Out** field.	
10.	Click the **Save for Later** button to update the timesheet with the changes. Save for Later	
11.	Click the **Yes** button. Yes	
12.	Now that the two entries have been corrected, you have 8 hours of regular time entered totaling 40 hours for the week.	
13.	Click the **Submit** button. Submit	
14.	Click the **OK** button. OK	
15.	Click the **OK** button. OK	
16.	Click the **Home** link. Home	
17.	Click the **Sign out** link. Sign out	
18.	You have completed the Correcting a Timesheet topic. **End of Procedure.**	

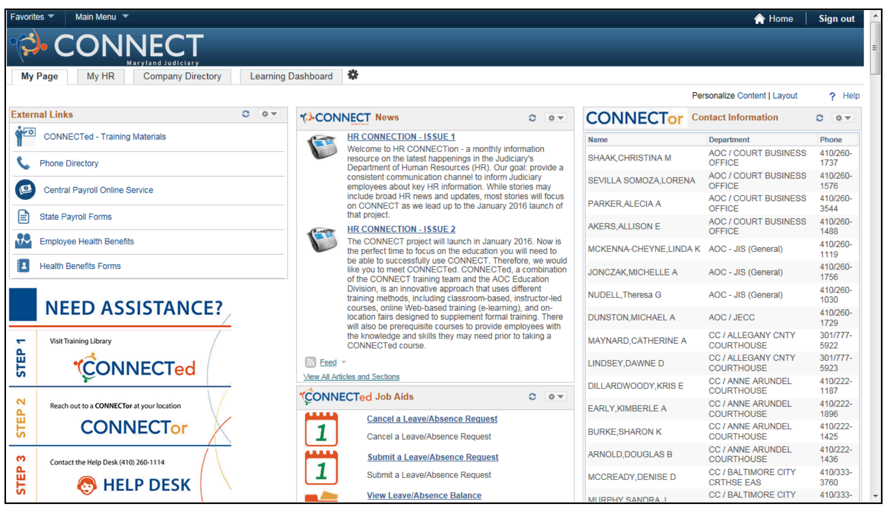
12_21_15_Correcting a Pushed Back Timesheet

In this topic you will see how to Correct a Pushed Back Time Entry in the Timesheet.

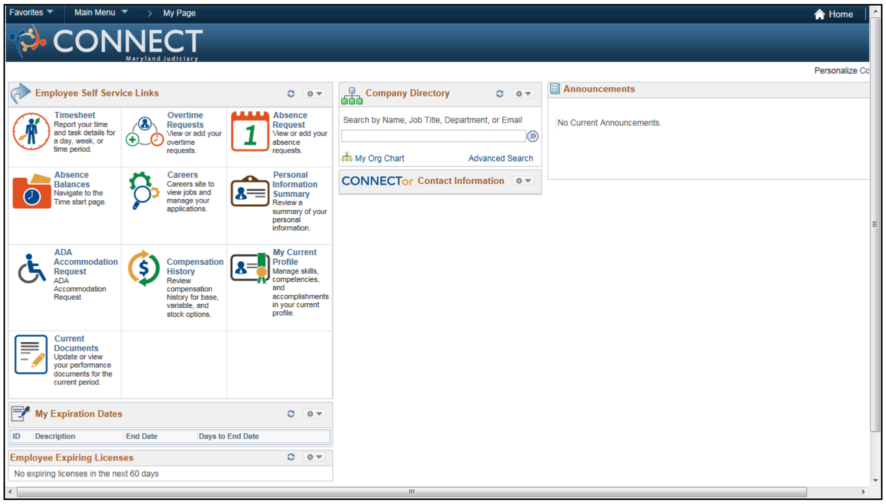


Procedure

In this topic, you will correct a timesheet that was pushed back by your Manager.



Step	Action	Notes
1.	Click the **My HR** tab. My HR	

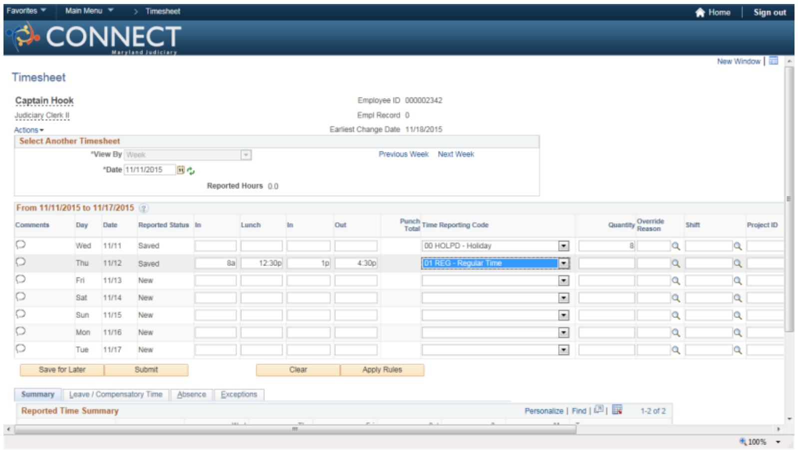


Step	Action	Notes
2.	Click the **Timesheet** link. Timesheet	
3.	Click the **Next Week** link. Next Week	
4.	In this example, the Manager only pushed back the row on the timesheet that needed a correction. Notice the Reported Status for 11/25 is Pushed Back.	
5.	Click the **Comments** button to see why the time was pushed back.	
6.	Read the manager's comments.	
7.	Click the **OK** button. OK	
8.	When a row is pushed back, every field in that row must be changed in order to resubmit. The easiest way to do this is to delete the data in the row and re-enter the correct time.	
9.	Click the **Delete Row (-)** button for the 11/25 row to clear the data.	
10.	Click the **Yes - Delete** button. Yes - Delete	
11.	Notice the data in this row has been cleared.	

Step	Action	Notes
12.	Click the **Save for Later** button. The Reported Status will change from Pushed Back to New. Save for Later	
13.	Click the **No** button. No	
14.	Click in the **In** field.	
15.	Enter "**8:00AM**" into the **In** field.	
16.	Click in the **Lunch** field.	
17.	Enter "**12:00PM**" into the **Lunch** field.	
18.	Click in the **In** field.	
19.	Enter "**1:00PM**" into the **In** field.	
20.	Click in the **Out** field.	
21.	Enter "**5:00PM**" into the **Out** field.	
22.	Click the **Time Reporting Code** drop-down list.	
23.	Click the **01 REG - Regular Time** list item. 01 REG - Regular Time	
24.	Click the **Submit** button. Submit	
25.	Click the **OK** button. OK	
26.	Click the **OK** button. OK	
27.	The Reported Status now shows Needs Approval.	
28.	Click the **Home** link. Home	
29.	Click the **Sign out** link. Sign out	
30.	You have completed the topic "Correcting a Pushed Back Timesheet". **End of Procedure.**	

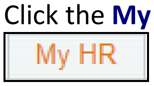
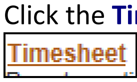
12_21_15_Reporting Holiday Hours on your Timesheet

During this demonstration we will show you how to report Holiday paid hours in your timesheet. CONNECT does **not** populate the holiday automatically.

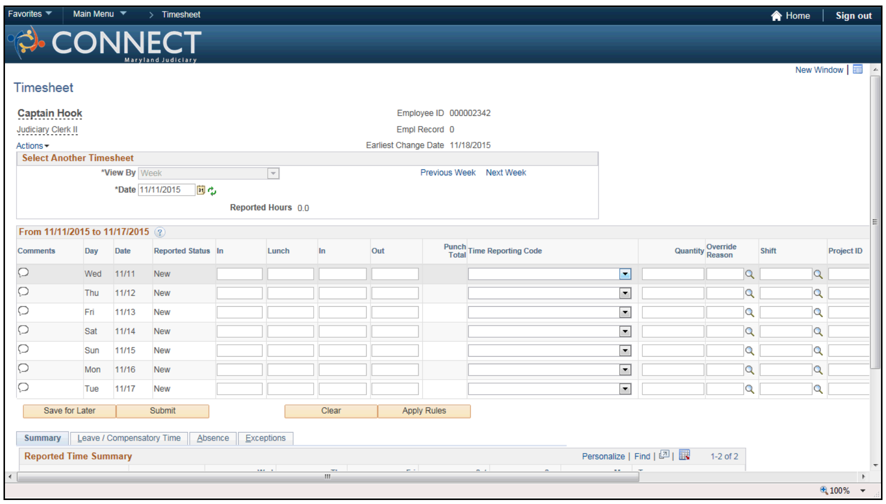


Procedure

In this topic, you will report holiday hours on your timesheet.

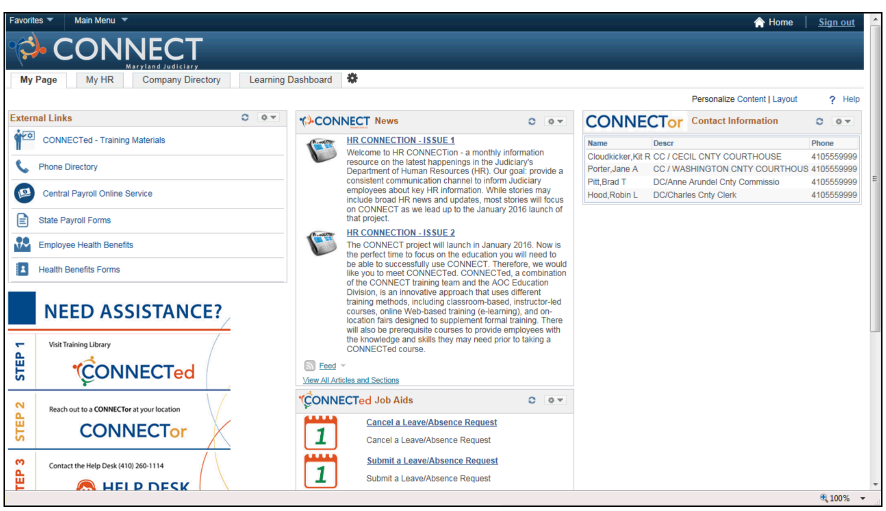
Step	Action	Notes
1.	Click the **My HR** tab. 	
2.	Click the **Timesheet** link. 	

Step	Action	Notes
3.	CONNECT does not automatically populate holiday hours on your timesheet. For this example, you will enter 8 hours on November 11th for Veterans Day.	



Step	Action	Notes
4.	Click the **Time Reporting Code** drop-down list.	
5.	Click the **00 HOLPD - Holiday** list item. 00 HOLPD - Holiday	
6.	Click in the **Quantity** field.	
7.	Enter "**8**" into the **Quantity** field.	
8.	You can continue by entering time for the rest of the week.	
9.	Click in the **Thu In** field.	
10.	Enter "**8a**" into the **In** field.	
11.	Click in the **Thu Lunch** field.	
12.	Enter "**12:30p**" into the **Lunch** field.	
13.	Click in the **Thu In** field.	

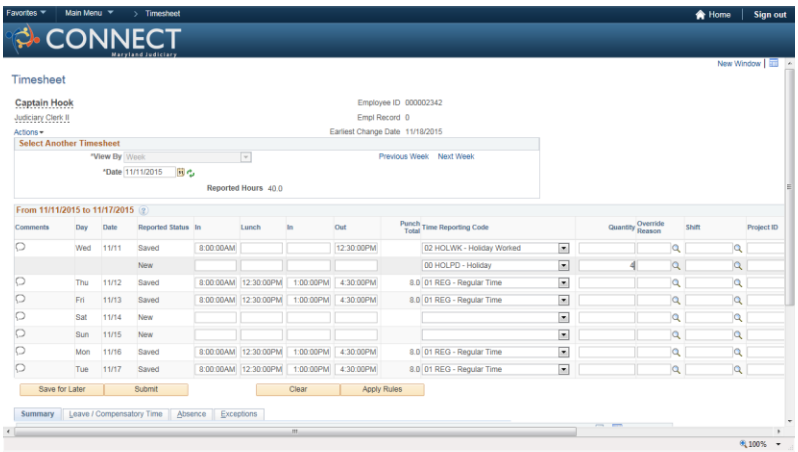
Step	Action	Notes
14.	Enter "**1p**" into the **In** field.	
15.	Click in the **Thu Out** field.	
16.	Enter "**4:30p**" into the **Out** field.	
17.	Click the **Time Reporting Code** drop-down list.	
18.	Click the **01 REG - Regular Time** list item. 01 REG - Regular Time	
19.	Click the **Save for Later** button. Save for Later	
20.	Click the **Yes** button. Yes	
21.	Notice the message indicating 11/11/2015 is a holiday. This message will always appear when saving and submitting time for weeks that contain scheduled holidays. Click the **OK** button. OK	
22.	Click the **Home** button. Home	



Step	Action	Notes
23.	Click the **Sign out** link. **Sign out**	
24.	You have completed the topic on entering holiday hours. **End of Procedure.**	

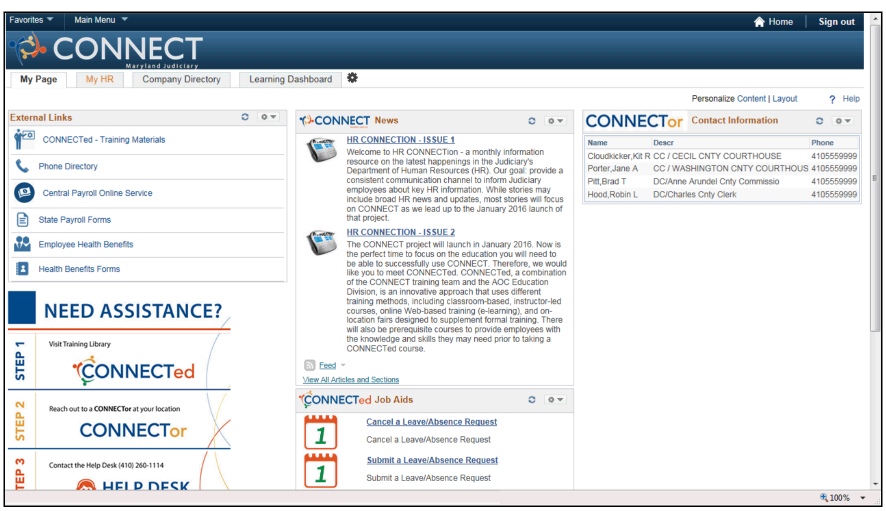
12_21_15_Reporting Holiday Worked Hours on your Timesheet

In this topic we demonstrate how to report Holiday hours worked.

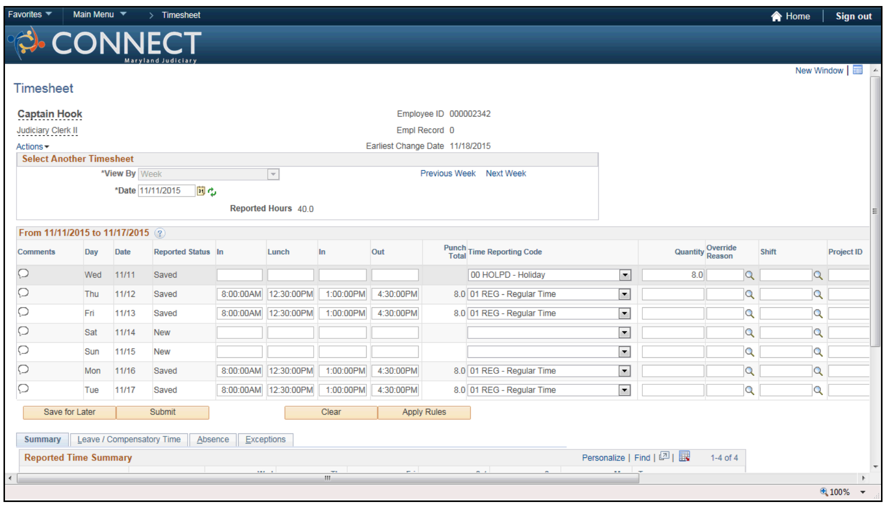


Procedure

In this topic, you will enter 8 hours of holiday worked time. You will then change the time from 8 hours of holiday worked to 4 hours of holiday worked and 4 hours of holiday time.



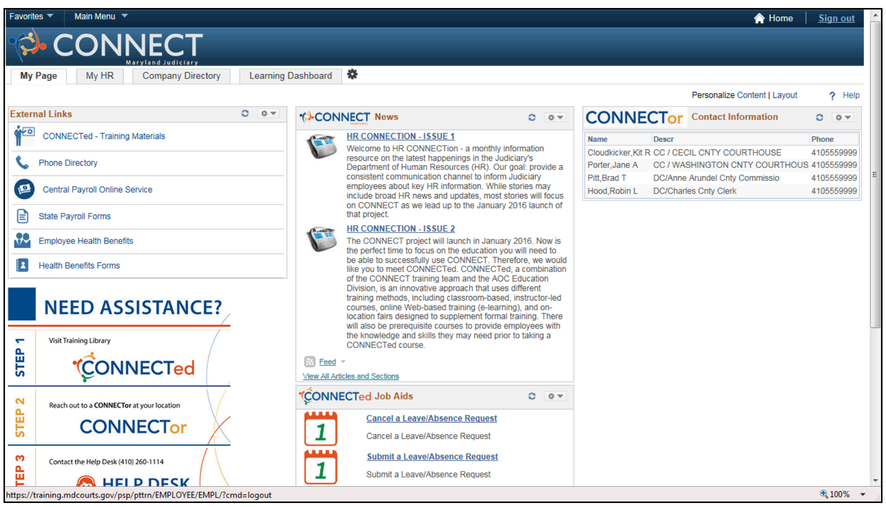
Step	Action	Notes
1.	Click the **My HR** tab. My HR	
2.	Click the **Timesheet** link. Timesheet	
3.	In this example, 8 hours of holiday time have already been entered for 11/11. You will change this to indicate that you worked 8 hours on 11/11 instead of taking the holiday.	



Step	Action	Notes
4.	Click in the **Quantity** field. 8.0	
5.	Press **[Backspace]** to clear the field.	
6.	Change the Holiday Time Reporting Code to Holiday Worked. Click the **Time Reporting Code** drop-down list. 00 HOLPD - Holiday	
7.	Click the **02 HOLWK - Holiday Worked** list item. 02 HOLWK - Holiday Worked	
8.	Enter your in and out times for the hours you worked. Click in the **Wed In** field.	
9.	Enter "**8a**" into the **In** field.	

Step	Action	Notes
10.	Click in the **Wed Lunch** field.	
11.	Enter "**12:30p**" into the **Lunch** field.	
12.	Click in the **Wed In** field.	
13.	Enter "**1p**" into the **In** field.	
14.	Click in the **Wed Out** field.	
15.	Enter "**4:30p**" into the **Out** field.	
16.	Click the **Save for Later** button. Save for Later	
17.	Click the **Yes** button. Yes	
18.	Notice the message indicating 11/11/2015 is a holiday. This message will always appear when saving and submitting time for weeks that contain scheduled holidays. Click the **OK** button. OK	
19.	The system will calculate 8 hours of Holiday pay and 12 hours of Comp Time Earned since you worked on a holiday.	
20.	In the next example, you will change your time to reflect 4 hours of worked time and 4 hours of holiday time.	
21.	Notice the Lunch time has been removed and the Out time has been changed to 12:30pm. These steps were completed for you.	
22.	Continue by adding the 4 hours of holiday time for 11/11.	
23.	Click the **Horizontal** scrollbar to move across the page.	
24.	Click the **Add a new row** button for 11/11.	
25.	Click the **Time Reporting Code** drop-down list.	
26.	Click the **00 HOLPD - Holiday** list item. 00 HOLPD - Holiday	
27.	Click in the **Quantity** field.	

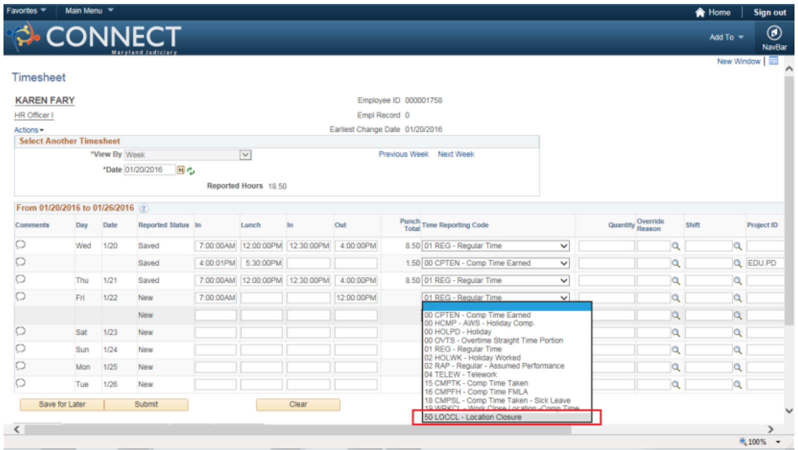
Step	Action	Notes
28.	Enter "**4**" into the **Quantity** field.	
29.	Click the **Save for Later** button. Save for Later	
30.	Notice the message indicating 11/11/2015 is a holiday. This message will always appear when saving and submitting time for weeks that contain scheduled holidays. Click the **OK** button. OK	
31.	Notice the hours for 11/11. CONNECT will calculate 8 hours of Holiday and 6 hours of Comp Time Earned.	
32.	Click the **Home** button. Home	



Step	Action	Notes
33.	Click the **Sign out** link. Sign out	
34.	You have completed the topic on reporting holiday worked time on your timesheet. **End of Procedure.**	

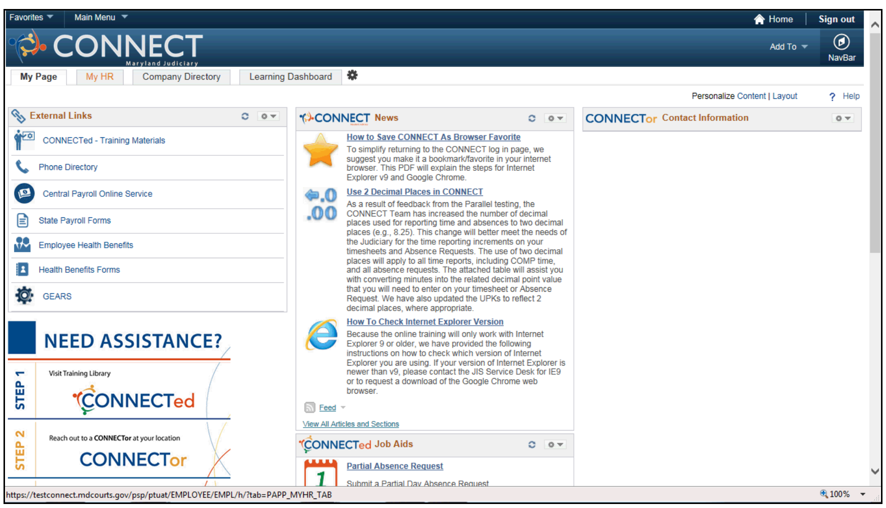
12_21_15_Location Closure due to Weather - Timesheet

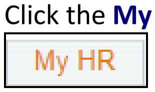
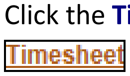
For this example the employee came into work and then the announcement was made that the location will close at 12:00pm due to weather.

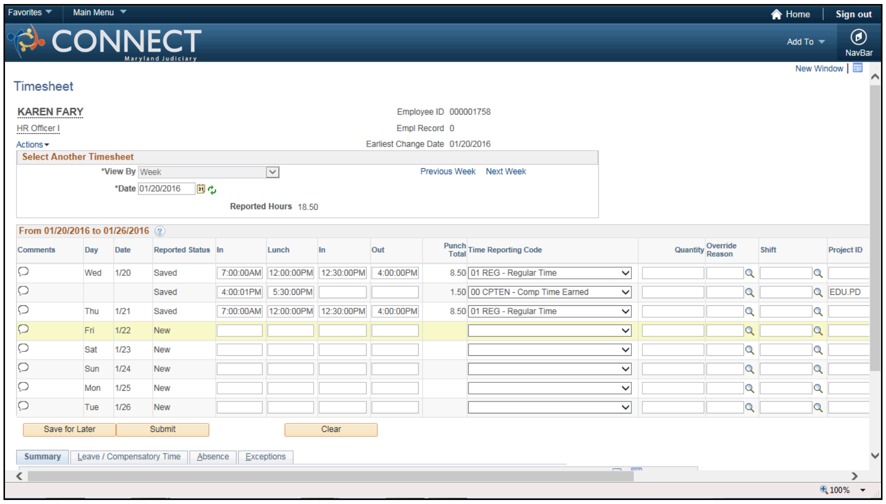


Procedure

For this example the employee came into work and then the announcement was made that the location will close at 12:00pm due to weather.



Step	Action	Notes
1.	Click the **My HR** tab. 	
2.	Click the **Timesheet** link. 	
3.	For this example the employee came into work and then the announcement was made that the **location will close at 12:00pm due to weather**.	



Step	Action	Notes
4.	First we will enter our Regular Time Click in the **In** field.	
5.	Enter "**7am**" into the **In** field.	
6.	Click in the **Out** field.	
7.	Enter "**12p**" into the **Out** field.	
8.	Click the **Time Reporting Code** drop-down list.	
9.	Click the **01 REG - Regular Time** list item. 01 REG - Regular Time	
10.	Click the **scrollbar** object.	
11.	Click the **Add a new row at row button** button.	
12.	Now we will select the Location Closure option Click the **Time Reporting Code** drop-down list.	
13.	Click the **50 LOCCL - Location Closure** list item. 50 LOCCL - Location Closure	
14.	Click in the **Quantity** field.	
15.	Enter "**3**" into the **Quantity** field.	

Step	Action	Notes
16.	Click the **Save for Later** button. Save for Later	
17.	Click the **Yes** button. Yes	
18.	Notice that you now have 5 hours of regular worked time and 3 hours of location closure which will total the 8 hours for the day.	
19.	Click the **Home** link. Home	

Step	Action	Notes
20.	Click the **Sign out** link. Sign out	
21.	You have successfully completed reporting a location closure in the timesheet. **End of Procedure.**	

Absence Request Management

In the Absence Request learning module we demonstrate how to use both the Absence Request form and the Timesheet page to manage your leave requests. The topics covered are:

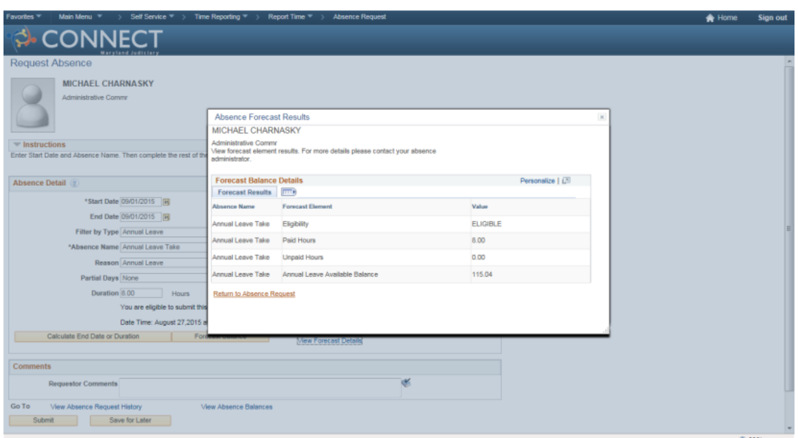
- Request Time Off with Balance Forecasting - Annual Leave
- Request Time Off - Commissioner with Holiday and Weekend
- Request Time Off without Balance Forecasting - Bereavement
- Request Time Off - Insufficient Balance
- Modify a Saved Absence Request

- Modify an Absence Request from Timesheet
- View Absence Balances
- View Absence History
- Leave Balance Forecasting
- Request Absence from a Timesheet with Balance Forecasting
- Request Absence from a Timesheet without Balance Forecasting
- Request Time Off - Partial Start Day Only
- Request Time Off - Partial End Day Only
- Request Time Off - Partial Start and End Days
- Request Time Off - Partial Time for Multiple Days
- Canceling Absence Request from Timesheet

- Request an Extended Absence - FMLA Authorization
- Request an Extended Absence - FMLA Take
- Manage Leave Bank

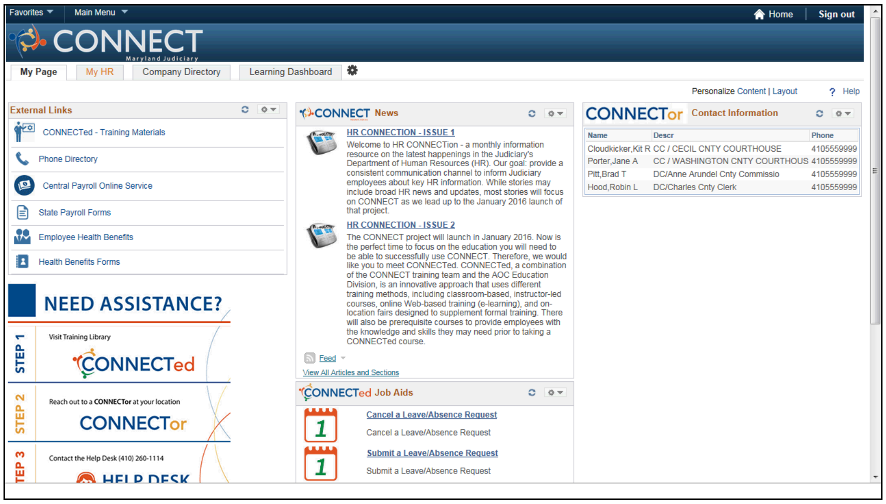
12_21_15_Request Future Time Off with Balance Forecasting - Annual Leave

In this topic we demonstrate how to Request Time Off with Balance Forecasting using Annual Leave. Forecasting is a feature that allows to calculate the leave to be earned in the future. It is a great tool for planning leave and requesting time off for a future date.

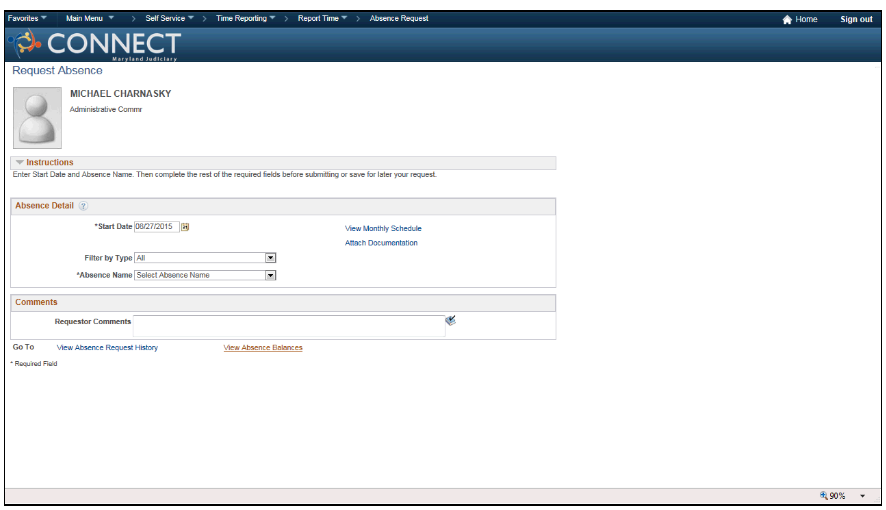


Procedure

In this topic, you will request time off using annual leave and forecast your annual leave balance.



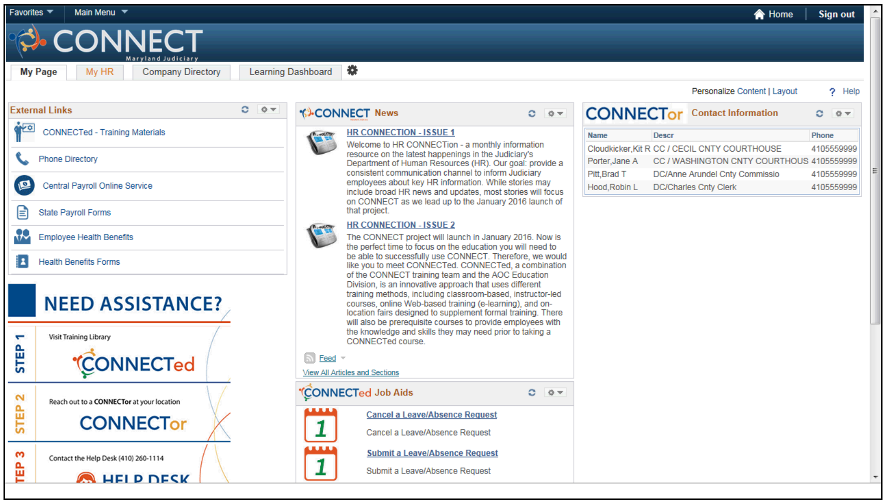
Step	Action	Notes
1.	Click the **My HR** tab. My HR	
2.	Click the **Absence Request** link. Absence Request	



Step	Action	Notes
3.	Before submitting an absence request, you can view your current available absence balances. Click the **View Absence Balances** link. View Absence Balances	

Step	Action	Notes
4.	The View Absence Balances page lists your available balances as of the last pay period.	
5.	Click the **Return to Absence Request** link. Return to Absence Request	
6.	When submitting an absence request from the Request Absence page, you should only request an absence for the current date or a future date. If you need to enter an absence for a past date, please use the timesheet.	
7.	Double-click in the **Start Date** field. 08/27/2015	
8.	To clear the field, Press **[Backspace]**.	
9.	Enter "**09/01/2015**" into the **Start Date** field.	
10.	Click the **Filter by Type** drop-down list. All	
11.	Click the **Annual Leave** list item. Annual Leave	
12.	Click the **Absence Name** drop-down list. Select Absence Name	
13.	Click the **Annual Leave Take** list item. Annual Leave Take	
14.	Depending on the Absence Name selected, the Current Balance for the Absence Name will be displayed. For example, Accident Leave Take will not display a current available balance.	
15.	Click the **Reason** drop-down list. Select Absence Reason	
16.	Click the **Annual Leave** list item. Annual Leave	
17.	If applicable, you can attach documentation to support your request. For this example, do not attach a document.	
18.	Click in the **Duration** field.	

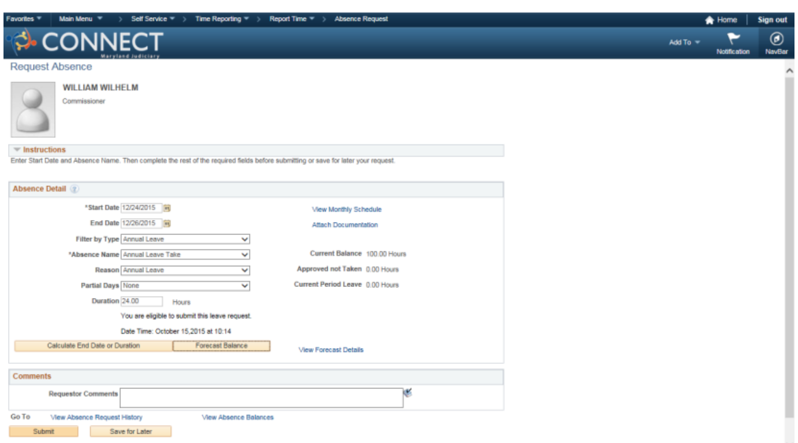
Step	Action	Notes
19.	Enter "**8**" into the **Duration** field.	
20.	Click the **Calculate End Date or Duration** button. Calculate End Date or Duration	
21.	The End Date automatically populates the last date of the absence request based on the hours of Duration. For this example, the employee requested 8 hours on 9/1/2015.	
22.	Click the **Forecast Balance** button. Forecast Balance	
23.	Notice the message confirming you are eligible to submit this leave request.	
24.	Click the **View Forecast Details** link. View Forecast Details	
25.	The Absence Forecast Results page indicates that the employee is ELIGIBLE to take 8 paid hours of Annual Leave Take from their Annual Leave Take Available Balance.	
26.	Click the **Return to Absence Request** link. Return to Absence Request	
27.	Click the **Submit** button. Submit	
28.	To submit the absence request, Click the **Yes** button. Yes	
29.	Click the **OK** button. OK	
30.	After submission, the absence request is routed to the employee's Manager for approval.	
31.	Click the **Home** link. Home	



Step	Action	Notes
32.	Click the **Sign out** link. **Sign out**	
33.	You have completed the Request Time Off with Balance Forecasting - Annual Leave topic. **End of Procedure.**	

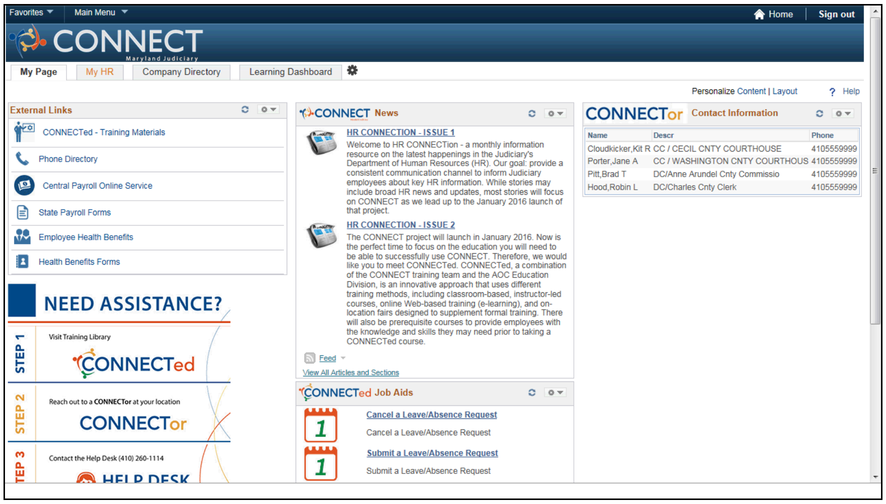
12_21_15_Request Future Time Off - Commissioner with Holiday and Weekend

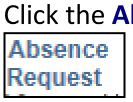
In this topic we demonstrate how a commissioner would use the Absence Request form to submit a request for time off during a holiday and weekend. The functionality is tied to your schedule and therefore only if you are scheduled to work over the holiday and/or weekend will the system allow you to submit an absence request for either of those dates. The system will automatically input the total amount of hours a day per your schedule. If you are scheduled for 8 hour days, the system will only allow for a maximum of 8 hour days off. In the same way it will add multiple days accordingly: two days off = 16 hours.

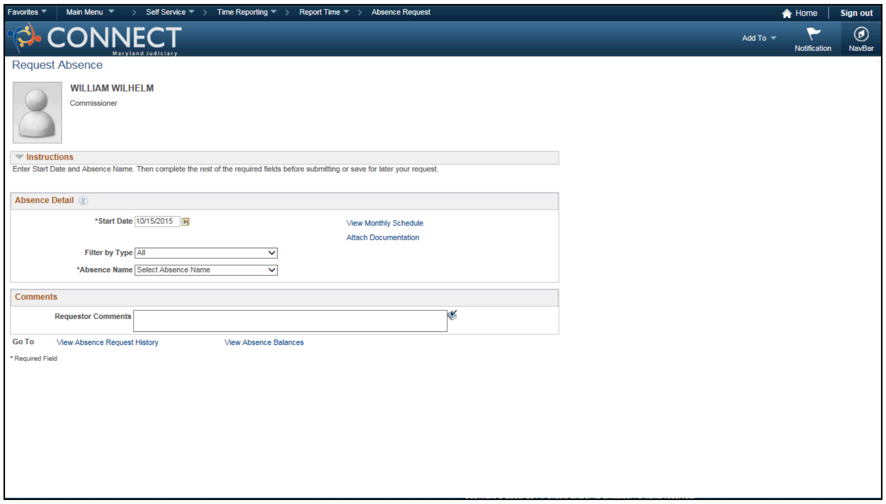


Procedure

In this topic, a Commissioner will submit an absence request that includes a holiday and a weekend.



Step	Action	Notes
1.	Click the **My HR** tab.  	
2.	Click the **Absence Request** link.  	
3.	When submitting an absence request from the Request Absence page, you should only request an absence for the current date or a future date. If you need to enter an absence for a past date, please use the timesheet.	

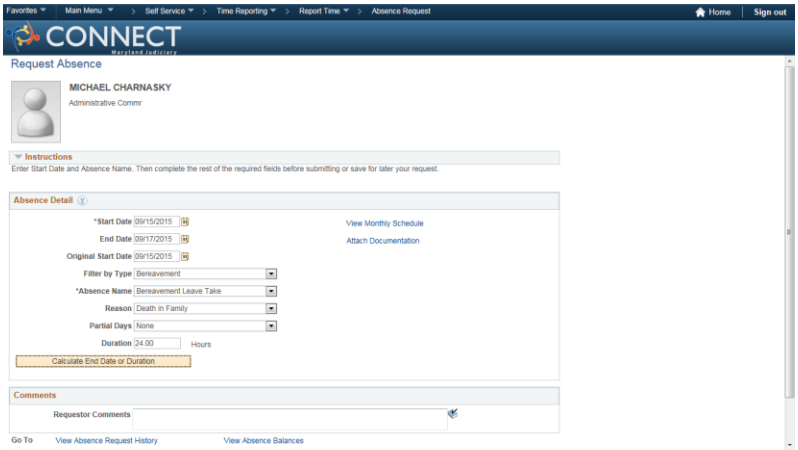


Step	Action	Notes
4.	Click the **Choose a date** button. 31	
5.	Click the drop-down list for months. October	
6.	Click the **December** list item. December	
7.	Click **24**. 24	
8.	Click the **Filter by Type** drop-down list. All	
9.	Click the **Annual Leave** list item. Annual Leave	
10.	Click the **Absence Name** drop-down list. Select Absence Name	
11.	Click the **Annual Leave Take** list item. Annual Leave Take	
12.	Click the **Reason** drop-down list. Select Absence Reason	
13.	Click the **Annual Leave** list item. Annual Leave	
14.	Depending on the Absence Name selected, the Current Balance for the Absence Name will be displayed.	
15.	Click in the **Duration** field.	

Step	Action	Notes
16.	Enter "**24**" into the **Duration** field.	
17.	Click the **Calculate End Date or Duration** button. Calculate End Date or Duration	
18.	The End Date automatically populates the last date of the absence request based on the hours of Duration. For this example, the employee requested 24 hours or 3 days.	
19.	Click the **Forecast Balance** button. Forecast Balance	
20.	Notice the message confirming you are eligible to submit this leave request.	
21.	Click the **Submit** button. Submit	
22.	Click the **Yes** button to submit. Yes	
23.	Click the **OK** button. OK	
24.	After submission, the absence request is routed to the employee's Manager for approval.	
25.	Click the **Home** link. Home	
26.	Click the **Sign out** link. Sign out	
27.	You have completed the Request Time Off - Commissioner with Holiday and Weekend topic. **End of Procedure.**	

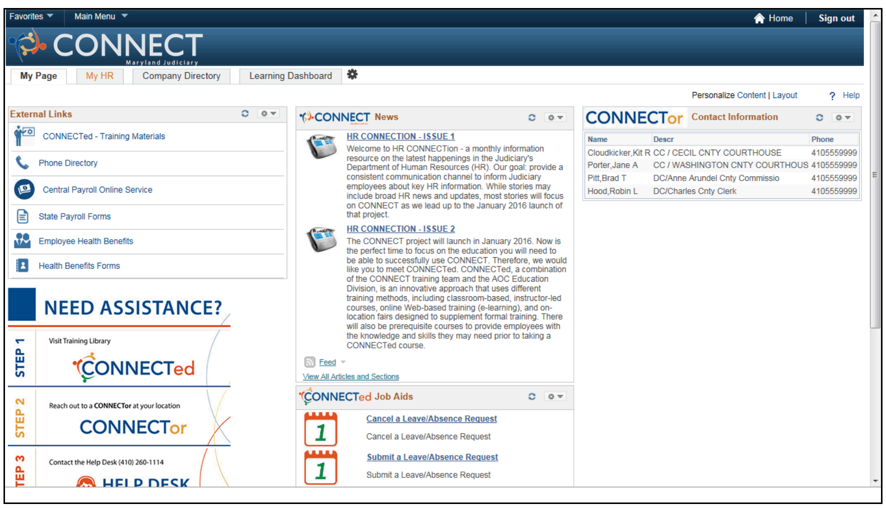
12_21_15_Request Future Time Off without Balance Forecasting - Bereavement

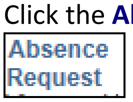
Request Time Off without Balance Forecasting - Bereavement. In this topic we demonstrate the Absence Request using the Bereavement absence name. Bereavement does not carry a balance, therefore forecasting is not available.

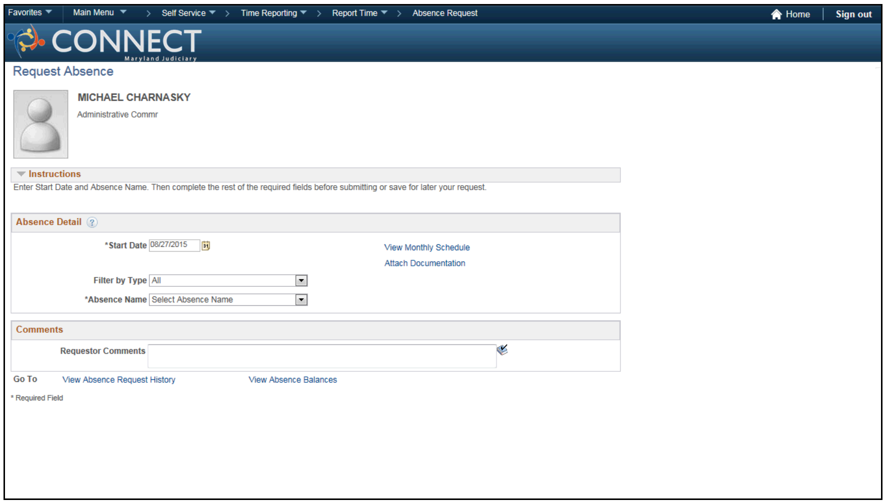


Procedure

In this topic, you will request time off for bereavement.

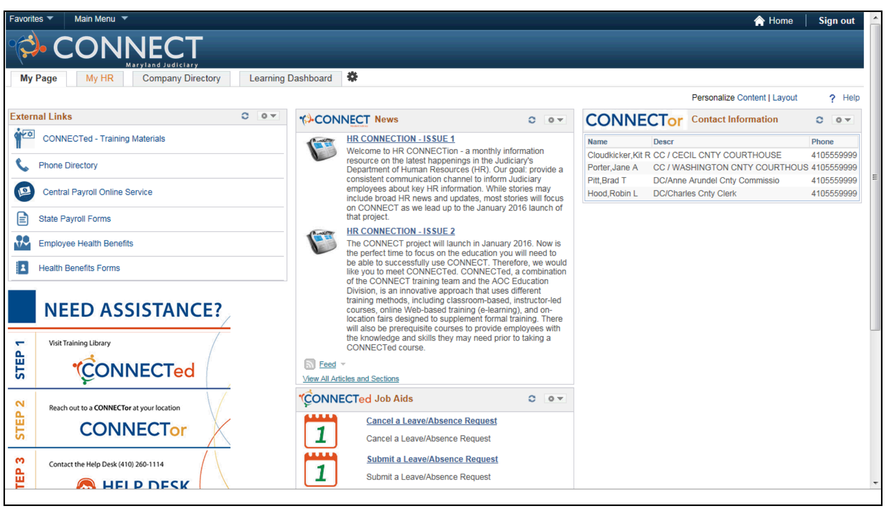


Step	Action	Notes
1.	Click the **My HR** tab. 	
2.	Click the **Absence Request** link. 	
3.	When submitting an absence request from the Request Absence page, you should only request an absence for the current date or a future date. If you need to enter an absence for a past date, please use the timesheet.	



Step	Action	Notes
4.	Double-click in the **Start Date** field. 08/27/2015	
5.	To clear the field, Press **[Backspace]**.	
6.	Enter "**09/15/2015**" into the **Start Date** field.	
7.	Click the **Filter by Type** drop-down list. All	
8.	Click the **Filter by Type** drop-down list. All	
9.	Click the **Bereavement** list item. Bereavement	
10.	Click the **Absence Name** drop-down list. Select Absence Name	
11.	Click the **Bereavement Leave Take** list item. Bereavement Leave Take	
12.	Click the **Reason** drop-down list. Select Absence Reason	
13.	Click the **Death in Family** list item. Death in Family	
14.	Click in the **Duration** field.	
15.	Enter "**24**" into the **Duration** field.	

Step	Action	Notes
16.	Click the **Calculate End Date or Duration** button. Calculate End Date or Duration	
17.	The End Date automatically populates the last date of the absence request based on the hours of Duration. For this example, the employee requested 24 hours or 3 days.	
18.	Click the **Vertical** scrollbar to move down the page.	
19.	Click the **Submit** button. Submit	
20.	To acknowledge the message for documentation, click the **OK** button. OK	
21.	To submit the absence request, click the **Yes** button. Yes	
22.	Click the **OK** button. OK	
23.	After submission, the absence request is routed to the employee's Manager for approval.	
24.	Click the **Home** link. Home	

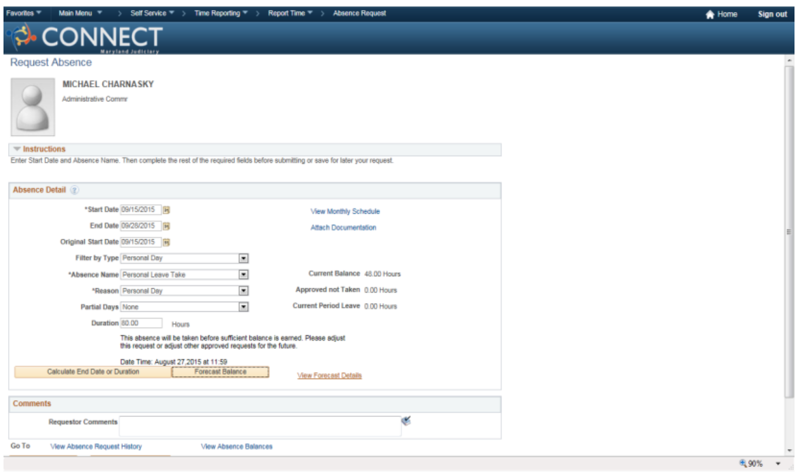


Step	Action	Notes
25.	Click the **Sign out** link. Sign out	

Step	Action	Notes
26.	You have completed the Request Time Off without Balance Forecasting - Bereavement topic. **End of Procedure.**	

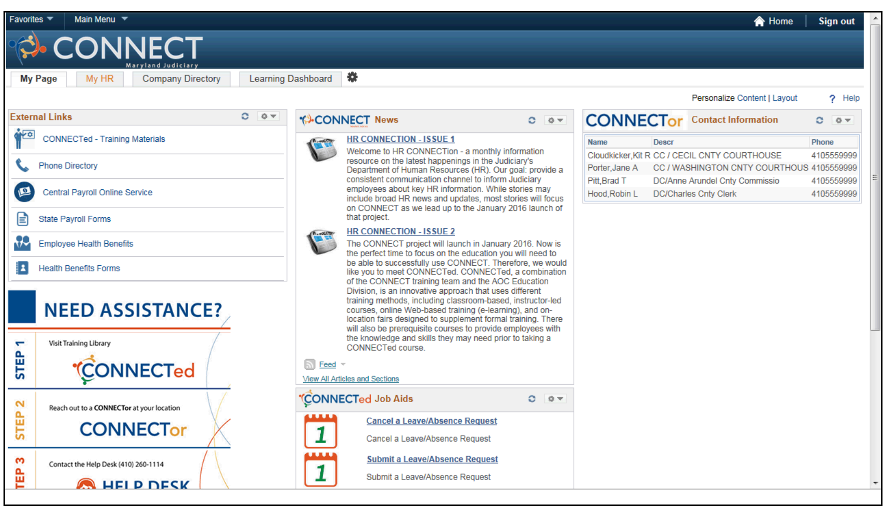
12_21_15_Request Future Time Off - Insufficient Balance

This topic, Request Time Off - Insufficient Balance, demonstrate how the system will not allow you to submit an absence request if you do not have or will not earn sufficient balance to cover it. Forecasting is a feature that allows to calculate the leave to be earned in the future. It is a great tool for planning leave and requesting time off for a future date.

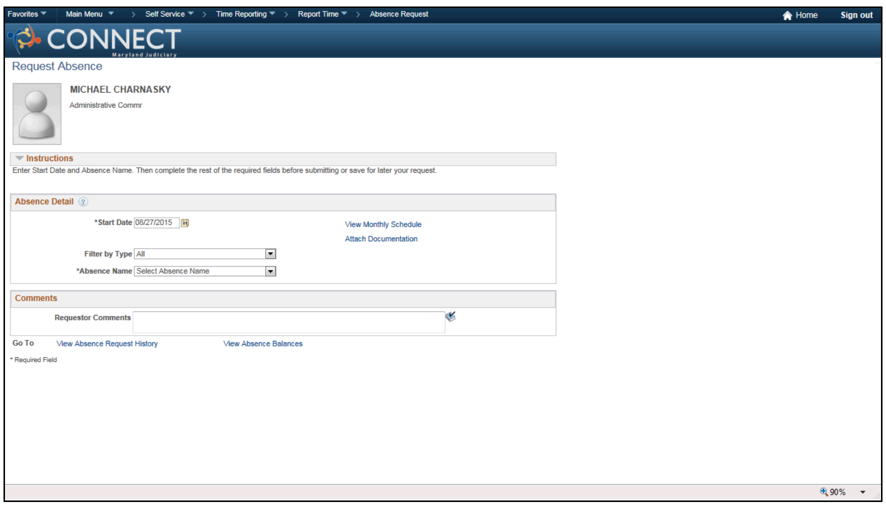


Procedure

In this topic, you will attempt to request time off without having a sufficient leave balance.



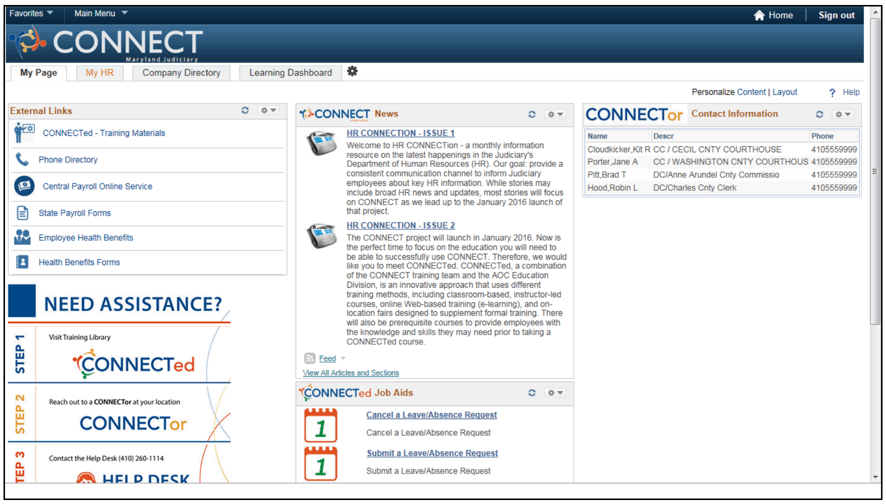
Step	Action	Notes
1.	Click the **My HR** tab. My HR	
2.	Click the **Absence Request** link. Absence Request	
3.	When submitting an absence request from the Request Absence page, you should only request an absence for the current date or a future date. If you need to enter an absence for a past date, please use the timesheet.	



Step	Action	Notes
4.	Double-click in the **Start Date** field. 08/27/2015	
5.	To clear the field, Press **[Backspace]**.	
6.	Enter "**09/15/2015**" into the **Start Date** field.	
7.	Click the **Filter by Type** drop-down list. All	
8.	Click the **Personal Day** list item. Personal Day	
9.	Click the **Absence Name** drop-down list. Select Absence Name	

Step	Action	Notes
10.	Click the **Personal Leave Take** list item. Personal Leave Take	
11.	Depending on the Absence Name selected, the Current Balance for the Absence Name will be displayed. For example, Accident Leave Take will not display a current available balance.	
12.	Click the **Reason** drop-down list. Select Absence Reason	
13.	Click the **Personal Day** list item. Personal Day	
14.	If applicable, you can attach documentation to support your request. For this example, do not attach a document.	
15.	Click in the **Duration** field.	
16.	Enter "**80**" into the **Duration** field.	
17.	Click the **Calculate End Date or Duration** button. Calculate End Date or Duration	
18.	The End Date automatically populates the last date of the absence request based on the hours of Duration. For this example, the employee requested 80 hours or 10 days.	
19.	Click the **Submit** button. Submit	
20.	Notice the message indicating you must forecast your balance before submitting the request.	
21.	Click the **Forecast Balance** button. Forecast Balance	
22.	This message is confirming the employee does **not** have enough leave to submit the absence request.	
23.	Click the **View Forecast Details** link. View Forecast Details	
24.	The Absence Forecast Results page indicates that the employee is INELIGIBLE to take 80 paid hours of Personal Leave Take. The employee only has 48 paid hours available.	

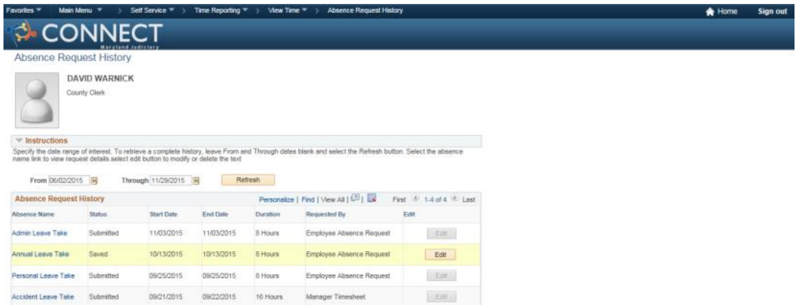
Step	Action	Notes
25.	Click the **Return to Absence Request** link. Return to Absence Request	
26.	Click the **Home** link. Home	
27.	Since the request was not able to be completed, click the **No** button to discard the request. No	



Step	Action	Notes
28.	Click the **Sign out** link. Sign out	
29.	You have completed the Request Time Off - Insufficient Balance topic. **End of Procedure.**	

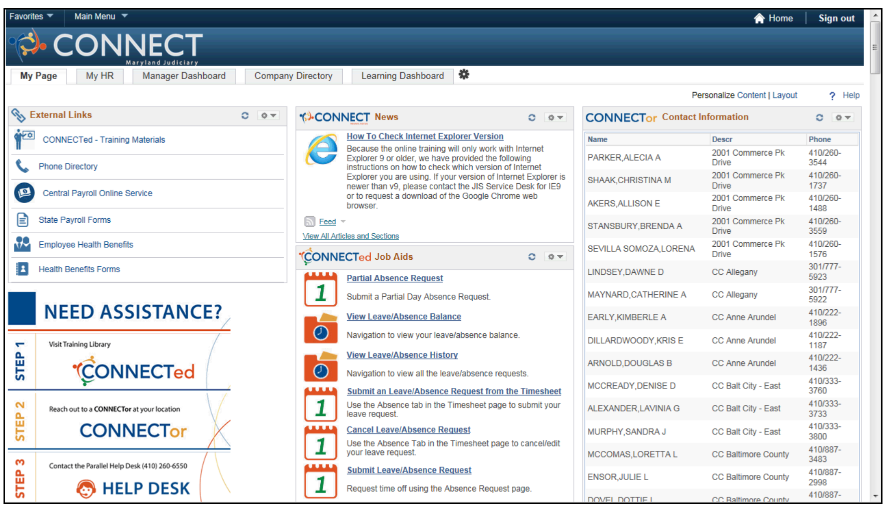
12_21_15_Modify a Saved Absence Request

In this topic we demonstrate how to Modify a Saved Absence Request. Note this topic is based on a request submitted through the Absence Request page (not the timesheet). *Only requests that have been 'saved for later' or 'pushed back' by the manager will appear in the Absence Request History with an active edit button.*



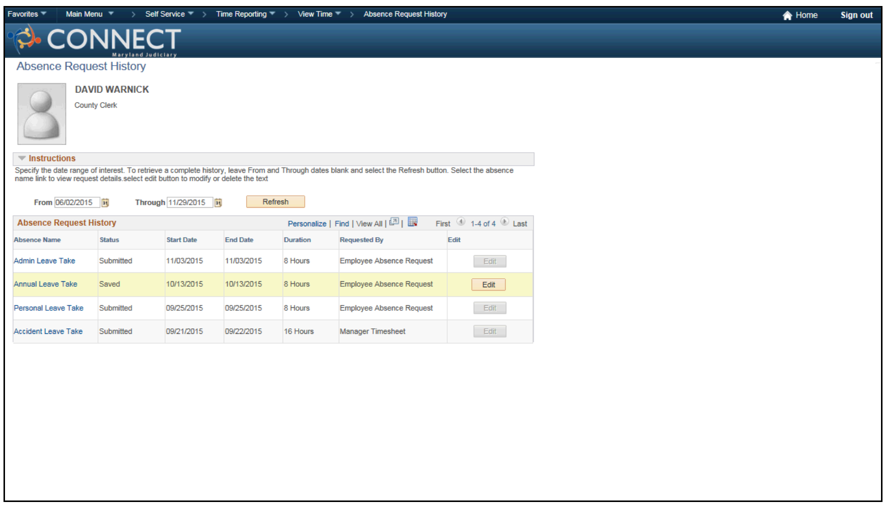
Procedure

In this topic, you will make changes to a saved absence request.



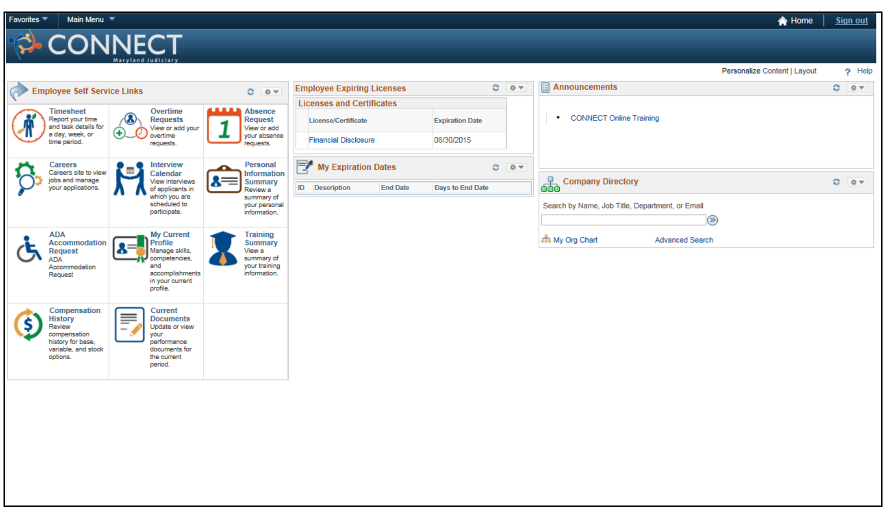
Step	Action	Notes
1.	Click the **Main Menu** button. Main Menu	
2.	Click the **HCM Systems** menu. HCM Systems	
3.	Click the **Self Service** menu. Self Service	
4.	Click the **Time Reporting** menu. Time Reporting	

Step	Action	Notes
5.	Click the **View Time** menu. View Time	
6.	Click the **Absence Request History** menu. Absence Request History	
7.	The Absence Request History page will pull up absence requests within a 6 month time frame. You can change the dates in the From and Through calendar fields.	
8.	Notice the Status is Saved for the highlighted absence. You are not able to edit requests that have already been submitted from this page.	



Step	Action	Notes
9.	Click the **Edit** button for the saved request. Edit	
10.	For this example, we are changing the Start Date which will also change the Duration. Double-click in the **Start Date** field. 10/13/2015	
11.	To clear the field, Press **[Backspace]**.	
12.	Enter "**10/09/2015**" into the **Start Date** field.	
13.	Double-click in the **Duration** field. 8.00	

Step	Action	Notes
14.	To clear the field, Press **[Backspace]**.	
15.	Click the **Calculate End Date or Duration** button. Calculate End Date or Duration	
16.	Click the **Forecast Balance** button. Forecast Balance	
17.	This message is confirming the employee has enough leave to submit the absence request.	
18.	Click the **Vertical** scrollbar to move down the page.	
19.	Click the **Submit** button. Submit	
20.	Click the **Yes** button. Yes	
21.	Click the **OK** button. OK	
22.	After submission, the absence request Status changes from Saved For Later to Submitted and is routed to the employee's Manager for approval.	
23.	Click the **Home** link. Home	

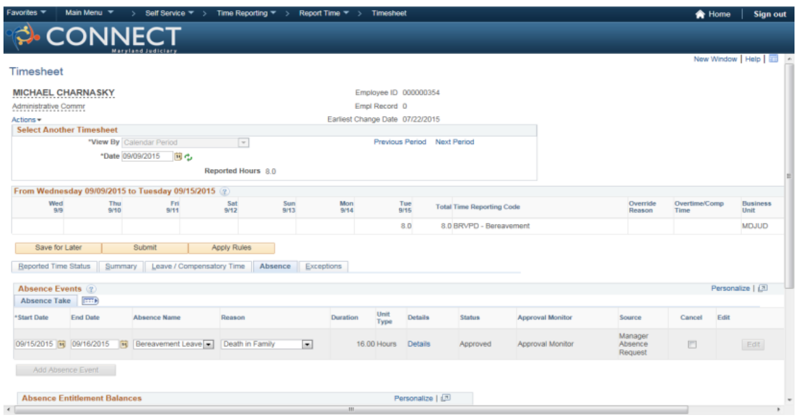


Step	Action	Notes
24.	Click the **Sign out** link. Sign out	

Step	Action	Notes
25.	You have completed the Modify a Saved Absence Request topic. **End of Procedure.**	

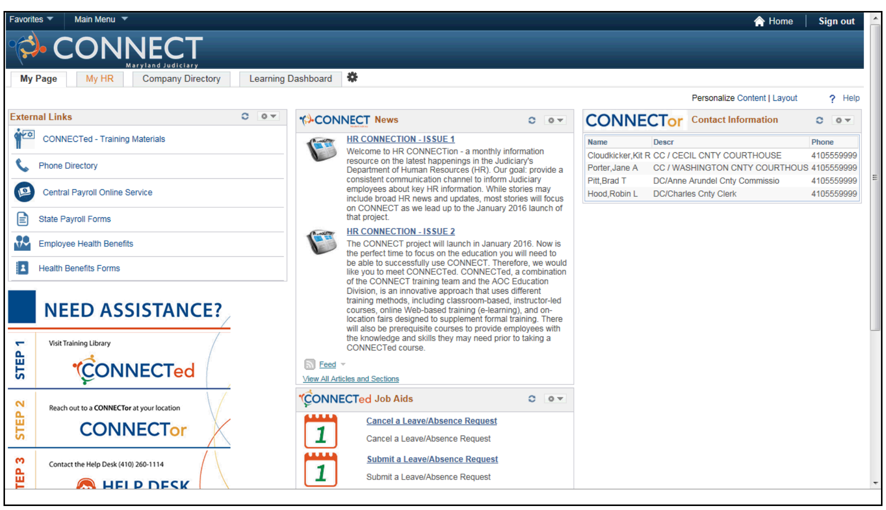
12_21_15_Modify an Absence Request from Timesheet

In this topic we Modify an Absence Request from the Timesheet. *Once an absence request has been created in the timesheet and either 'saved for later' or 'submitted' you will go back to the timesheet to modify it.*

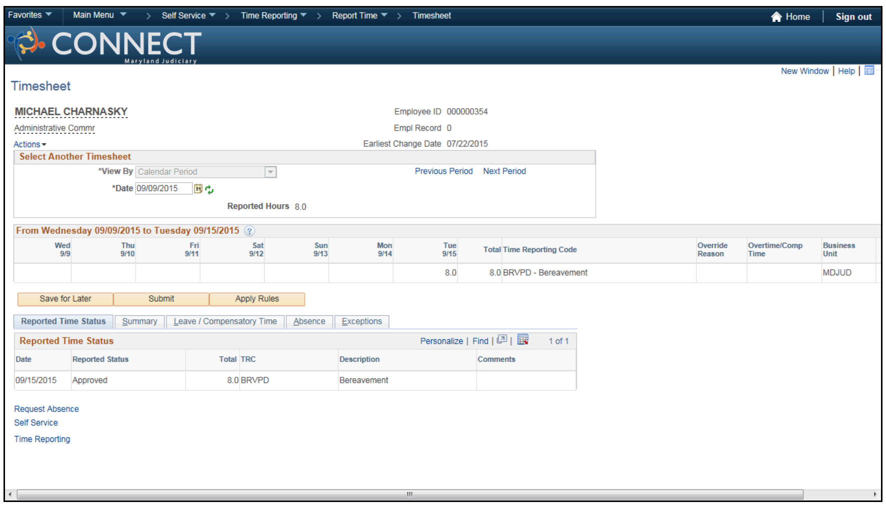


Procedure

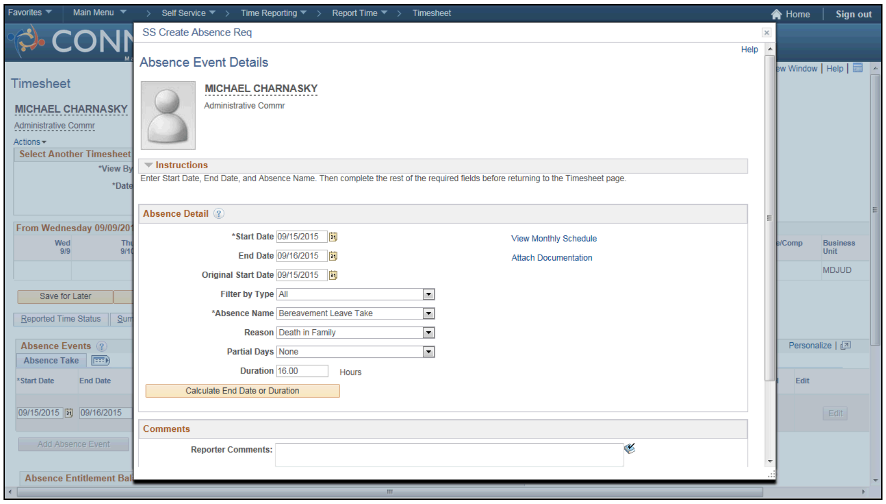
In this topic, you will make changes to a previously submitted absence request from an elapsed timesheet.



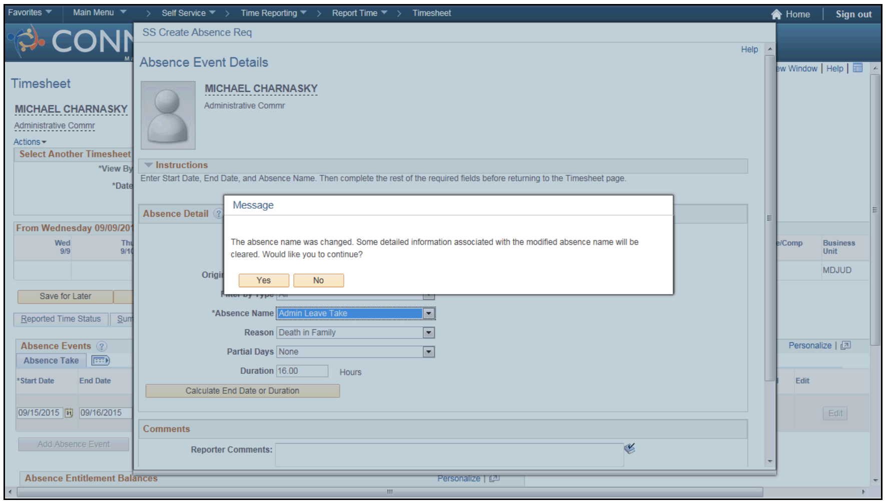
Step	Action	Notes
1.	Click the **My HR** tab. My HR	
2.	Click the **Timesheet** link. Timesheet	
3.	For this example, you are editing an absence request submitted for the week of 9/9/2015. Notice Tue 9/15 already has the approved absence posted.	



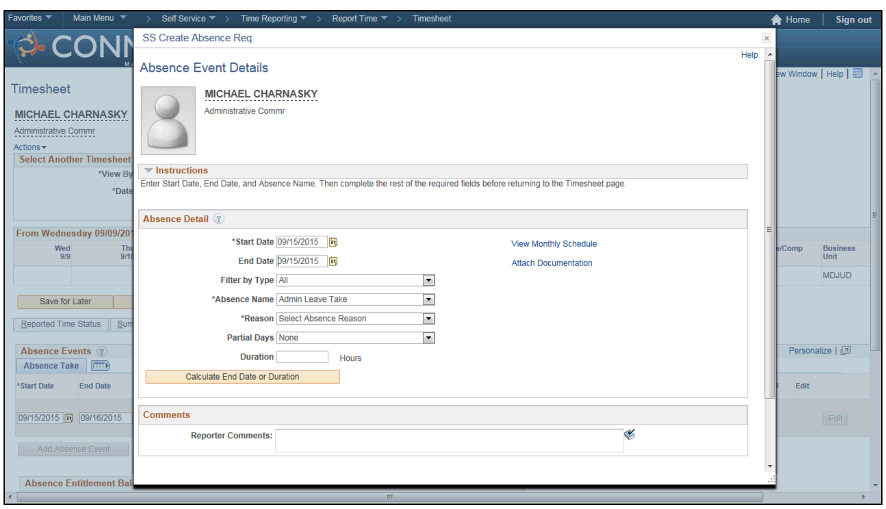
Step	Action	Notes
4.	Click the **Absence** tab. Absence	
5.	Click the **Edit** button. Edit	
6.	Once you click the Edit button, the Absence Event details become available for changes. You can change the Start Date, End Date, Absence Name, Reason, and Duration.	
7.	To edit any of the details for the absence event - especially if you are changing the duration - use the Details page. Click the **Details** link. Details	



Step	Action	Notes
8.	Double-click in the **End Date** field. 09/16/2015	
9.	To clear the field, Press **[Backspace]**.	
10.	Change the date range from 2 days to 1 day. Enter "**09/15/2015**" into the **End Date** field.	
11.	Change the absence name (type). Click the **Absence Name** drop-down list. Bereavement Leave Take	
12.	Click the **Admin Leave Take** list item. Admin Leave Take	

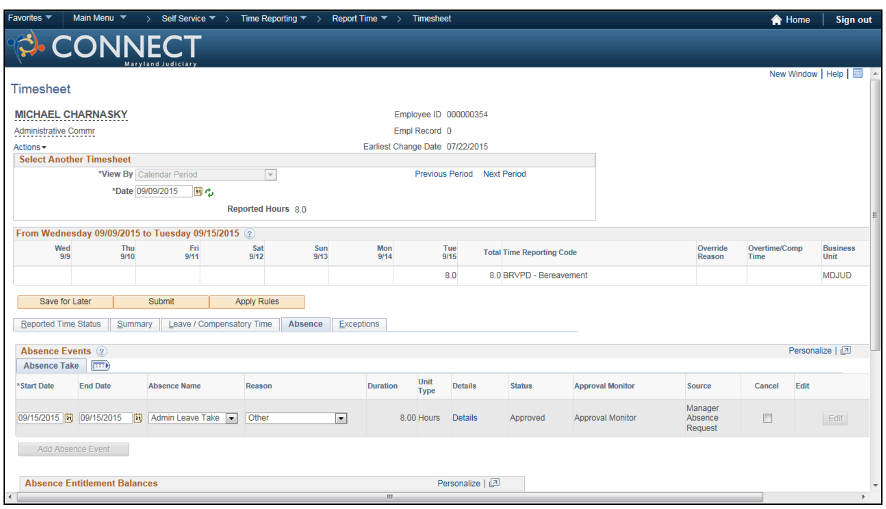


Step	Action	Notes
13.	This message is alerting you that a change has been made to the absence. Click the **Yes** button. Yes	

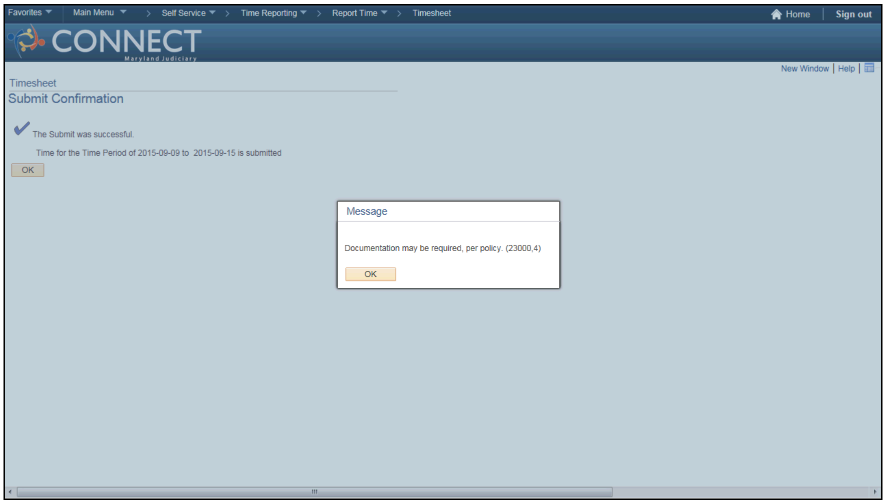


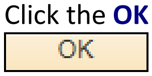
Step	Action	Notes
14.	Click the **Reason** drop-down list. Select Absence Reason	
15.	Click the **Other** list item. Other	

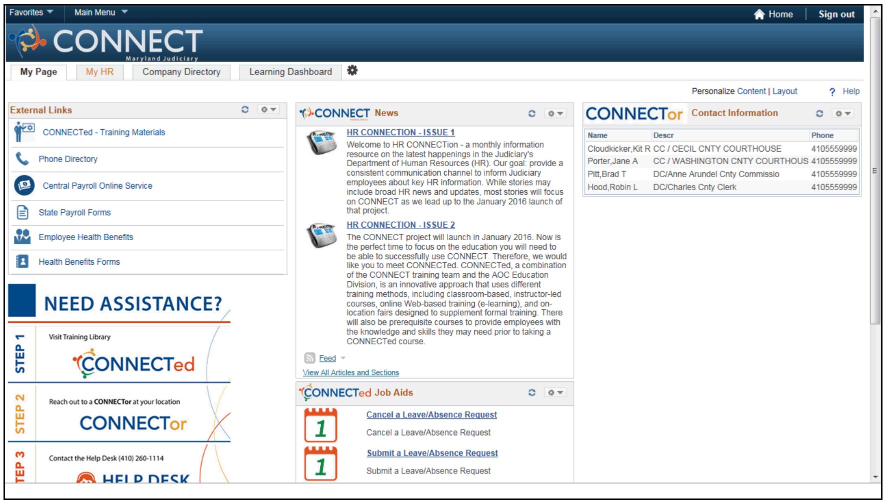
Step	Action	Notes
16.	Since you provided the Start Date and End Date, use the button to calculate the Duration. The system will automatically populate the amount of hours based on the total hours per day an employee is scheduled for. Click the **Calculate End Date or Duration** button. Calculate End Date or Duration	
17.	Click the **Vertical** scrollbar to move down the page.	
18.	If applicable, use the comments box below for any additional information you need to provide to your manager.	
19.	Click the **OK** button. OK	
20.	The changes made to the absence request (End Date, Absence Name, and Duration) are reflected below.	



Step	Action	Notes
21.	Click the **Submit** button. Submit	



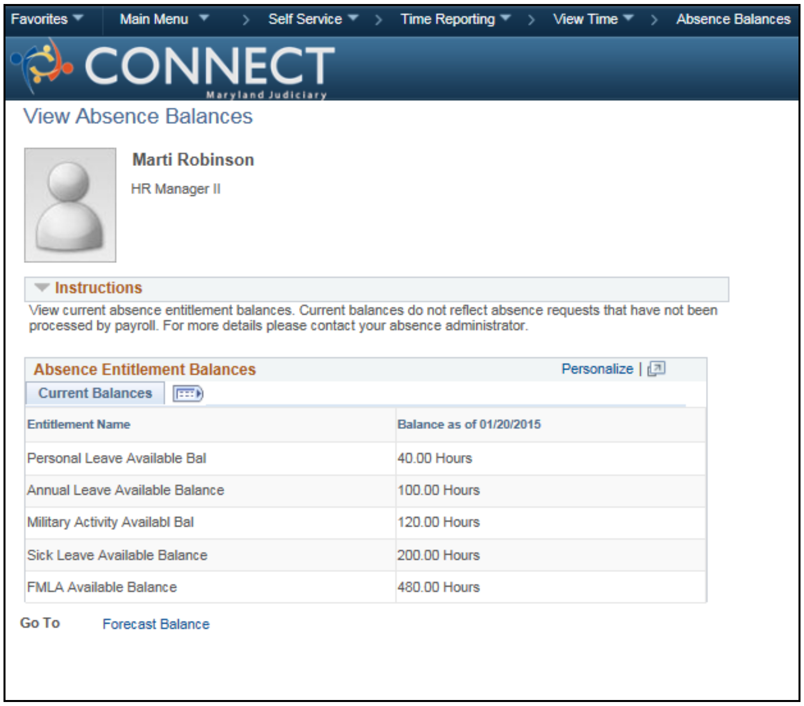
Step	Action	Notes
22.	This message is alerting you that documentation may be required to support this absence request. Click the **OK** button. 	
23.	This message is alerting you to certify the reported time is accurate. Click the **OK** button. 	
24.	Click the **OK** button. 	
25.	After the changes were submitted, the Status changes from Approved to Needs Approval.	
26.	Click the **Home** link. 	



Step	Action	Notes
27.	Click the **Sign out** link. **Sign out**	
28.	You have completed the Modify an Absence Request from Timesheet topic. **End of Procedure.**	

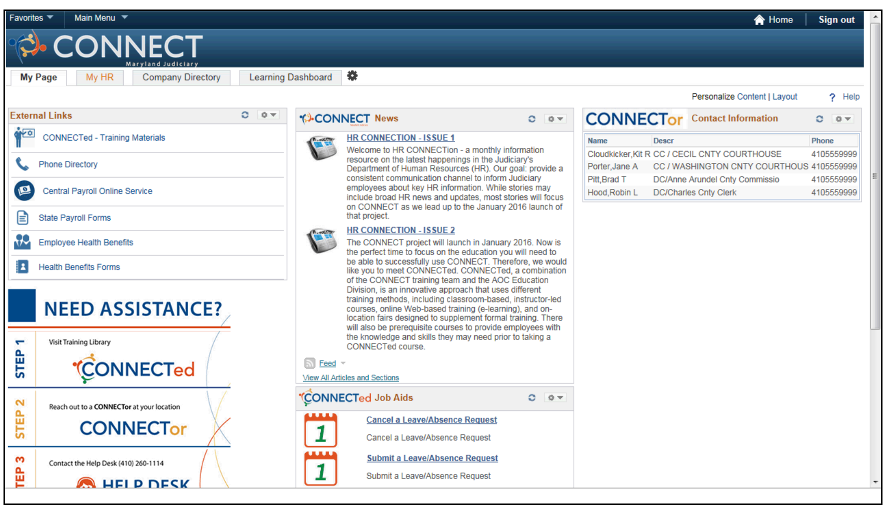
12_21_15_View Absence Balances

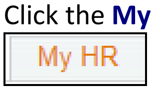
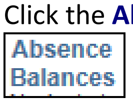
Through Employee Self Service you will have access to view your absence balance. *This page does not include Comp Time balance. A separate topic covers how to access the comp time balance.* This page only provides leave balances that are accrued.



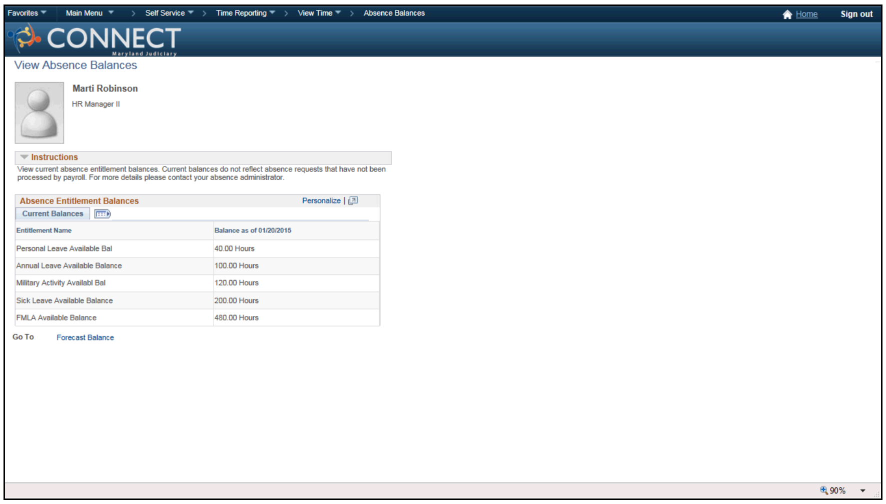
Procedure

In this topic, you will view your current absence balances.

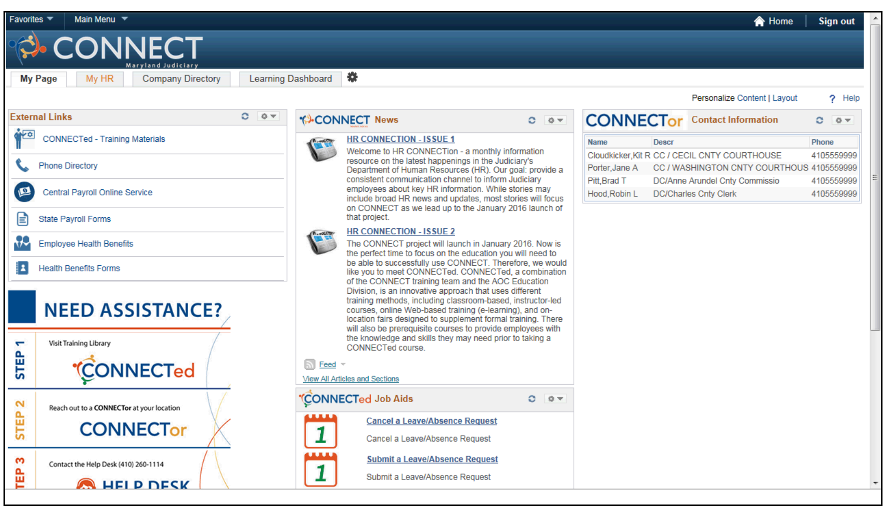


Step	Action	Notes
1.	Click the **My HR** tab.  	
2.	Click the **Absence Balance** link.  	

Step	Action	Notes
3.	You can view your current balances by absence type.	
4.	It will also indicate the "Balance as of..." date. This shows the latest information. The balances are updated every pay period.	



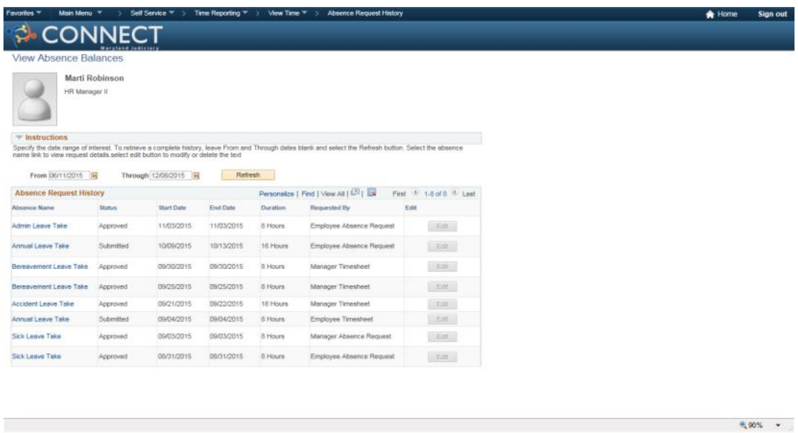
Step	Action	Notes
5.	Click the **Home** link. 	



Step	Action	Notes
6.	Click the **Sign out** link. **Sign out**	
7.	You have completed the View Absence Balances topic. **End of Procedure.**	

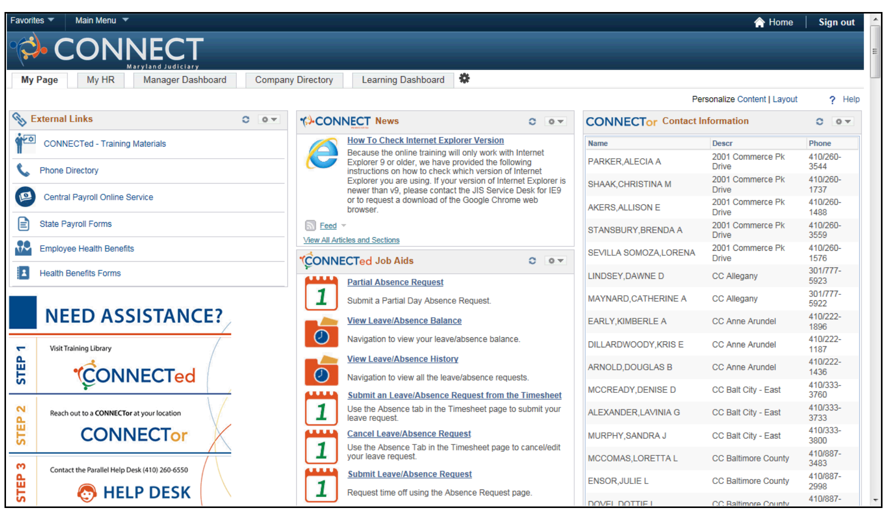
12_21_15_View Absence History

The View Absence Balances History provides you with a historical view of all the absences you have requested.

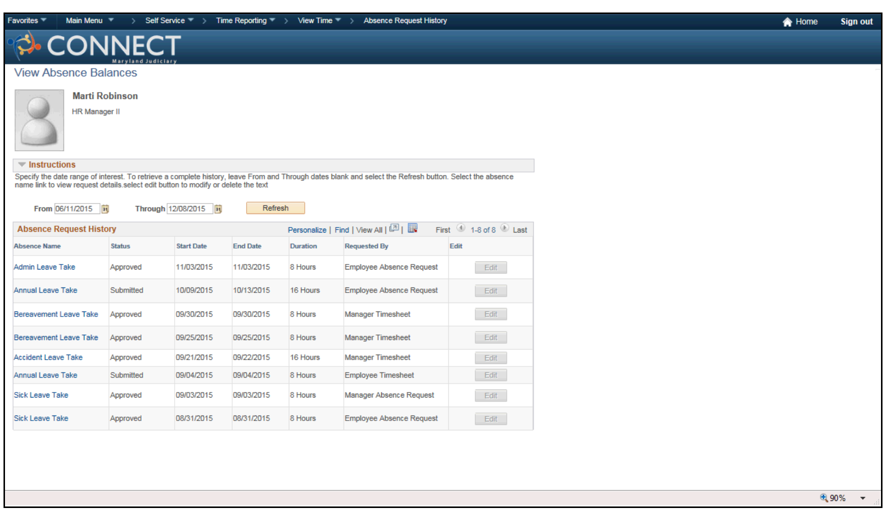


Procedure

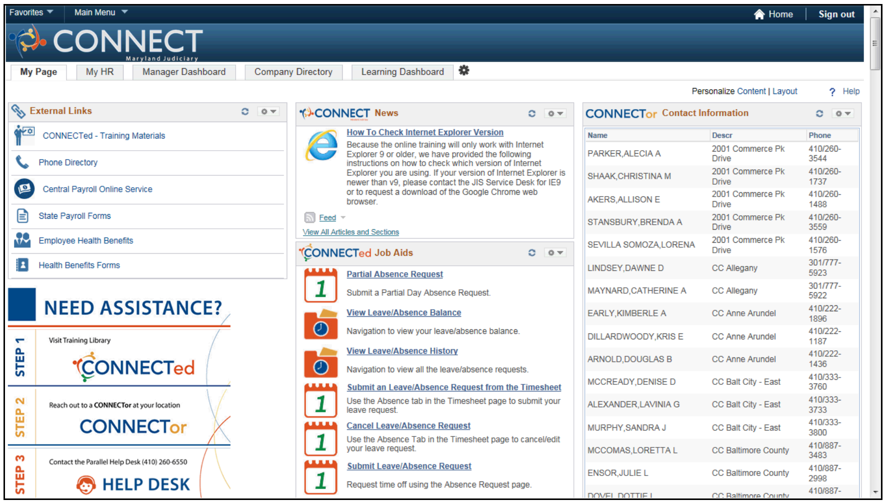
In this topic, you will view your absence request history.



Step	Action	Notes
1.	Click the **Main Menu** button. Main Menu	
2.	Click the **HCM Systems** menu. HCM Systems	
3.	Click the **Self Service** menu. Self Service	
4.	Click the **Time Reporting** menu. Time Reporting	
5.	Click the **View Time** menu. View Time	
6.	Click the **Absence Request History** menu. Absence Request History	
7.	Notice the From and Through date fields. You can specify any date range you desire or leave the fields blank to display a complete history. If you change the dates, click the Refresh button to update the display.	
8.	You can view the absence request history. The Status column displays the current status of each request.	



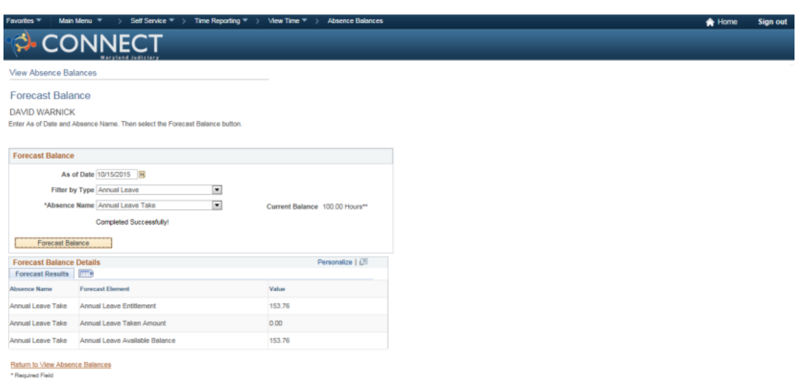
Step	Action	Notes
9.	Click the **Home** link. Home	



Step	Action	Notes
10.	Click the **Sign out** link. Sign out	
11.	You have completed the View Absence History topic. **End of Procedure.**	

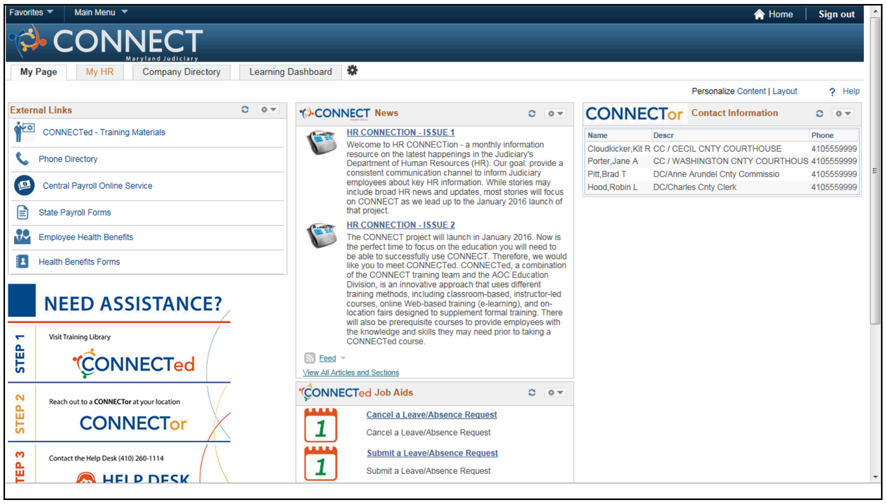
12_21_15_Leave Balance Forecasting

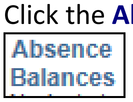
In this topic, you will forecast the amount of leave available for a specific date prior to submitting an absence request.

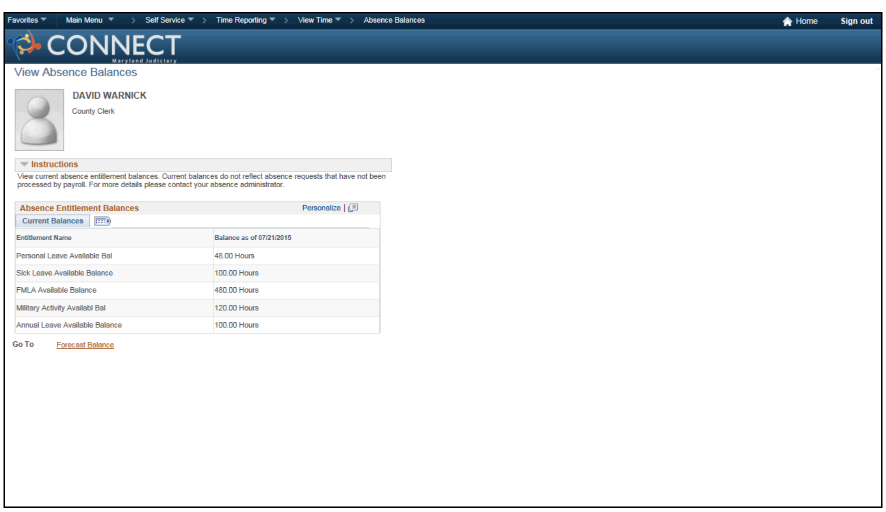


Procedure

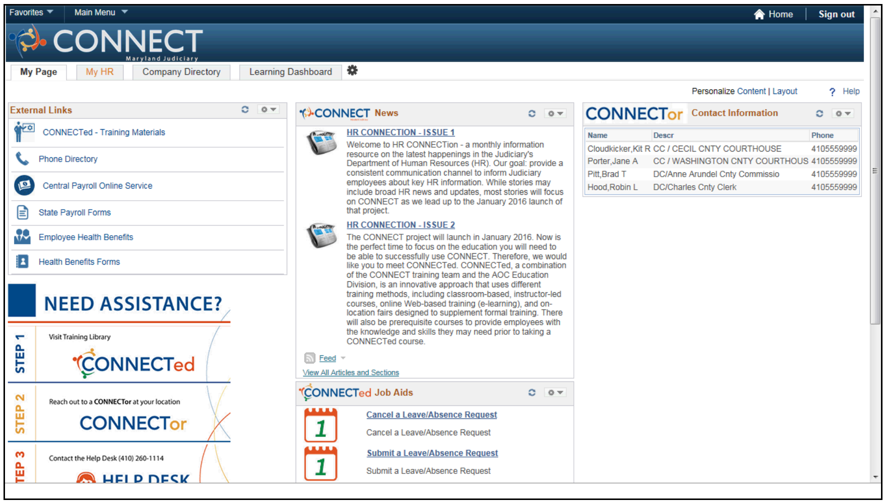
In this topic, you will forecast the amount of leave available for a specific date prior to submitting an absence request.



Step	Action	Notes
1.	Click the **My HR** tab. 	
2.	Click the **Absence Balances** link. 	
3.	The View Absence Balances page allows you to view your available balances by absence type.	



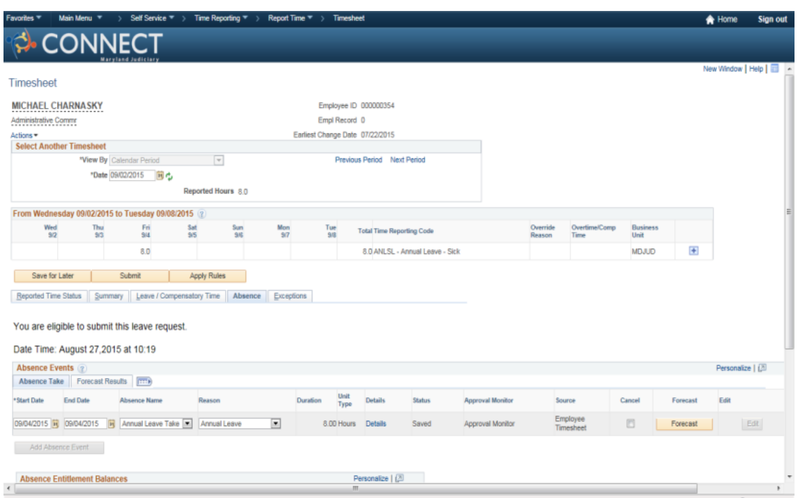
Step	Action	Notes
4.	Click the **Forecast Balance** link. Forecast Balance	
5.	Double-click in the **As of Date** field. 08/31/2015	
6.	To clear the field, Press **[Backspace]**.	
7.	Enter "**10/15/2015**" into the **As of Date** field.	
8.	Click the **Filter by Type** drop-down list. All	
9.	Click the **Annual Leave** list item. Annual Leave	
10.	Click the **Absence Name** drop-down list. Select Absence Name	
11.	Click the **Annual Leave Take** list item. Annual Leave Take	
12.	Depending on the Absence Name selected, the Current Balance for the Absence Name will be displayed. For example, Accident Leave Take will not display a current available balance.	
13.	Click the **Forecast Balance** button. Forecast Balance	
14.	This message indicates that your forecast was successful. In the Forecast Balance Details section, you will have 153.76 hours of Annual Leave Take available on 10/15/2015.	
15.	Click the **Return to View Absence Balances** link. Return to View Absence Balances	
16.	Click the **Home** link. Home	



Step	Action	Notes
17.	Click the **Sign out** link. **Sign out**	
18.	You have completed the Leave Balance Forecasting topic. **End of Procedure.**	

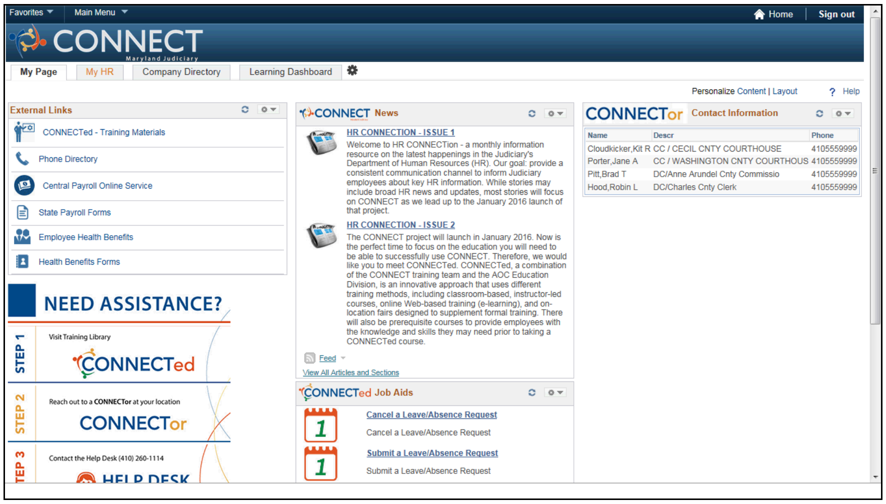
12_21_15_Request a Future Absence from a Timesheet with Balance Forecasting

Request Absence from a Timesheet with Forecasting

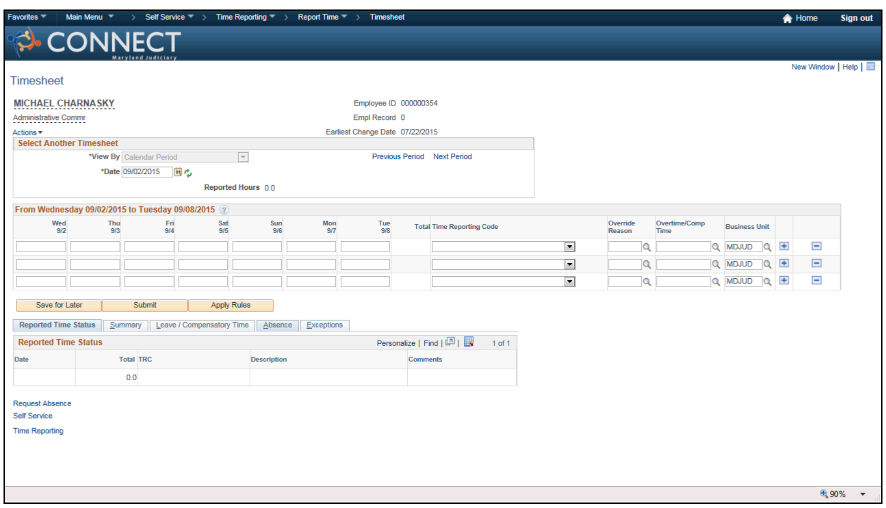


Procedure

In this topic, you will request time off from your timesheet and forecast the balance.

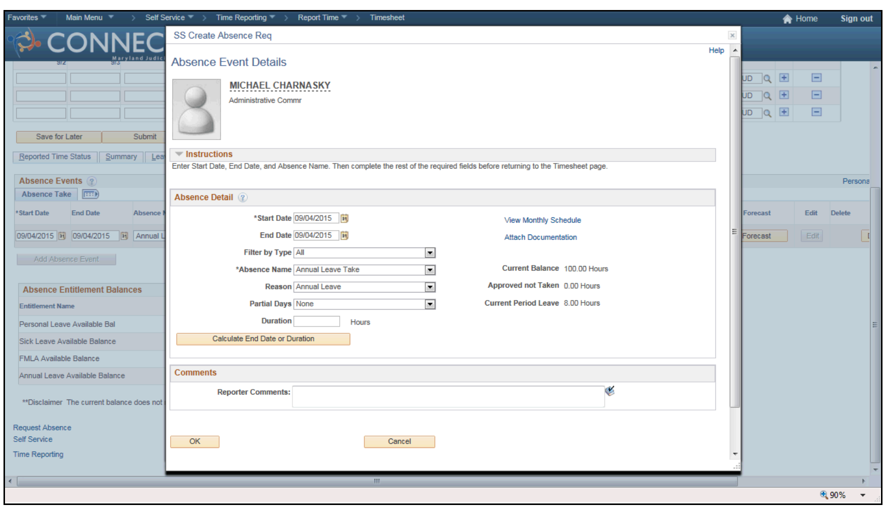


Step	Action	Notes
1.	Click the **My HR** tab. My HR	
2.	Click the **Timesheet** link. Timesheet	



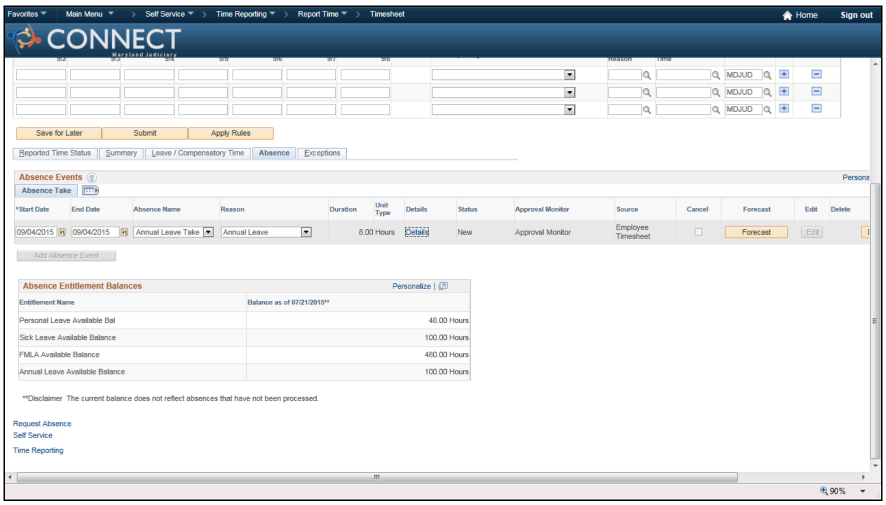
Step	Action	Notes
3.	Click the **Absence** tab. Absence	
4.	Click the **Add Absence Event** button. Add Absence Event	

Step	Action	Notes
5.	Double-click in the **Start Date** field. 09/02/2015	
6.	To clear the field, Press **[Backspace]**.	
7.	Enter "**09/04/2015**" into the **Start Date** field.	
8.	Double-click in the **End Date** field. 09/02/2015	
9.	To clear the field, Press **[Backspace]**.	
10.	Enter "**09/04/2015**" into the **End Date** field.	
11.	Click the **Absence Name** drop-down list. Select Absence Nan	
12.	Click the **Annual Leave Take** list item. Annual Leave Take	
13.	Click the **Reason** drop-down list. Select Absence Reasor	
14.	Click the **Annual Leave** list item. Annual Leave	
15.	Click the **Details** link. Details	

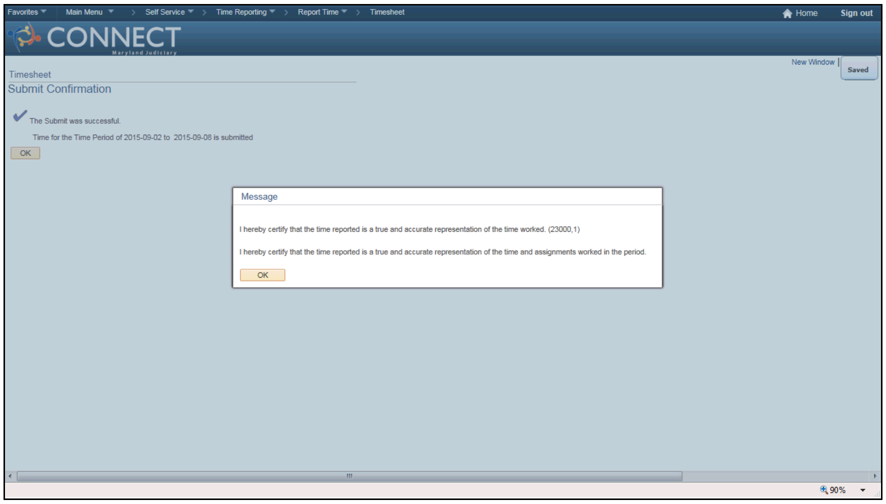


Step	Action	Notes
16.	Click the **Calculate End Date or Duration** button. Calculate End Date or Duration	

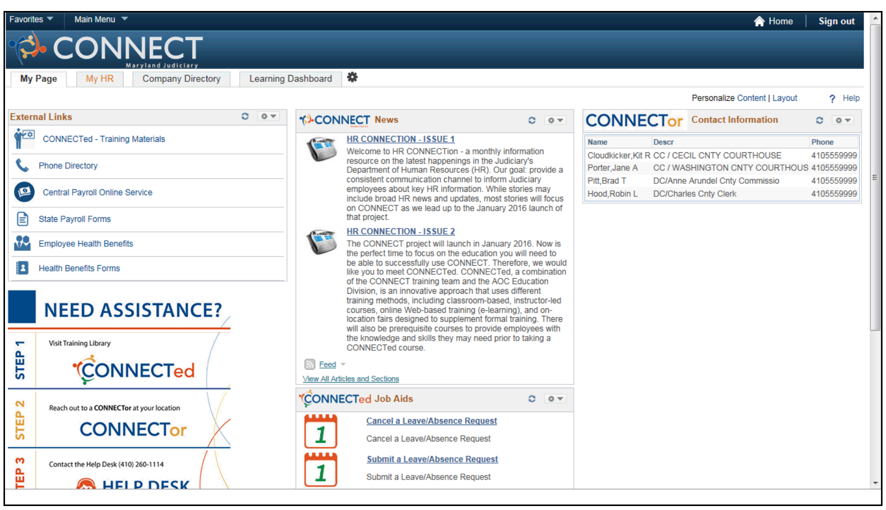
Step	Action	Notes
17.	The Duration will automatically populate if the Start Date and End Date fields are completed. For this example, the employee requested 1 day off or 8 hours.	
18.	Click the **OK** button. OK	



Step	Action	Notes
19.	Click the **Forecast** button. Forecast	
20.	Notice the message indicating you are eligible to submit this request.	
21.	Click the **Submit** button. Submit	



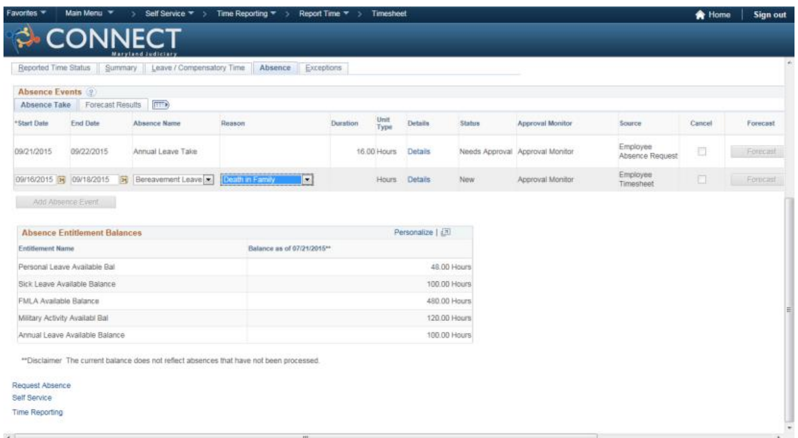
Step	Action	Notes
22.	This message is alerting you to certify the reported time is accurate. Click the **OK** button. OK	
23.	Click the **OK** button. OK	
24.	The Status for the absence request is Needs Approval.	
25.	Click the **Home** link. Home	



Step	Action	Notes
26.	Click the **Sign out** link. **Sign out**	
27.	You have completed the Request Absence from a Timesheet with Balance Forecasting topic. **End of Procedure.**	

12_21_15_Request a Future Absence from a Timesheet without Balance Forecasting

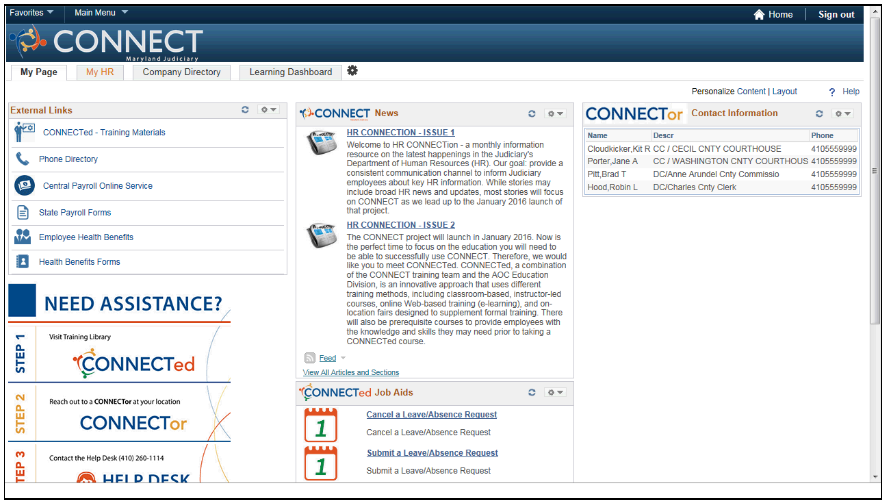
Request Time Off without Balance Forecasting - Bereavement. In this topic we demonstrate the Absence Request using the Bereavement absence name. Bereavement does not carry a balance, therefore forecasting is not available.



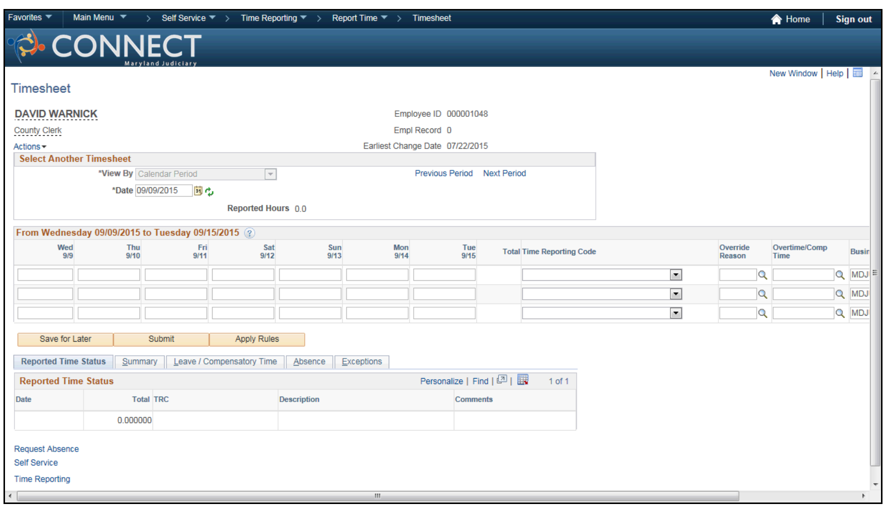
Procedure

In this topic, you will request bereavement leave from your timesheet.

Since bereavement is not an accrued leave, it does not require forecasting.

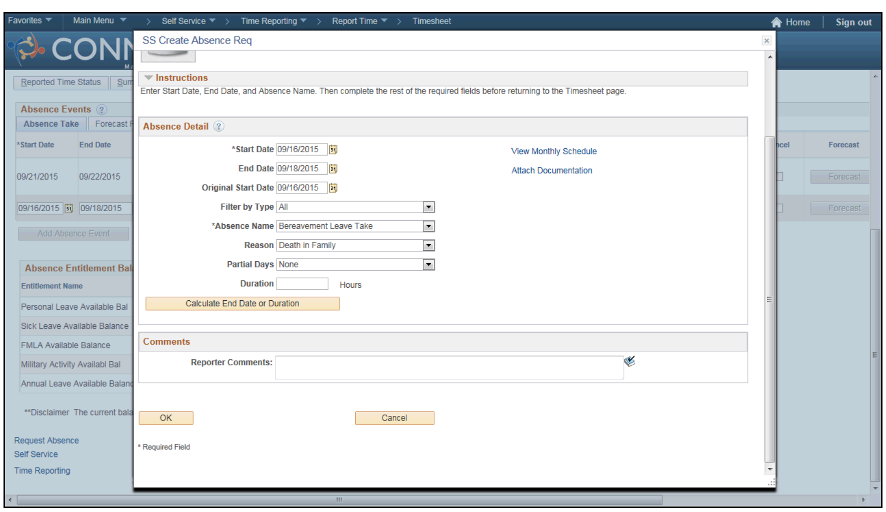


Step	Action	Notes
1.	Click the **My HR** tab. My HR	
2.	Click the **Timesheet** link. Timesheet	

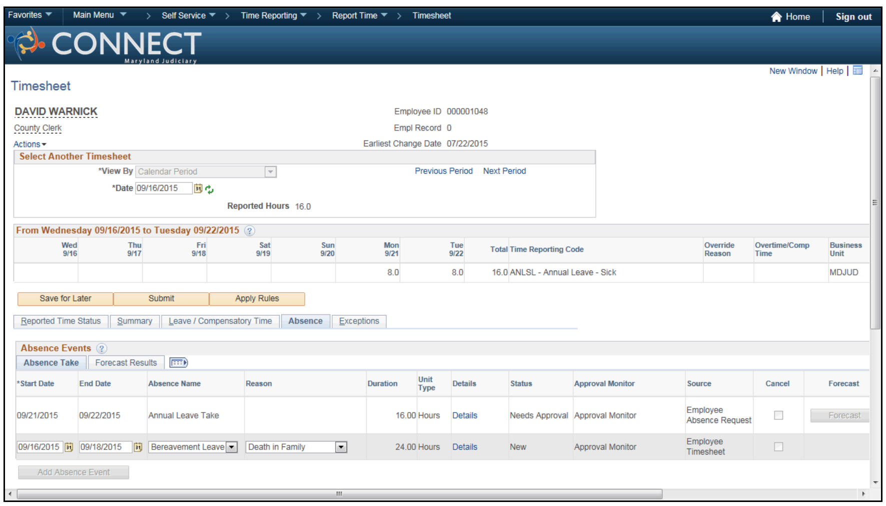


Step	Action	Notes
3.	Click the **Next Period** link. Next Period	
4.	Notice the employee has already submitted absence requests for 16 hours of Annual Leave - Sick.	

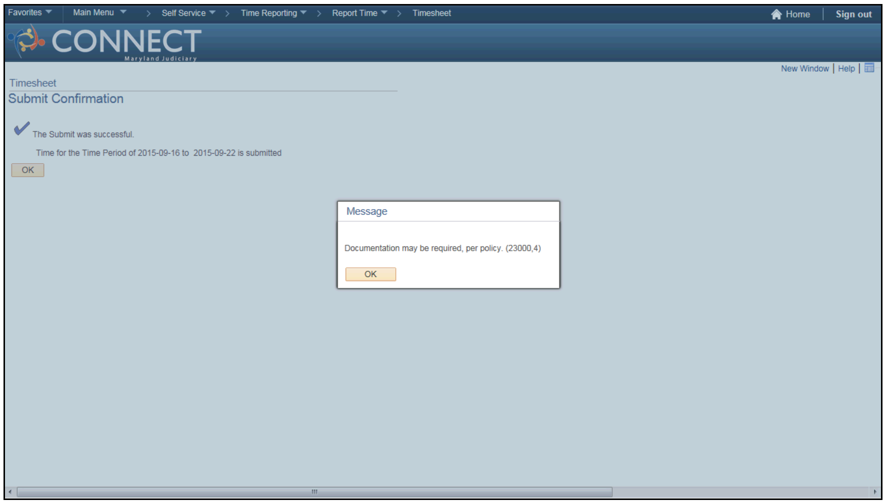
Step	Action	Notes
5.	Click the **Absence** tab. Absence	
6.	Click the **Add Absence Event** button. Add Absence Event	
7.	Click the **Vertical** scrollbar to move down the page.	
8.	Double-click in the **End Date** field. 09/16/2015	
9.	To clear the field, Press **[Backspace]**.	
10.	Enter "**09/18/2015**" into the **End Date** field.	
11.	Click the **Absence Name** drop-down list. Select Absence Nan	
12.	Click the **Bereavement Leave Take** list item. Bereavement Leave Take	
13.	Click the **Reason** drop-down list. Select Absence Reasor	
14.	Click the **Death in Family** list item. Death in Family	
15.	Click the **Details** link. Details	



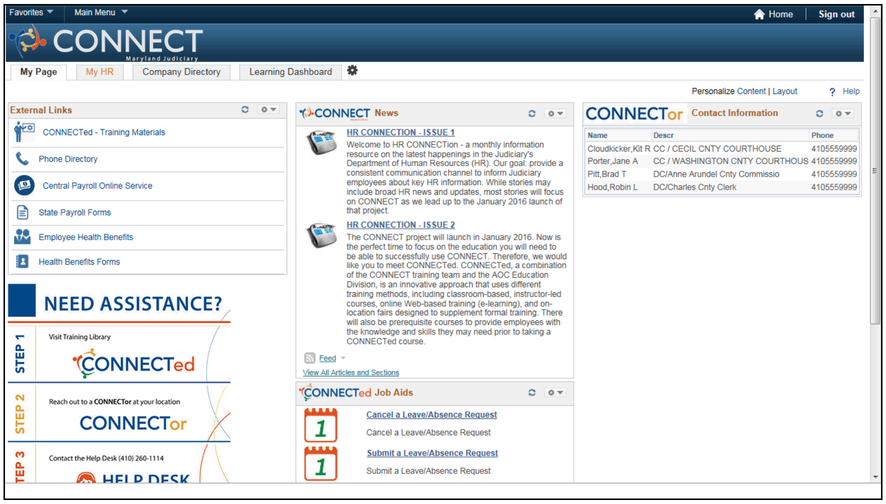
Step	Action	Notes
16.	Click the **Calculate End Date or Duration** button. Calculate End Date or Duration	
17.	The Duration will automatically populate if the Start Date and End Date fields are completed. For this example, the employee requested 3 days off or 24 hours.	
18.	Click the **OK** button. OK	



Step	Action	Notes
19.	Click the **Submit** button. Submit	



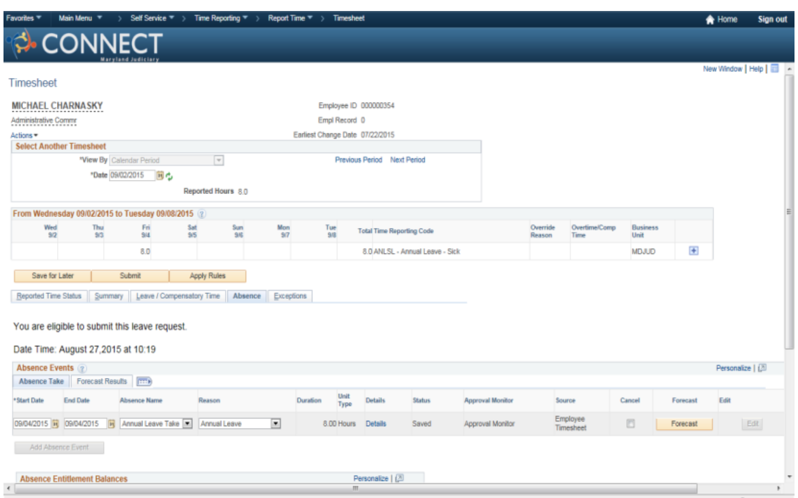
Step	Action	Notes
20.	To acknowledge the message for documentation, click the **OK** button. OK	
21.	This message is alerting you to certify the reported time is accurate. Click the **OK** button. OK	
22.	Click the **OK** button. OK	
23.	Notice the Status for the absence request is Needs Approval.	
24.	Click the **Home** link. Home	



Step	Action	Notes
25.	Click the **Sign out** link. **Sign out**	
26.	You have completed the Request Absence from a Timesheet without Balance Forecasting topic. **End of Procedure.**	

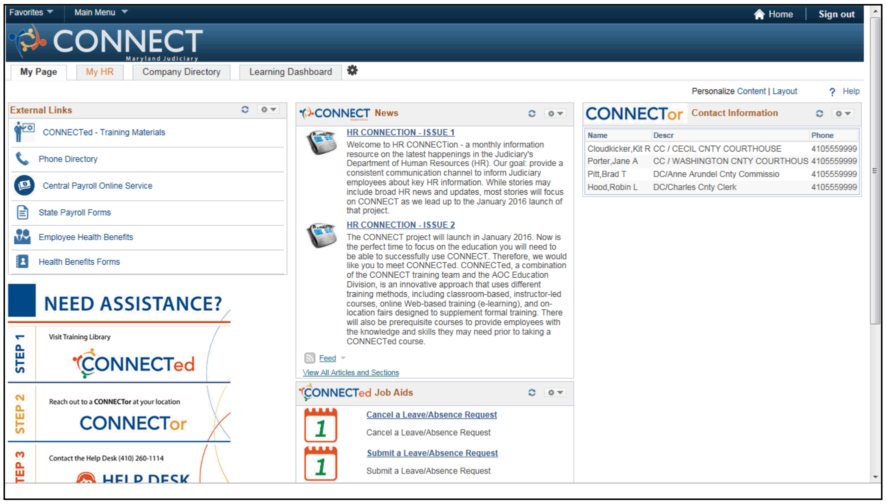
12_21_15_Request an Absence for a Past Date from a Timesheet

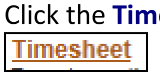
Request Absence from a Timesheet with Forecasting

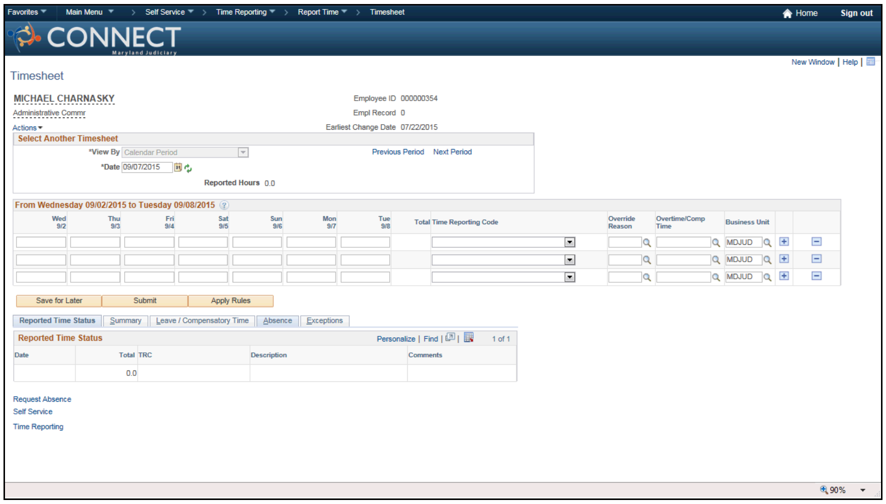


Procedure

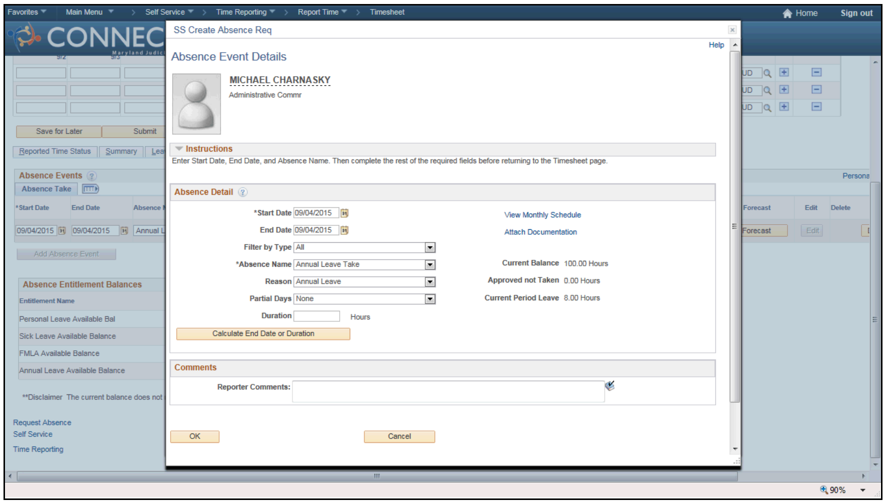
In this topic, you will request time off from your timesheet for a past date and forecast the balance.



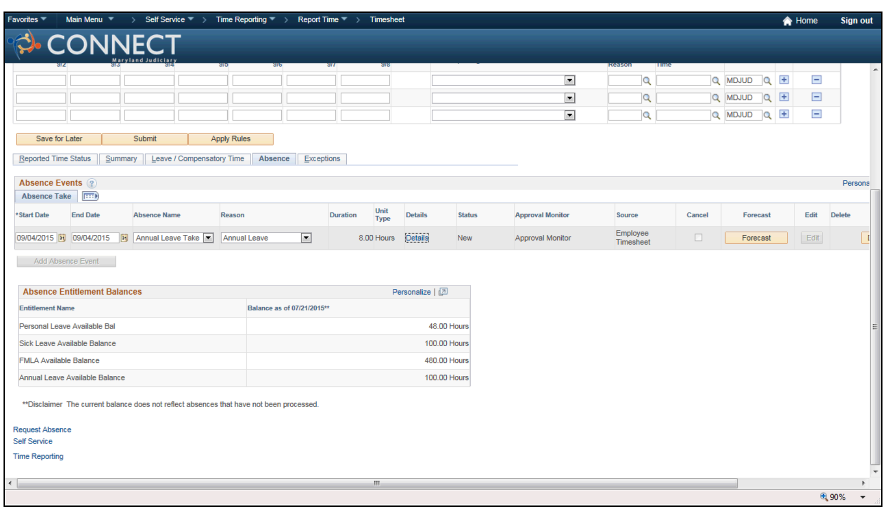
Step	Action	Notes
1.	Click the **My HR** tab.  	
2.	Click the **Timesheet** link.  	
3.	All leave requests for a past date will be submitted on your timesheet; not through the Request Absence page.	
4.	Notice in this example, the current date is 09/07/2015.	
5.	You can submit an absence event up to 6 weeks in the past or 3 pay periods.	
6.	If applicable, you can click the Previous Period link to navigate back to the prior time reporting period. For this example however, you will enter your absence event for 09/04 which is in the past but still within the current time reporting period.	



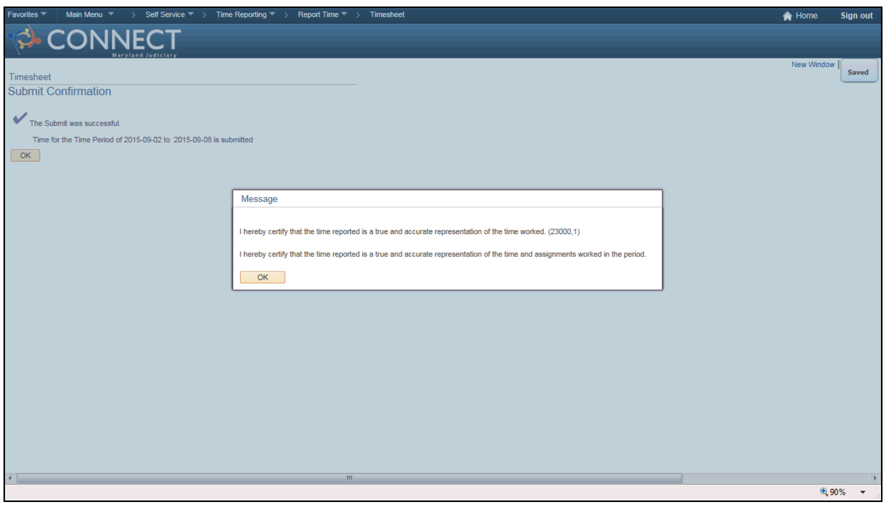
Step	Action	Notes
7.	Click the **Absence** tab. Absence	
8.	Click the **Add Absence Event** button. Add Absence Event	
9.	Double-click in the **Start Date** field. 09/07/2015	
10.	To clear the field, Press **[Backspace]**.	
11.	Enter "**09/04/2015**" into the **Start Date** field.	
12.	Double-click in the **End Date** field. 09/07/2015	
13.	To clear the field, Press **[Backspace]**.	
14.	Enter "**09/04/2015**" into the **End Date** field.	
15.	Click the **Absence Name** drop-down list. Select Absence Nan	
16.	Click the **Annual Leave Take** list item. Annual Leave Take	
17.	Click the **Reason** drop-down list. Select Absence Reasor	
18.	Click the **Annual Leave** list item. Annual Leave	
19.	Click the **Details** link. Details	



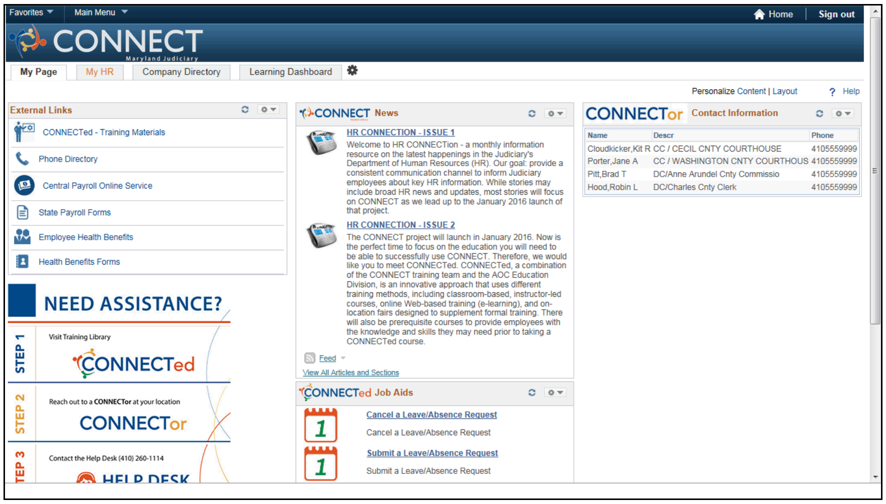
Step	Action	Notes
20.	Click the **Calculate End Date or Duration** button. Calculate End Date or Duration	
21.	The Duration will automatically populate if the Start Date and End Date fields are completed. For this example, the employee requested 1 day off or 8 hours.	
22.	Click the **OK** button. OK	



Step	Action	Notes
23.	Click the **Forecast** button. Forecast	
24.	Notice the message indicating you are eligible to submit this request.	
25.	Click the **Submit** button. Submit	



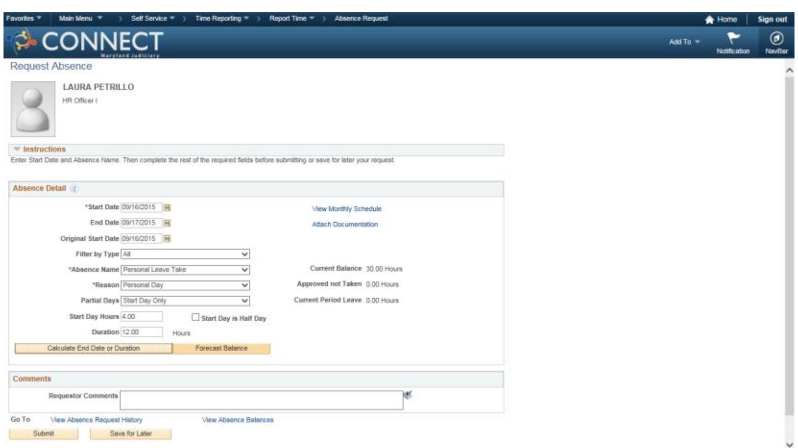
Step	Action	Notes
26.	This message is alerting you to certify the reported time is accurate. Click the **OK** button. OK	
27.	Click the **OK** button. OK	
28.	The Status for the absence request is Needs Approval.	
29.	Click the **Home** link. Home	



Step	Action	Notes
30.	Click the **Sign out** link. **Sign out**	
31.	You have completed the Request Absence from a Timesheet with Balance Forecasting topic. **End of Procedure.**	

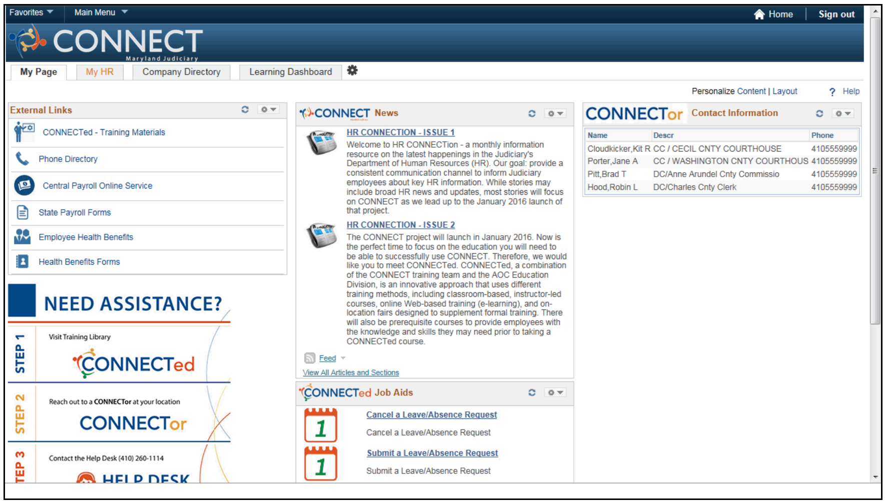
12_21_15_Request Future Time Off - Partial Day using Start Day Only

In this topic, you will request time off for 1 partial workday and 1 full workday. The partial workday occurs on the first day of the absence request.

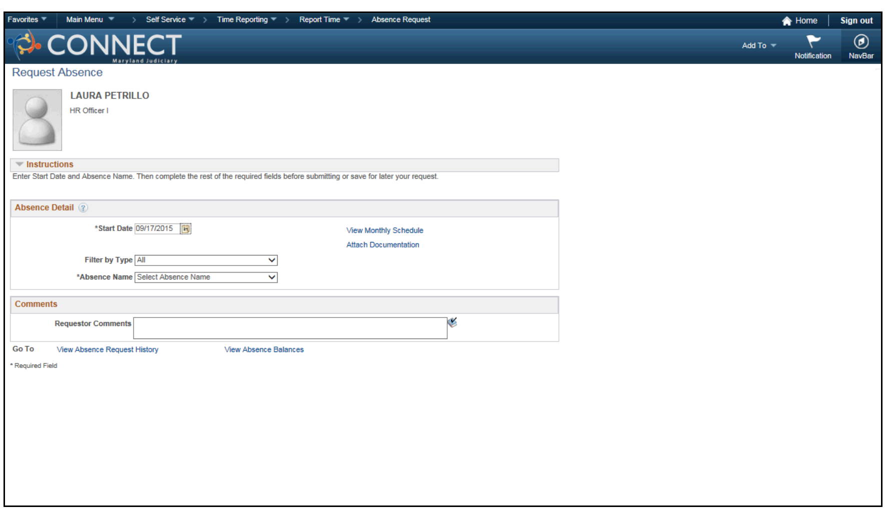


Procedure

In this topic, you will request time off for 1 partial workday and 1 full workday. The partial workday occurs on the first day of the absence request.

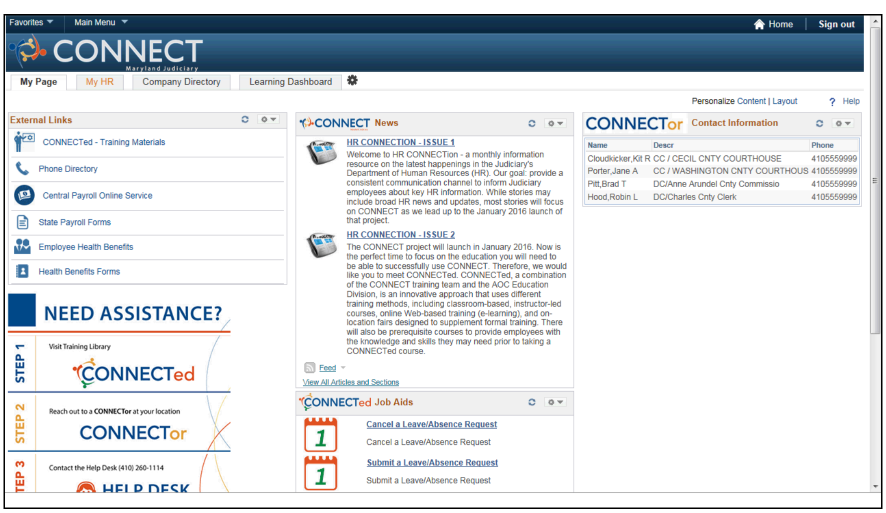


Step	Action	Notes
1.	Click the **My HR** tab. My HR	
2.	Click the **Absence Request** link. Absence Request	
3.	When submitting an absence request from the Request Absence page, you should only request an absence for the current date or a future date. If you need to enter an absence for a past date, please use the timesheet.	



Step	Action	Notes
4.	Click the **Absence Name** drop-down list. Select Absence Name	
5.	Click the **Personal Leave Take** list item. Personal Leave Take	
6.	Depending on the Absence Name selected, the Current Available Balance for the Absence Name will be displayed. For example, Accident Leave Take, which does not accrue time, will not display a current available balance.	
7.	Click the **Reason** drop-down list. Select Absence Reason	
8.	Click the **Personal Day** list item. Personal Day	
9.	Click the **Partial Days** drop-down list. None	
10.	Selecting Start Day Only indicates that the partial day will occur on the first day of the absence request. Click the **Start Day Only** list item. Start Day Only	
11.	In the Start Day Hours field, enter the hours that you will be absent from work on the Start Day. Click in the **Start Day Hours** field.	
12.	Enter "**4**" into the **Start Day Hours** field.	
13.	Alternatively, you can select the Start Day is Half Day option if the partial day absence request will be half of your normal workday.	
14.	Click in the **Duration** field.	
15.	In the Duration field, enter the total number of hours you will be absent from work. Enter "**12**" into the **Duration** field.	
16.	Click the **Calculate End Date or Duration** button. Calculate End Date or Duration	

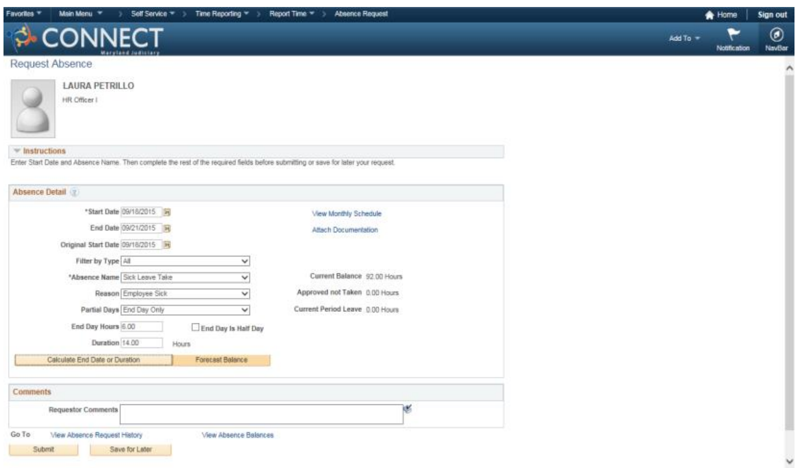
Step	Action	Notes
17.	The End Date automatically populates the last date of the absence request based on the hours of Duration. For this example, the employee requested 4 hours on 9/17/2015 and 8 hours on 9/18/2015 = 12 total hours.	
18.	Click the **Forecast Balance** button. Forecast Balance	
19.	This message is confirming the employee has enough leave to submit the absence request.	
20.	Click the **Vertical** scrollbar to move down the page.	
21.	**Note**: If you are requesting two types of leave, you will need to submit two separate leave requests with the desired absence types.	
22.	Make sure to review your inputs before submitting. Click the **Submit** button. Submit	
23.	Click the **Yes** button to submit. Yes	
24.	Click the **OK** button. OK	
25.	The Absence Request shows a status and Pending approval by the Manager.	
26.	Click the **Home** link. Home	



Step	Action	Notes
27.	Click the **Sign out** link. **Sign out**	
28.	You have completed the Request Time Off - Partial Start Day Only topic. **End of Procedure.**	

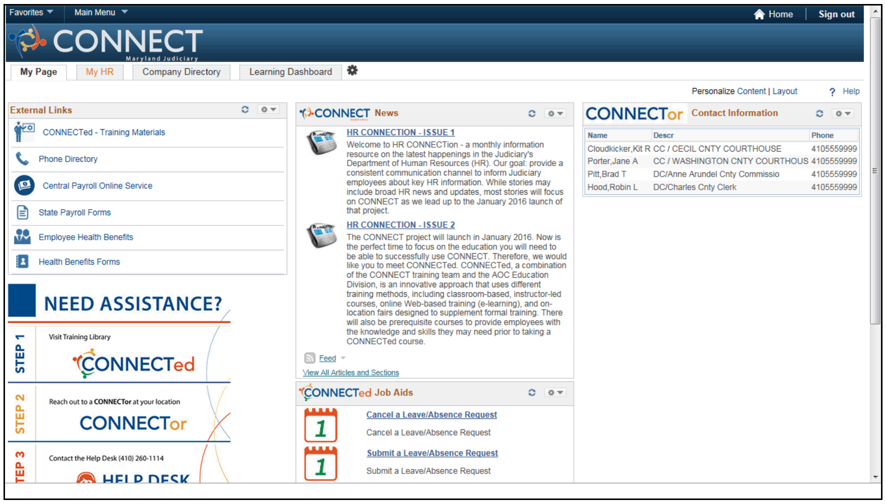
12_21_15_Request Future Time Off - Partial Day using End Day Only

In this topic, you will request time off for 1 partial workday and 1 full workday. The partial workday occurs on the last day of the absence request.

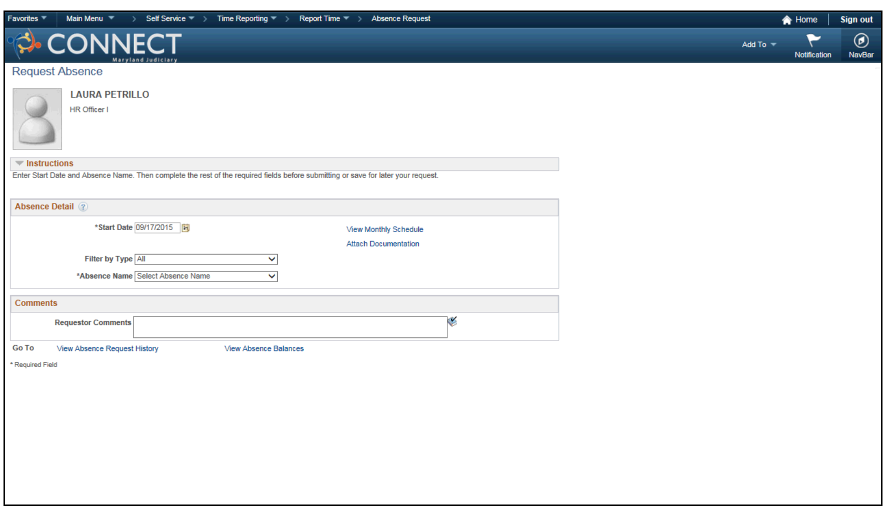


Procedure

In this topic, you will request time off for 1 partial workday and 1 full workday. The partial workday occurs on the last day of the absence request.

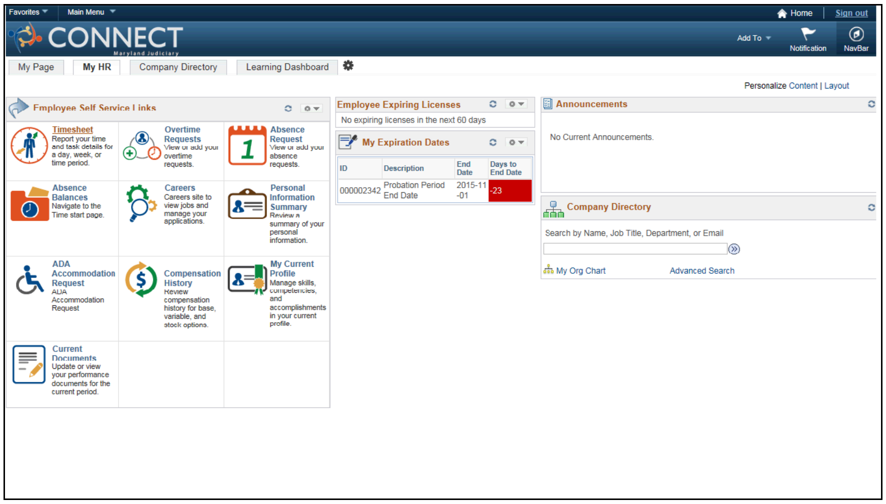


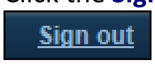
Step	Action	Notes
1.	Click the **My HR** tab. My HR	
2.	Click the **Absence Request** link. Absence Request	
3.	When submitting an absence request from the Request Absence page, you should only request an absence for the current date or a future date. If you need to enter an absence for a past date, please use the timesheet.	



Step	Action	Notes
4.	Click the **Choose a date** button.	
5.	Click the **18** object. 18	
6.	Click the **Absence Name** drop-down list. Select Absence Name	
7.	Click the **Sick Leave Take** list item. Sick Leave Take	
8.	Depending on the Absence Name selected, the Current Available Balance for the Absence Name will be displayed. For example, Accident Leave Take, which does not accrue time, will not display a current available balance.	
9.	Click the **Reason** drop-down list. Select Absence Reason	
10.	Click the **Employee Sick** list item. Employee Sick	
11.	Click the **Partial Days** drop-down list. None	
12.	Selecting End Day Only indicates that the partial day will occur on the last day of the absence request. Click the **End Day Only** list item. End Day Only	
13.	In the End Day Hours field, enter the hours that you will be absent from work on the End Day. Click in the **End Day Hours** field.	
14.	Enter "**6**" into the **End Day Hours** field.	
15.	Alternatively, you can select the End Day is Half Day option if the partial day absence will be half of your normal workday.	
16.	Click in the **Duration** field.	
17.	In the Duration field, enter the total number of hours you will be absent from work. Enter "**14**" into the **Duration** field.	

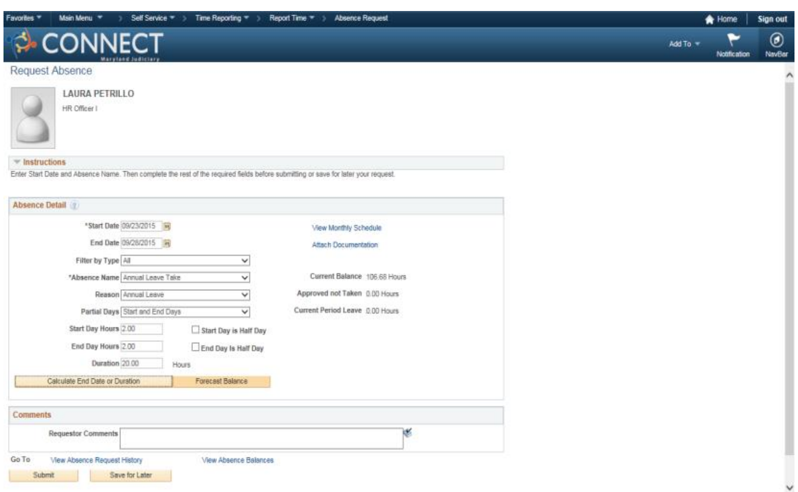
Step	Action	Notes
18.	Click the **Calculate End Date or Duration** button. Calculate End Date or Duration	
19.	The End Date automatically populates the last date of the absence request based on the hours of Duration. For this example, the employee requested 8 hours on 9/18/2015 and 6 hours on 9/21/2015 = 14 total hours.	
20.	Click the **Forecast Balance** button. Forecast Balance	
21.	Notice the message indicating you are eligible to submit this request.	
22.	Click the **Vertical Scrollbar** to scroll down the page.	
23.	Make sure to review your inputs before submitting. Click the **Submit** button. Submit	
24.	This message is notifying you that documentation may be required to support this absence request. Click the **OK** button. OK	
25.	This message is notifying you that requesting 3 or more days of sick leave may be requested as FMLA. For this example, the absence type selected was Sick Leave Take. Click the **OK** button. OK	
26.	Click the **Yes** button to submit. Yes	
27.	Click the **OK** button. OK	
28.	The Absence Request shows a status and Pending approval by the Manager.	
29.	Click the **Home** link. Home	



Step	Action	Notes
30.	Click the **Sign out** link. 	
31.	You have completed the Request Time Off - Partial End Day Only topic. **End of Procedure.**	

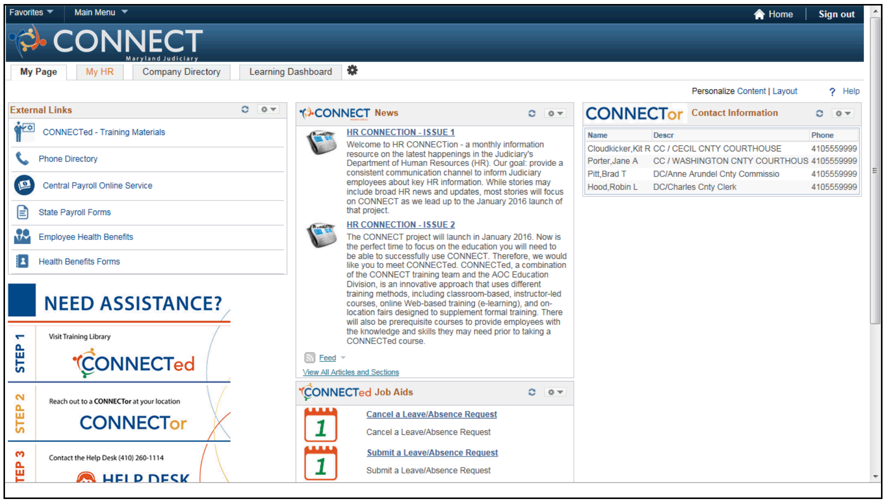
12_21_15_Request Future Time Off - Partial Start and End Days

In this topic, you will request time off for 2 partial workdays and 2 full workdays. The partial workdays will occur on the first day and on the last day of the absence request.

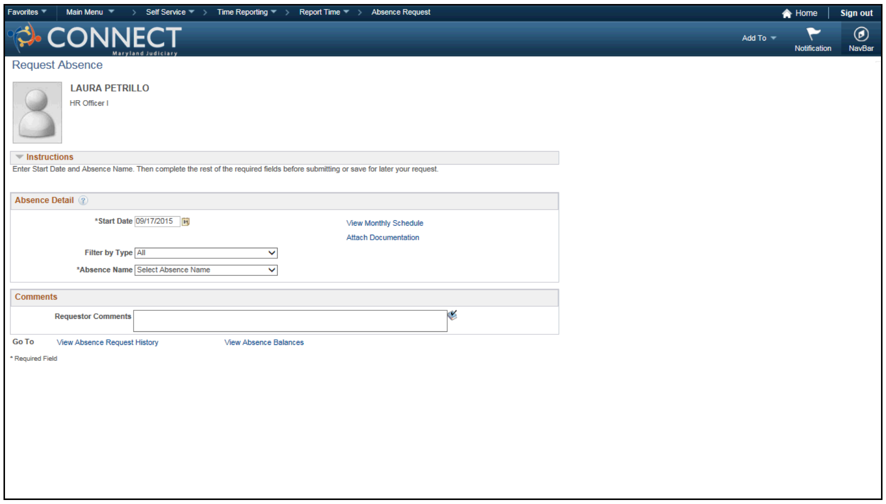


Procedure

In this topic, you will request time off for 2 partial workdays and 2 full workdays. The partial workdays will occur on the first day and on the last day of the absence request.



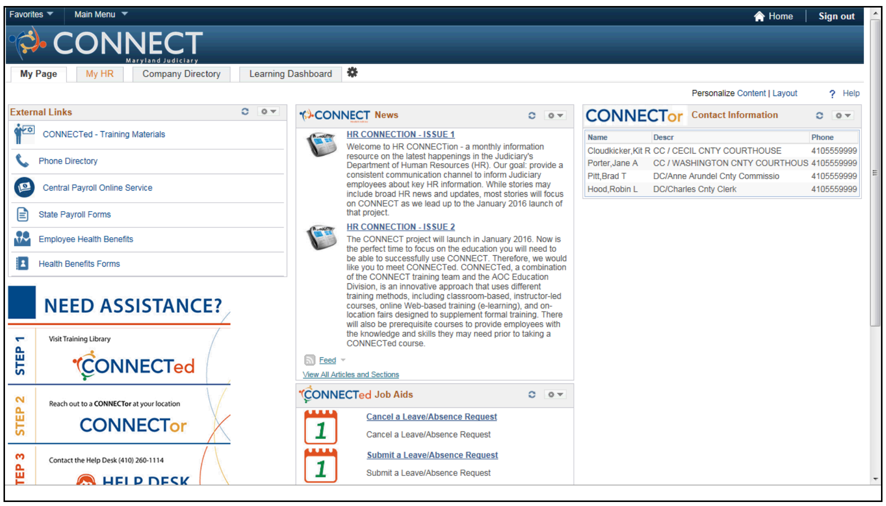
Step	Action	Notes
1.	Click the **My HR** tab. My HR	
2.	Click the **Absence Request** link. Absence Request	
3.	When submitting an absence request from the Request Absence page, you should only request an absence for the current date or a future date. If you need to enter an absence for a past date, please use the timesheet.	



Step	Action	Notes
4.	Click the **Choose a date** button.	
5.	Click the **23** object. 23	
6.	Click the **Absence Name** drop-down list. Select Absence Name	
7.	Click the **Annual Leave Take** list item. Annual Leave Take	
8.	Depending on the Absence Name selected, the Current Available Balance for the Absence Name will be displayed. For example, Accident Leave Take, which does not accrue time, will not display a current available balance.	
9.	Click the **Reason** drop-down list. Select Absence Reason	
10.	Click the **Annual Leave** list item. Annual Leave	
11.	Click the **Partial Days** drop-down list. None	
12.	Selecting Start and End Days indicates that the partial day will occur on the first day of the absence request **AND** on the last day. Click the **Start and End Days** list item. Start and End Days	

Step	Action	Notes
13.	In the Start Day Hours field, enter the hours that you will be absent from work on the Start Day. Click in the **Start Day Hours** field.	
14.	Enter "**2**" into the **Start Day Hours** field.	
15.	In the End Day Hours field, enter the hours that you will be absent from work on the End Day. Click in the **End Day Hours** field.	
16.	Enter "**2**" into the **End Day Hours** field.	
17.	Alternatively, you can select the Start Day is Half Day option and/or the End Day is Half Day option if the partial day absence will be half of your normal workday.	
18.	Click in the **Duration** field.	
19.	In the Duration field, enter the total number of hours you will be absent from work. Enter "**20**" into the **Duration** field.	
20.	Click the **Calculate End Date or Duration** button. Calculate End Date or Duration	
21.	The End Date automatically populates the last date of the absence request based on the hours of Duration. For this example, the employee requested 2 hours on 9/23/2015, 8 hours on 9/24/2015, 8 hours on 9/25/2015, and 2 hours on 9/28/2015 = 20 total hours.	
22.	Click the **Forecast Balance** button. Forecast Balance	
23.	Notice the message indicating you are eligible to submit this request.	
24.	Click the **Vertical Scrollbar** to scroll down the page.	
25.	Make sure to review your inputs before submitting. Click the **Submit** button. Submit	

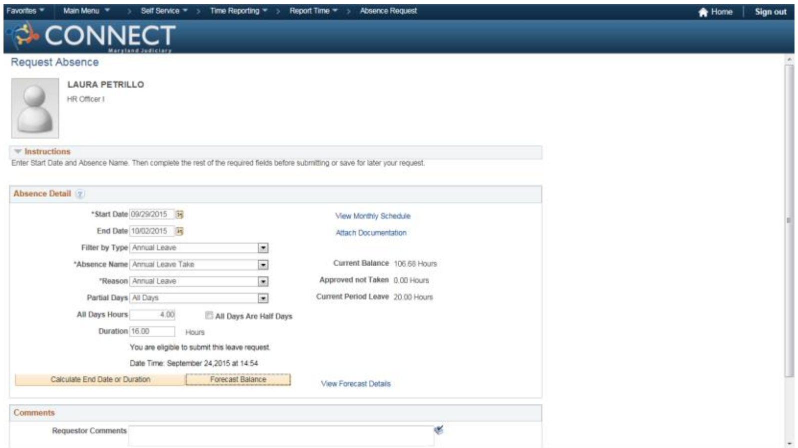
Step	Action	Notes
26.	Click the **Yes** button to submit. Yes	
27.	Click the **OK** button. OK	
28.	The Absence Request shows a status and Pending approval by the Manager.	
29.	Click the **Home** link. Home	



Step	Action	Notes
30.	Click the **Sign out** link. Sign out	
31.	You have completed the Request Time Off - Partial Start and End Days topic. **End of Procedure.**	

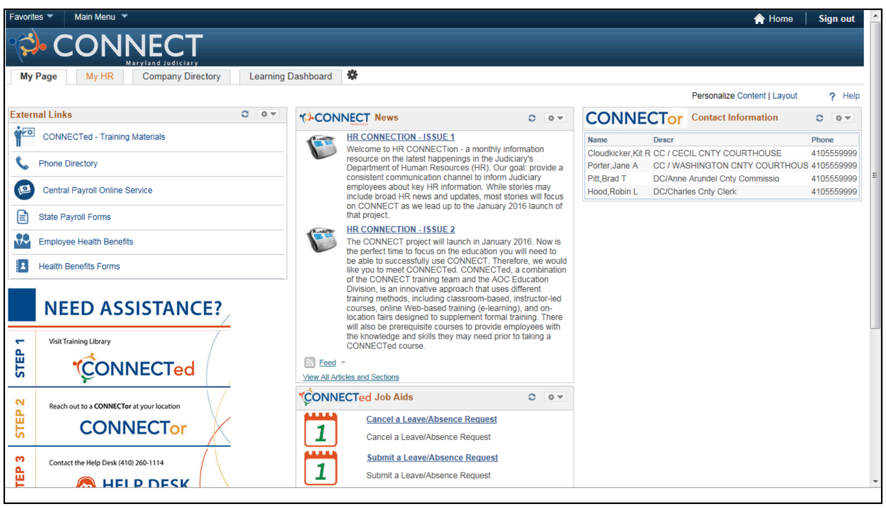
12_21_15_Request Future Time Off - Partial Time for Multiple Days

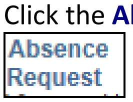
In this topic, you will request partial time off for multiple workdays.



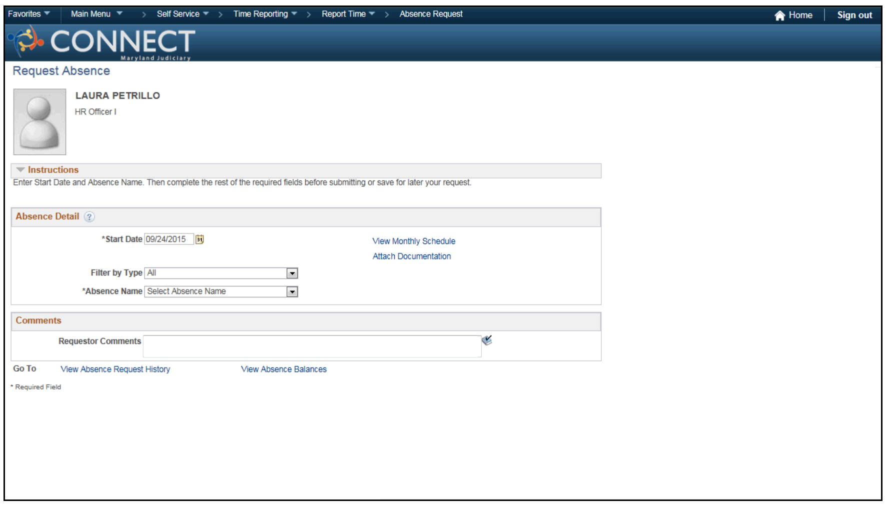
Procedure

In this topic, you will request partial time off for multiple workdays.



Step	Action	Notes
1.	Click the **My HR** tab. 	
2.	Click the **Absence Request** link. 	
3.	For this example, submit an absence request for 4 hours per day for 4 consecutive work days.	

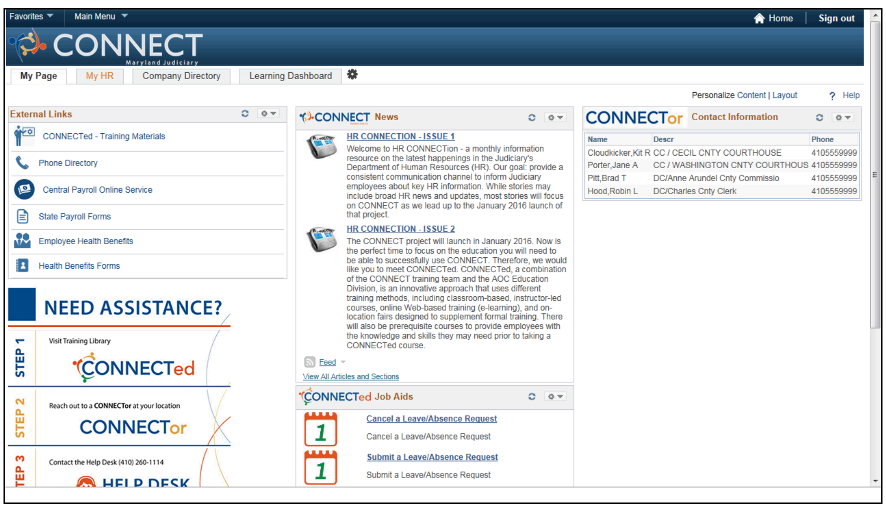
Step	Action	Notes
4.	When submitting an absence request from the Request Absence page, you should only request an absence for the current date or a future date. If you need to enter an absence for a past date, please use the timesheet.	



Step	Action	Notes
5.	Click the **Choose a date** button. 	
6.	Click the **29** object. 29	
7.	Click the **Filter by Type** drop-down list. All	
8.	Click the **Annual Leave** list item. Annual Leave	
9.	Click the **Absence Name** drop-down list. Select Absence Name	
10.	Click the **Annual Leave Take** list item. Annual Leave Take	
11.	Depending on the Absence Name selected, the Current Available Balance for the Absence Name will be displayed. For example, Accident Leave Take, which does not accrue time, will not display a current available balance.	

Step	Action	Notes
12.	Click the **Reason** drop-down list. Select Absence Reason	
13.	Click the **Annual Leave** list item. Annual Leave	
14.	Click the **Partial Days** drop-down list. None	
15.	Selecting All Days indicates that the partial day will occur every day of the absence request for the same number of hours per day. Click the **All Days** list item. All Days	
16.	In the All Days Hours field, enter the hours that you will be absent from work each day. Click in the **All Days Hours** field.	
17.	Enter "**4**" into the **All Days Hours** field.	
18.	Alternatively, you can select the All Days is Half Days option if the partial day absence request will be half of your normal workday.	
19.	Click in the **Duration** field.	
20.	In the Duration field, enter the total number of hours you will be absent from work. In this example, you will be absent 4 hours per day across 4 days. Enter "**16**" into the **Duration** field.	
21.	Click the **Calculate End Date or Duration** button. Calculate End Date or Duration	
22.	The End Date automatically populates the last date of the absence request based on the hours of Duration. For this example, the employee requested 4 hours per day from Tuesday through Friday = 16 total hours.	
23.	Click the **Forecast Balance** button. Forecast Balance	
24.	Notice the message indicating you are eligible to submit this request.	

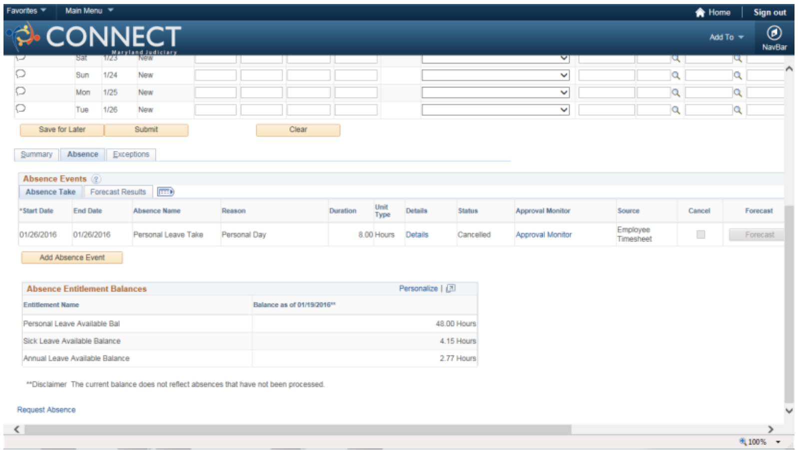
Step	Action	Notes
25.	Click the **Vertical** scrollbar to move down the page.	
26.	Make sure to review your inputs before submitting. Click the **Submit** button. Submit	
27.	Click the **Yes** button to submit. Yes	
28.	Click the **OK** button. OK	
29.	The Absence Request shows a status and Pending approval by the Manager.	
30.	Click the **Home** link. Home	



Step	Action	Notes
31.	Click the **Sign out** link. Sign out	
32.	You have completed the Request Time Off - All Days topic. **End of Procedure.**	

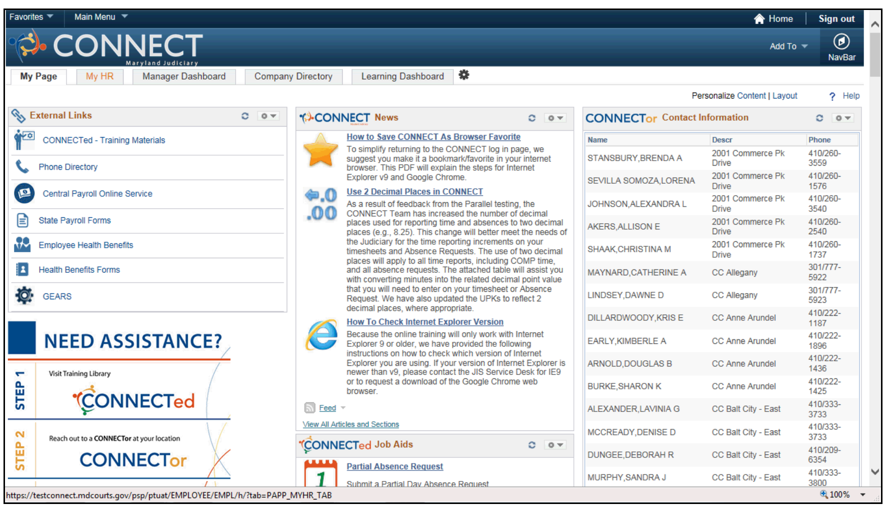
12_21_15_Cancelling an Absence Request from the Timesheet

In this topic, you will cancel absence requests posted on the timesheet page. One absence has already been approved, another absence will be pending approval.

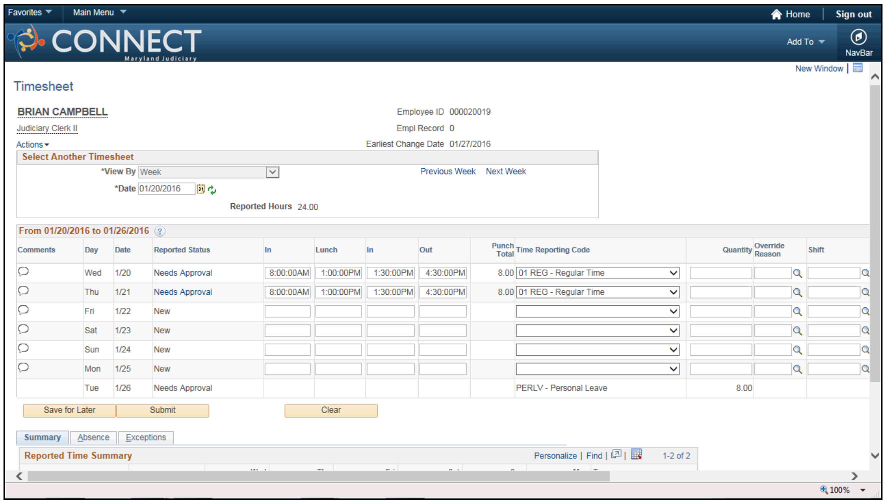


Procedure

In this topic, we will Cancel an Absence from the Timesheet.

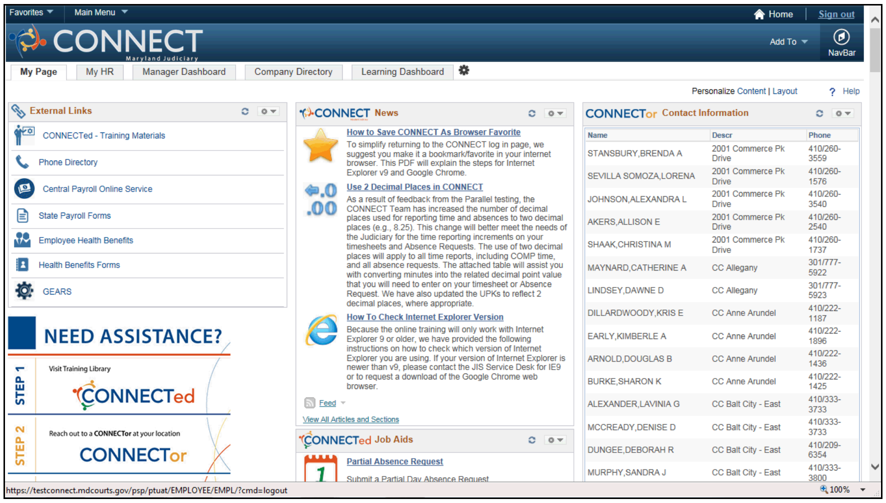


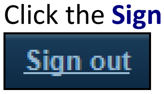
Step	Action	Notes
1.	Click the **My HR** tab. My HR	
2.	Click the **Timesheet** link. Timesheet	
3.	For this example we will cancel the Personal Leave for 8 hours we have on 1/26.	



Step	Action	Notes
4.	Click the **vertical scrollbar** object.	
5.	Click the **Absence** tab. Absence	
6.	Click the **horizontal scrollbar** object.	
7.	Click the **Edit** button. Edit	
8.	Click the **Cancel** option. ☐	
9.	You can save for later or submit if you are ready to submit the rest of your timesheet. Click the **Save for Later** button. Save for Later	
10.	Click the **Yes** button. Yes	
11.	Click the **vertical scrollbar** object.	
12.	Notice the Status now changed to Cancelled and the request has been removed from the timesheet above.	
13.	Click the **horizontal scrollbar** object.	
14.	If you need to have an absence request for the same day, it is best to Edit the cancelled absence.	
15.	When you click the Edit button all the details for the absence will become available to make changes. Remember to click on Details to update the Duration. Then Forecast and Submit.	

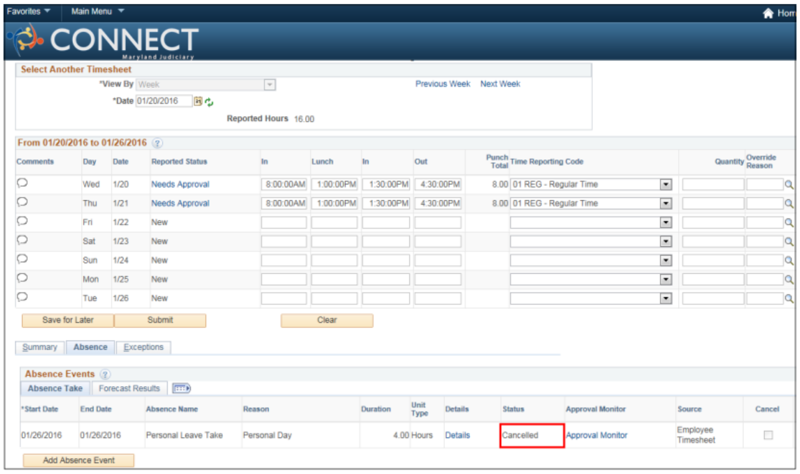
Step	Action	Notes
16.	Click the **Home** link. 	



Step	Action	Notes
17.	Click the **Sign out** link. 	
18.	You have completed cancelling an absence from the timehseet. **End of Procedure.**	

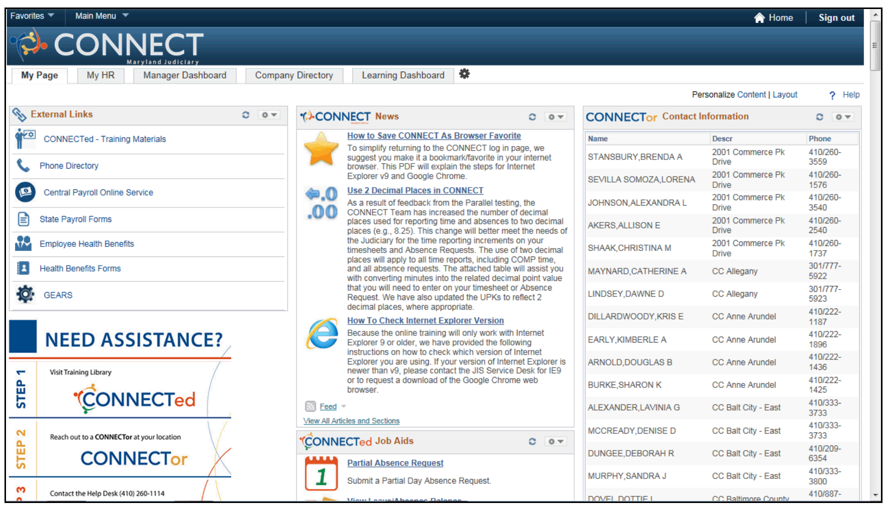
12_21_15_Editing a Cancelled Absence Request from the Timesheet

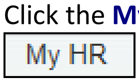
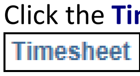
In order to submit an absence request for the same day in which you have a cancelled absence, you must *edit* the existing absence request. CONNECT will not allow you to submit a new request for the same day as the cancelled request.

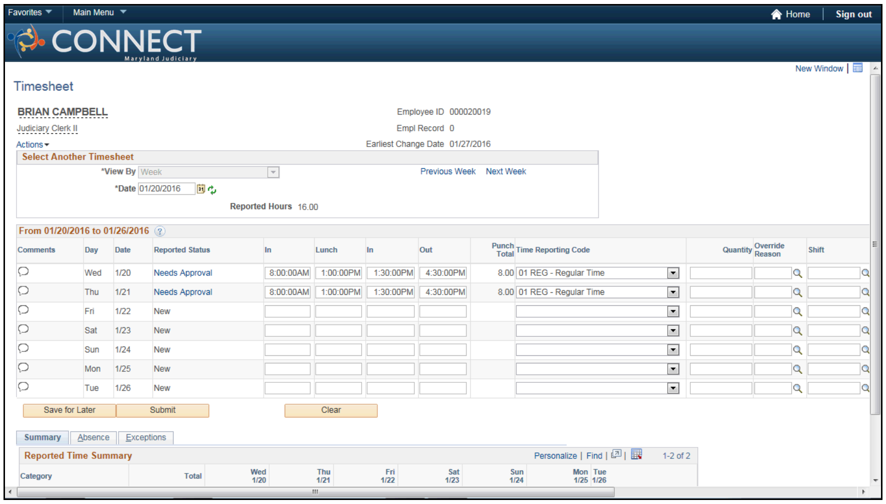


Procedure

In this topic, you will edit and submit a cancelled absence request from the Timesheet.

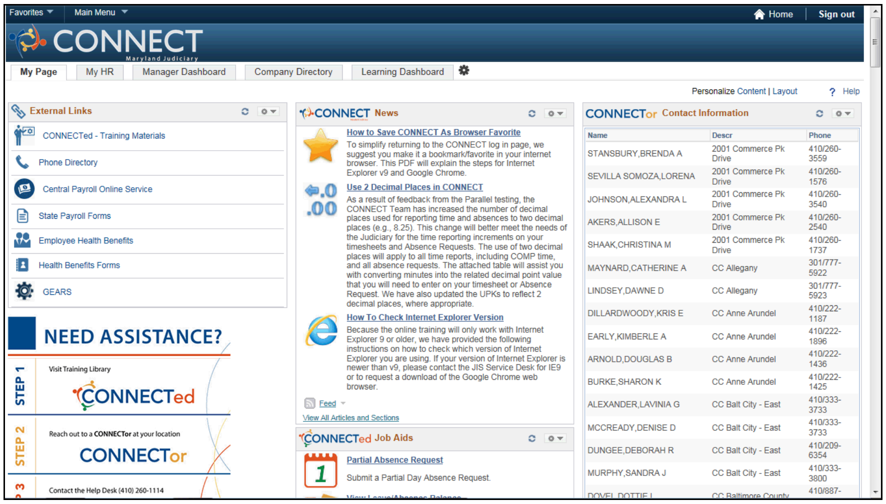


Step	Action	Notes
1.	Click the **My HR** tab. 	
2.	Click the **Timesheet** link. 	



Step	Action	Notes
3.	Click the **Absence** tab to view the cancelled absence request. Absence	
4.	In this example, the absence request was already created then cancelled. Notice the "Cancelled" status.	
5.	Because this absence request was cancelled, it does not appear on the timesheet on 01/26/2016.	
6.	Click the **Horizontal** scrollbar to move across the page.	
7.	Click the **Edit** button to edit this absence request. Edit	
8.	Click the **Details** link. Details	
9.	In this example, you will change the duration from 4 hours to 8 hours.	
10.	Click the **Partial Days** drop-down list. Start Day Only	
11.	Click the **None** list item. None	
12.	Click in the **Duration** field. 4.00	
13.	Press **[Backspace]** to clear the field.	
14.	Enter "**8.00**" into the **Duration** field.	
15.	You do not need to "Calculate End Date or Duration" since the End Date and Duration fields are already populated.	
16.	Click the **Vertical** scrollbar to move down the page.	

Step	Action	Notes
17.	Click the **OK** button. OK	
18.	Click the **Forecast** button. Forecast	
19.	Click the **Yes** button. Yes	
20.	Notice the message indicating you are eligible to submit this request.	
21.	Notice the absence request is now displayed on the timesheet in a "Saved" status for 01/26/2016.	
22.	Once you have forecasted, it is best practice to submit the request for approval. If you save it for later, you will have to forecast it again before you can submit.	
23.	Click the **Submit** button. Submit	
24.	Click the **OK** button. OK	
25.	Click the **OK** button. OK	
26.	Notice the status of the absence request. It has changed from "Cancelled", to "Saved", to "Needs Approval". The request has been successfully submitted to your manager for review and approval.	
27.	Click the **Home** link. Home	



Step	Action	Notes
28.	Click the **Sign out** link. **Sign out**	
29.	You have completed the topic "Editing a Cancelled Absence Request from the Timesheet". **End of Procedure.**	

FMLA - Extended Absence

In this learning module you will review FMLA - Extended Absence topics:

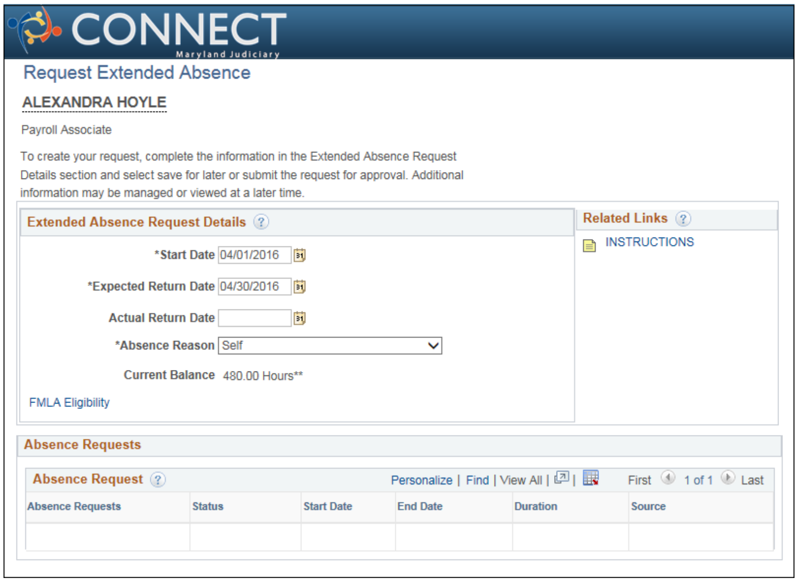
- Request an Extended Absence - FMLA Authorization
- Request an Extended Absence - FMLA Take

03_09_16_Request FMLA Authorization

Entering Extended Absences (FMLA) in CONNECT is a multi-step process:

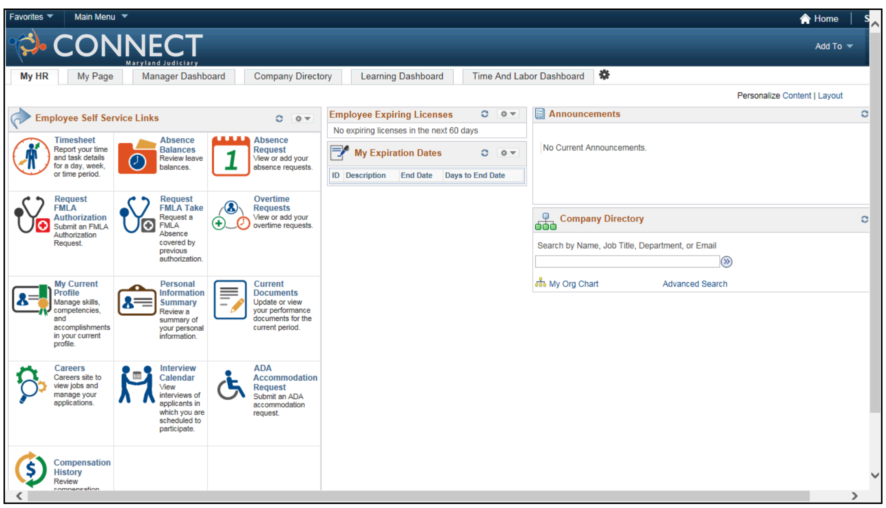
1. You must submit an FMLA authorization request and be approved by Employee Relations to take FMLA
2. Once your FMLA authorization has been approved, enter the FMLA take
3. Since FMLA is unpaid leave, you can associate another leave type (sick, personal, etc.) with your FMLA take so you get paid while you are out

This topic covers step 1; requesting FMLA authorization.

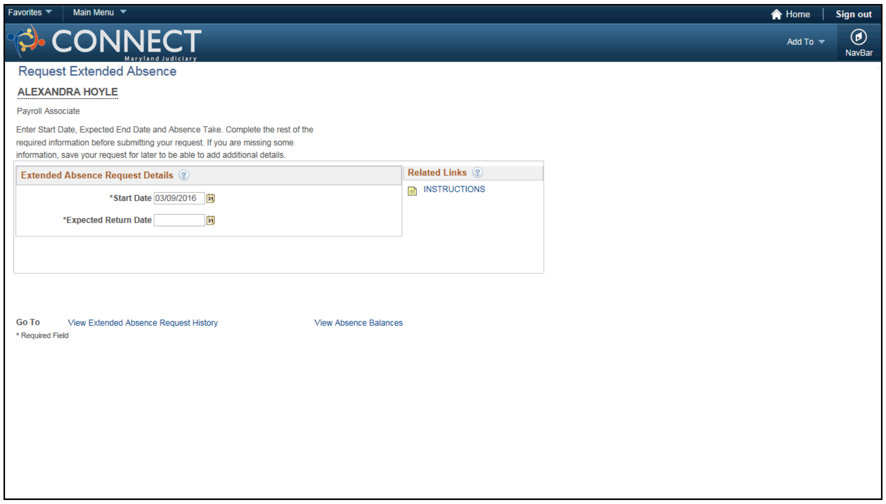


Procedure

In this topic, you will request authorization to take FMLA.

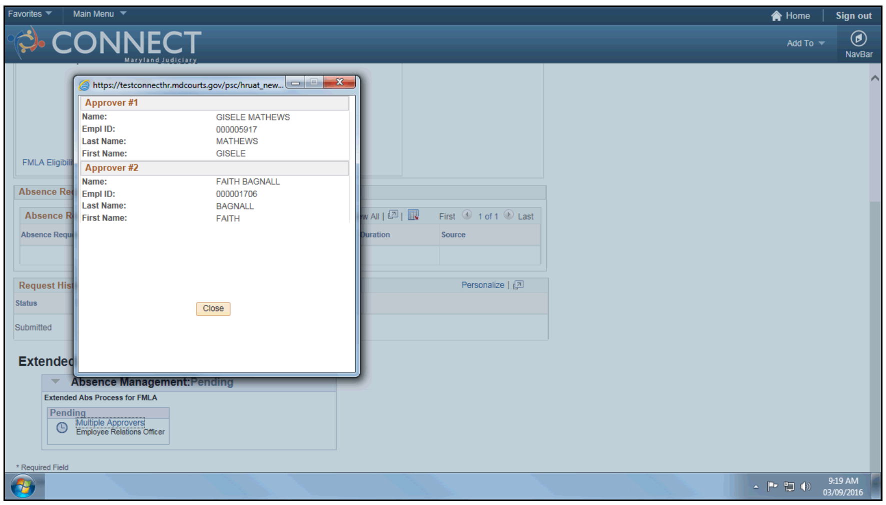


Step	Action	Notes
1.	Click the **Request FMLA Authorization** link. Request FMLA Authorization	
2.	Using the date fields, enter the FMLA duration you are requesting.	

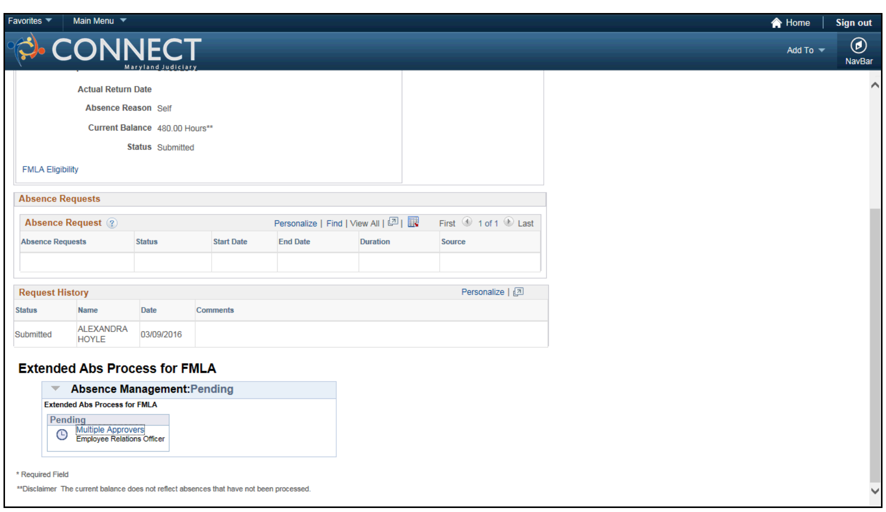


Step	Action	Notes
3.	The start date defaults to the current date. In this example, enter a different date. Click in the **Start Date** field. 03/09/2016	
4.	Enter "**04/01/2016**" into the **Start Date** field.	
5.	Click in the **Expected Return Date** field.	
6.	Enter "**04/30/2016**" into the **Expected Return Date** field.	
7.	Notice additional fields are displayed after you enter the Expected Return Date.	
8.	Click the **Absence Reason** drop-down list. Select Absence Reason	
9.	Select the option that most accurately fits your situation.	
10.	For this example, click the **Self** list item. Self	
11.	Click the **Submit** button. Submit	
12.	Click the **Yes** button. Yes	
13.	Click the **OK** button. OK	

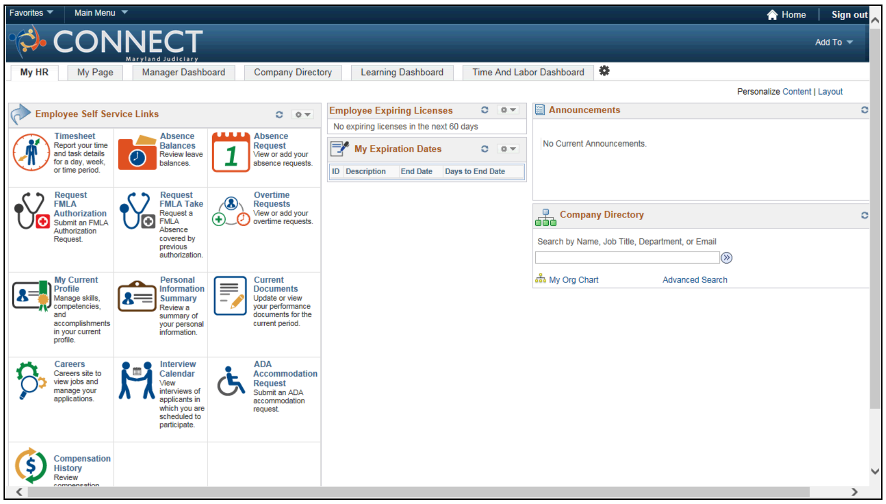
Step	Action	Notes
14.	Notice the authorization approval is "Pending". **Note:** The extended absence *must* be approved by Employee Relations before you can enter the FMLA take.	
15.	Click the **Multiple Approvers** link. Multiple Approvers	
16.	Notice the request has been submitted to the Employee Relations Officers.	



Step	Action	Notes
17.	Click the **Close** button. Close	



Step	Action	Notes
18.	Click the **Home** link. Home	



Step	Action	Notes
19.	Click the **Sign out** link. Sign out	
20.	You have completed the topic "Request FMLA Authorization". **End of Procedure.**	

03_09_16_Request FMLA Take

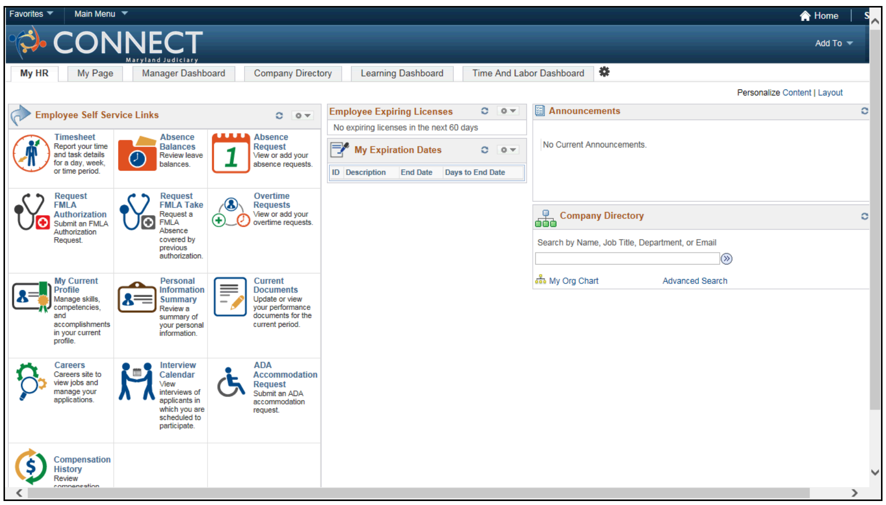
Entering Extended Absences (FMLA) in CONNECT is a multi-step process:

1. You must submit an FMLA authorization request and be approved by Employee Relations to take FMLA
2. Once your FMLA authorization has been approved, enter the FMLA take
3. Since FMLA is unpaid leave, you can associate another leave type (sick, personal, etc.) with your FMLA take so you get paid while you are out

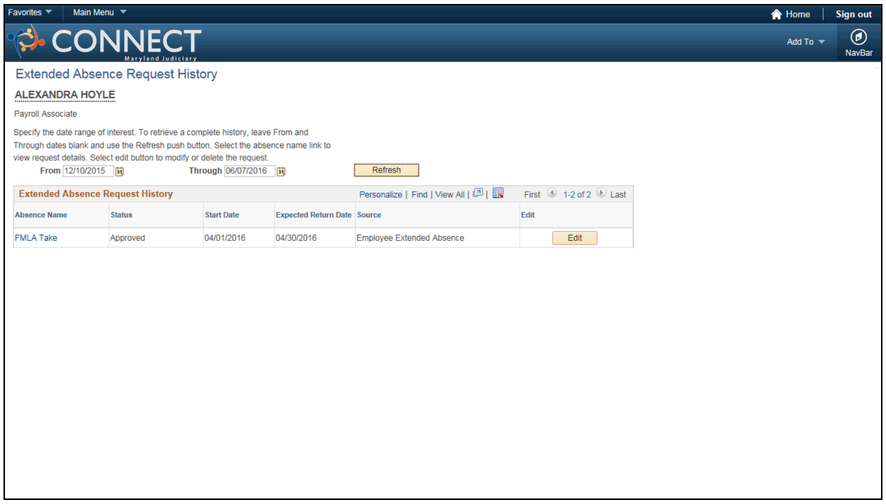
This topic covers steps 2 & 3; entering FMLA take and associating it with a paid leave event.

Procedure

In this topic, you will enter FMLA take for an approved FMLA authorization.

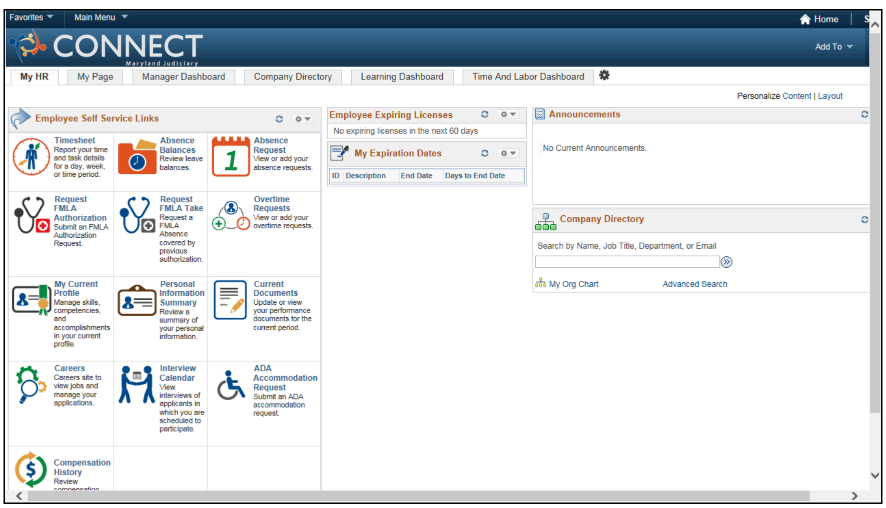


Step	Action	Notes
1.	Click the **Request FMLA Take** link. Request FMLA Take	

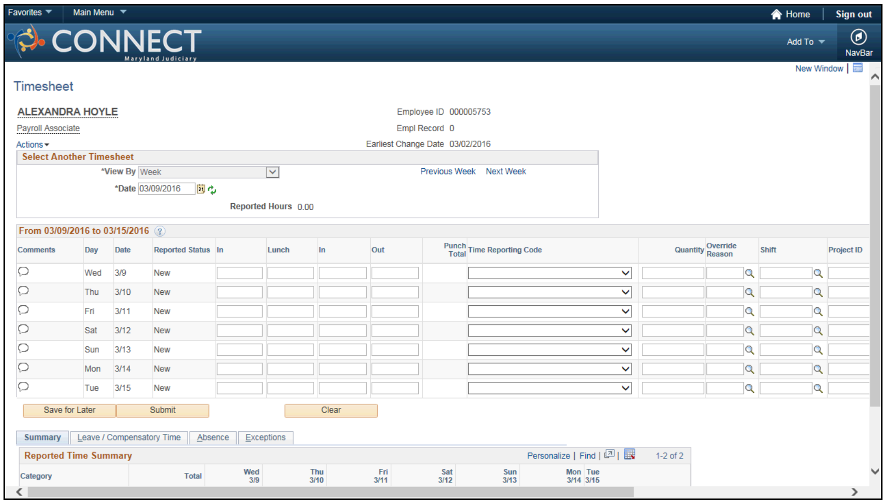


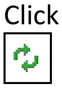
Step	Action	Notes
2.	Click the **Edit** button for the approved FMLA authorization. Edit	
3.	Click the **Add New Absence** link. Add New Absence	
4.	Use the Request Absence page to enter the FMLA take details. **Note:** The FMLA take must occur within the dates of the approved FMLA authorization.	
5.	Click in the **Start Date** field. 03/09/2016	
6.	Enter "**04/12/2016**" into the **Start Date** field.	
7.	Click in the **End Date** field.	
8.	Enter "**04/12/2016**" into the **End Date** field.	
9.	Click the **Reason** drop-down list. Select Absence Reason	
10.	Click the **Self** list item. Self	
11.	Click the **Calculate End Date or Duration** button. Calculate End Date or Duration	
12.	Click the **Forecast Balance** button. Forecast Balance	
13.	Click the **Yes** button. Yes	

Step	Action	Notes
14.	Click the **OK** button. OK	
15.	Click the **OK** button. OK	
16.	Notice the FMLA take is displayed with a status of 'Saved'.	
17.	Click the **Submit** button. Submit	
18.	Click the **Yes** button. Yes	
19.	Click the **OK** button. OK	
20.	Click the **Vertical** scrollbar to move down the page.	
21.	Notice the 04/12/2016 FMLA take displays a status of 'Submitted'.	
22.	Click the **Home** link. Home	

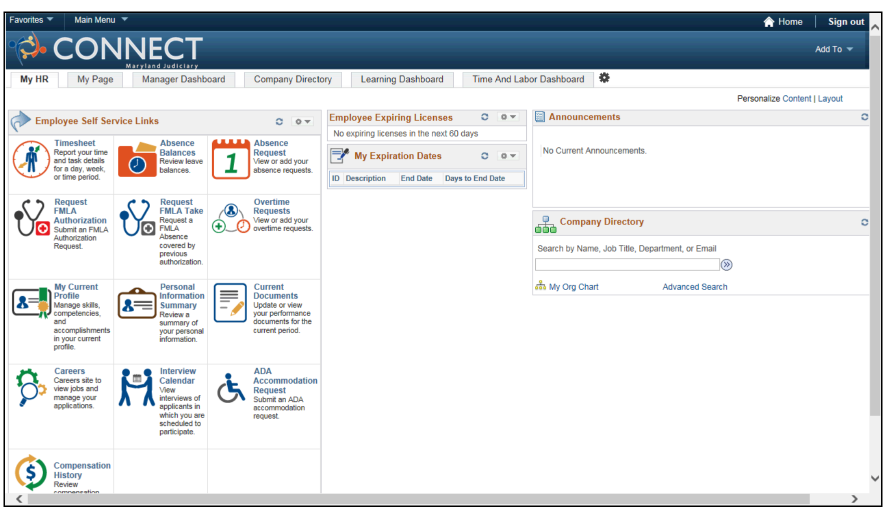


Step	Action	Notes
23.	Click the **Timesheet** link. Timesheet	
24.	To view the FMLA take on your timesheet, proceed to the appropriate week. In this example, view 04/12/2016	



Step	Action	Notes
25.	Click in the **Date** field. 03/09/2016	
26.	Enter "**04/12/2016**" into the **Date** field.	
27.	Click the **Refresh Timesheet** button. 	
28.	Notice the FMLA Unpaid leave event for 4/12. Since FMLA is unpaid, continue by adding a paid absence event (sick, personal, etc.) that corresponds with the FMLA event. The steps for entering the paid leave event are exactly the same as you would normally enter leave on your timesheet.	
29.	Click the **Vertical** scrollbar to move down the page.	
30.	Click the **Absence** tab. Absence	
31.	Click the **Add Absence Event** button. Add Absence Event	
32.	Be sure the start and end dates are the same as the FMLA date above.	
33.	Click the **Absence Name** drop-down list. Select Absence Nar	
34.	Click the **Sick Leave Take** list item. Sick Leave Take	

Step	Action	Notes
35.	Click the **Reason** drop-down list. Select Absence Reason	
36.	Click the **Medical Appointment** list item. Medical Appointment	
37.	Click the **Details** link. Details	
38.	Click the **Calculate End Date or Duration** button. Calculate End Date or Duration	
39.	Click the **OK** button. OK	
40.	Click the **Forecast** button. Forecast	
41.	Click the **Yes** button. Yes	
42.	Notice the FMLA Unpaid and Sick leave events are both displayed on the timesheet for 4/12.	
43.	Click the **Home** link. Home	



Step	Action	Notes
44.	Click the **Sign out** link. Sign out	
45.	You have completed the topic "Request FMLA Take". **End of Procedure.**	

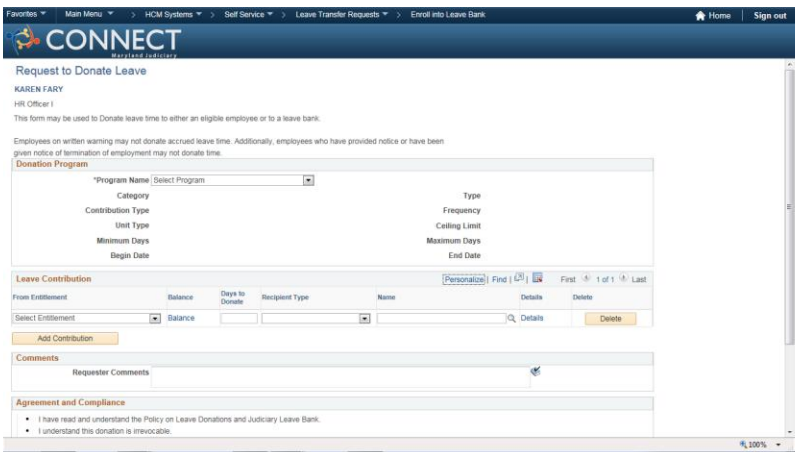
Managing Leave Bank

In this learning module you will review Managing Leave Bank topics:

- Leave Bank Enrollment
- Request to Receive Leave Bank Donation
- View Leave Bank/Donation Balance
- Donate Annual Leave to an Individual
- Request Time Off with Leave Bank/Donation
- Request Time Off from a Timesheet with Leave Bank/Donation

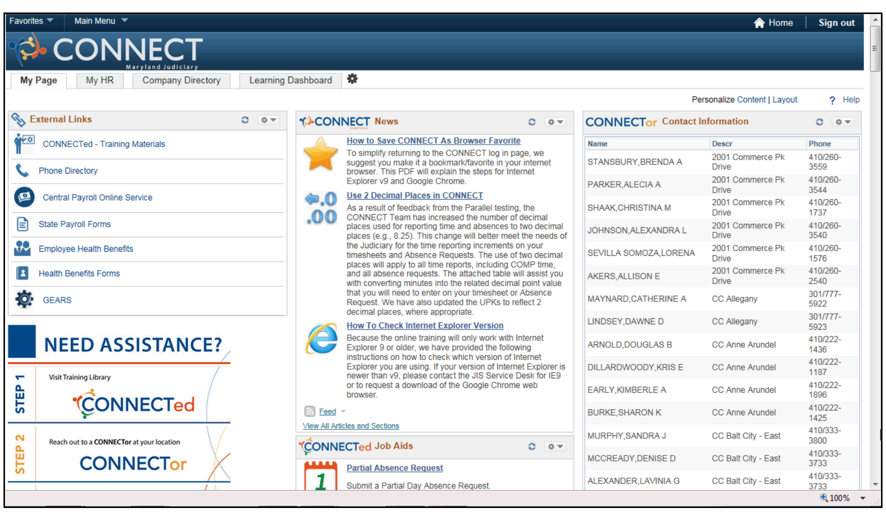
12_21_15_Leave Bank Enrollment

Employees can enroll in the leave bank program with a minimum donation of 8 hours.

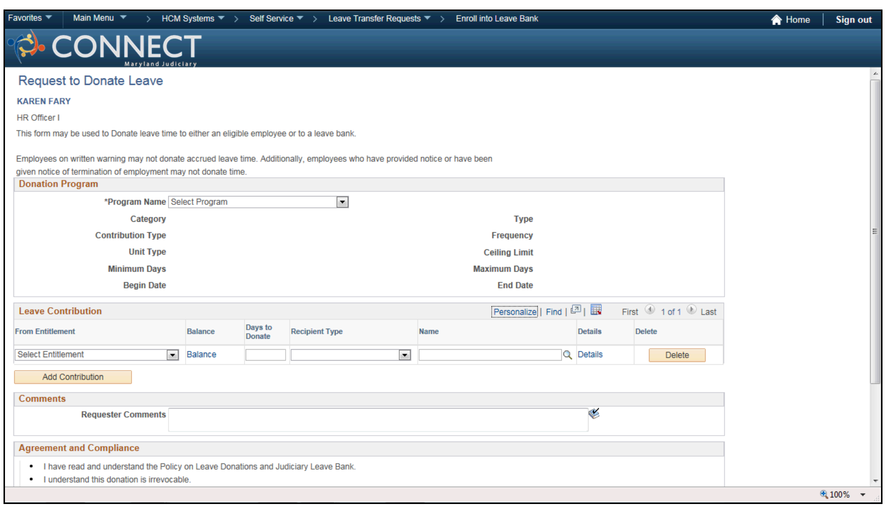


Procedure

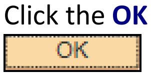
In this topic, you will enroll in the leave bank program by submitting a leave donation request for sick leave.

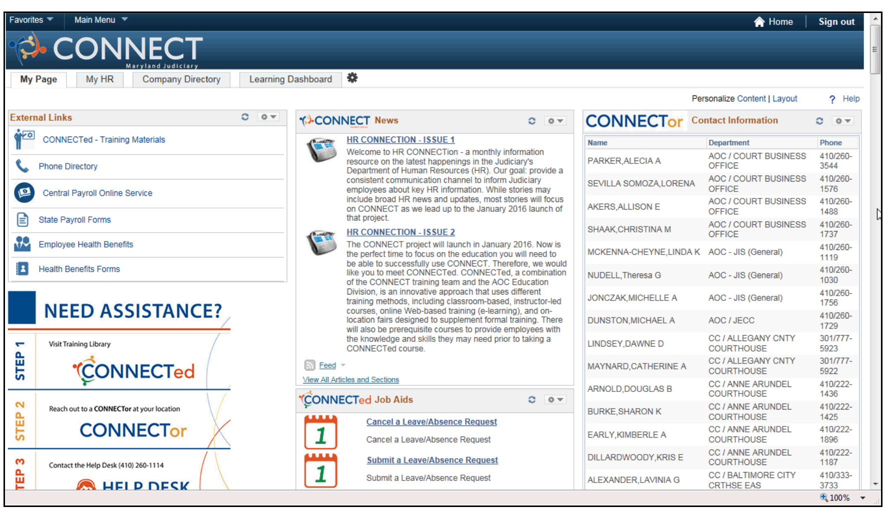


Step	Action	Notes
1.	Click the **Main Menu** button. Main Menu	
2.	Click the **HCM Systems** menu. HCM Systems	
3.	Click the **Self Service** menu. Self Service	
4.	Click the **Leave Transfer Requests** menu. Leave Transfer Requests	
5.	Click the **Enroll into Leave Bank** menu. Enroll into Leave Bank	
6.	For this example, you are submitting a request to donate sick leave to the Leave Sick Bank program. The initial donation to any leave bank will serve as enrollment into the leave bank program.	



Step	Action	Notes
7.	Click the **Program Name** drop-down list. Select Program	
8.	Click the **Leave Bank Enrollment - Sick** list item. Leave Bank Enrollment - Sick	
9.	Click the **From Entitlement** drop-down list. Select Entitlement	

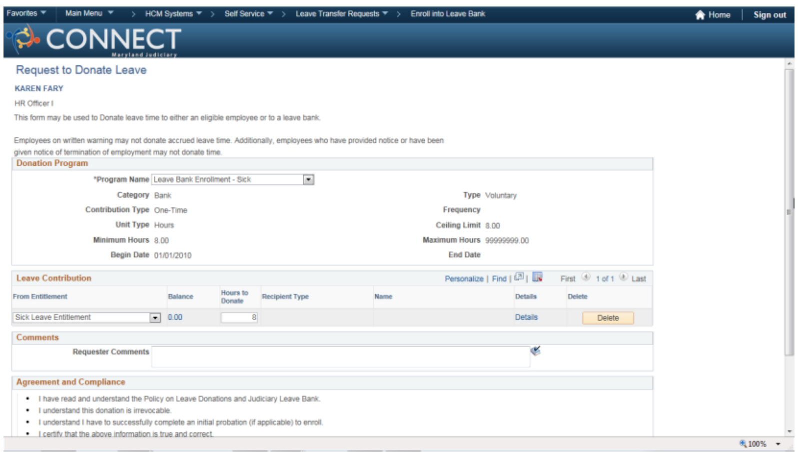
Step	Action	Notes
10.	Click the **Sick Leave Entitlement** list item. 	
11.	The **Balance** column displays the employee's current available balance. For this example, you have 100 hours of sick leave to donate.	
12.	Click in the **Hours to Donate** field. 	
13.	Enter "**8**" into the **Hours to Donate** field.	
14.	Review the **Agreement and Compliance** section.	
15.	Click the **Submit** button. 	
16.	Click the **Yes** button. 	
17.	Click the **OK** button. 	
18.	The enrollment request will be received and processed by Employee Relations after the first payroll.	
19.	Click the **Home** link. 	



Step	Action	Notes
20.	Click the **Sign out** link. **Sign out**	
21.	You have completed the Leave Bank Enrollment topic. **End of Procedure.**	

12_21_15_Request to Receive Leave Bank Donation

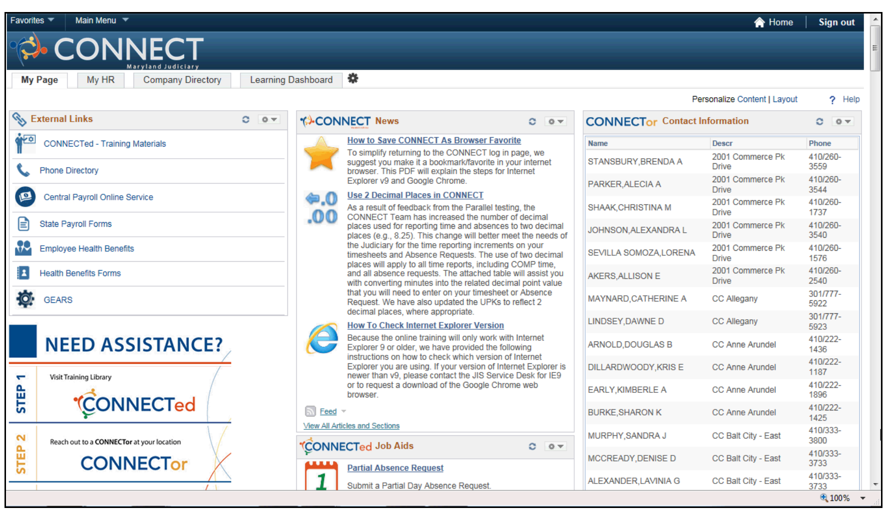
Once enrolled in the leave bank program, an employee can request to receive donated leave from the leave bank.



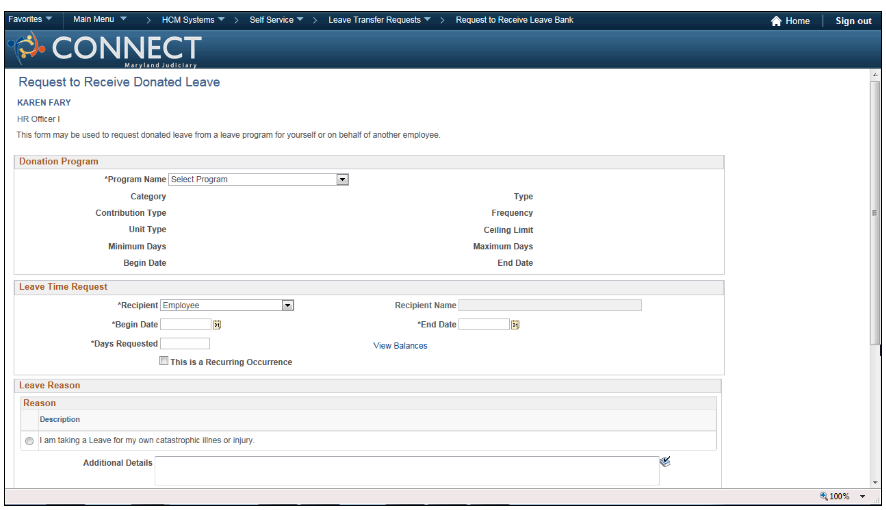
Procedure

In this topic, you will submit a request to receive a donation from the leave bank.

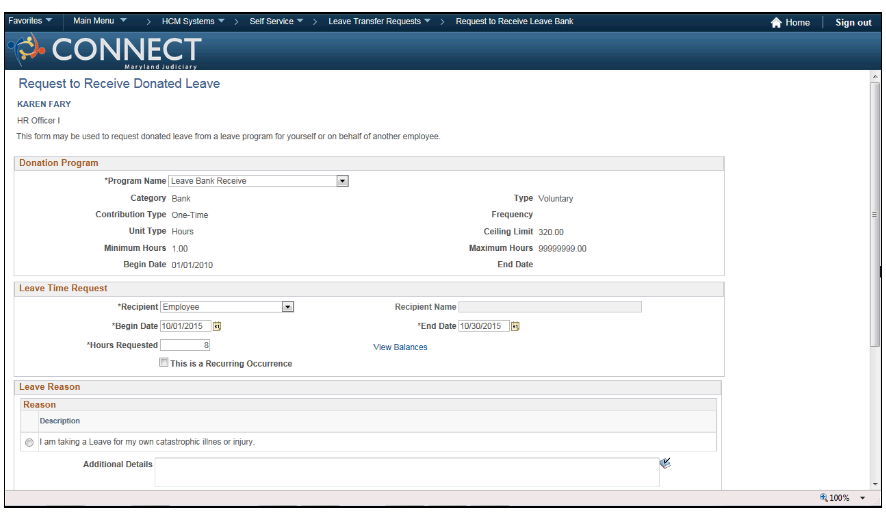
A request to receive a leave donation is only for employees enrolled in a leave bank program.



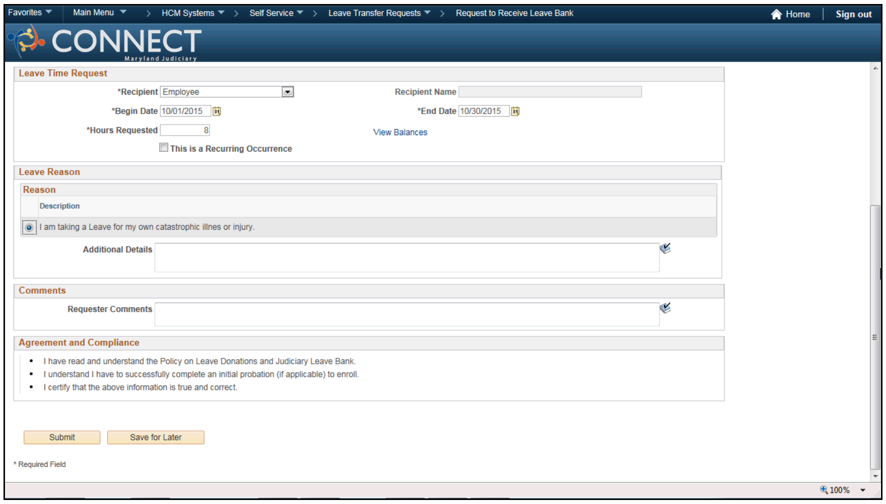
Step	Action	Notes
1.	Click the **Main Menu** button. Main Menu	
2.	Click the **HCM Systems** menu. HCM Systems	
3.	Click the **Self Service** menu. Self Service	
4.	Click the **Leave Transfer Requests** menu. Leave Transfer Requests	
5.	Click the **Request to Receive Leave Bank** menu. Request to Receive Leave Bank	
6.	An employee enrolled in the leave bank program can only request leave from the leave bank if: 1. All available leave banks are exhausted; 2. Leave is exhausted because of a prolonged or serious medical condition; 3. The employee is in good standings on past leave usage, disciplinary and performance ratings. For this example, you are requesting to receive 8 hours from the Leave Bank Receive Program to be used in the month of October 2015.	

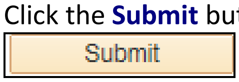
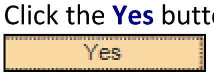
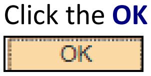


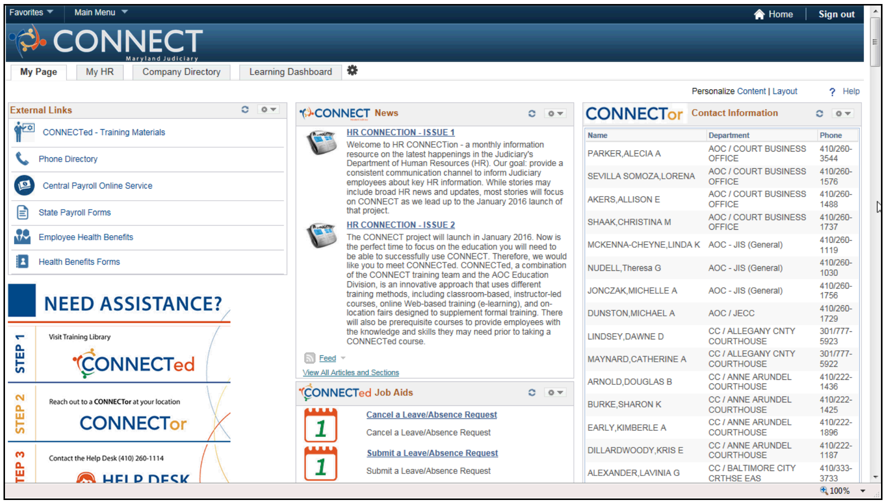
Step	Action	Notes
7.	Click the **Program Name** drop-down list. Select Program	
8.	Click the **Leave Bank Receive** list item. Leave Bank Receive	
9.	Click the **Choose a date** button.	
10.	Click the **Month** drop-down list. January	
11.	Click the **October** list item. October	
12.	Click the **1** object. 1	
13.	Click the **Choose a date** button.	
14.	Click the **Month** drop-down list. January	
15.	Click the **October** list item. October	
16.	Click the **30** object. 30	
17.	Click in the **Hours Requested** field.	
18.	Enter "**8**" into the **Hours Requested** field.	



Step	Action	Notes
19.	Click the **Vertical Scrollbar** to scroll down the page.	
20.	Click the **I am taking a Leave for my own catastrophic illness or injury** option. 	



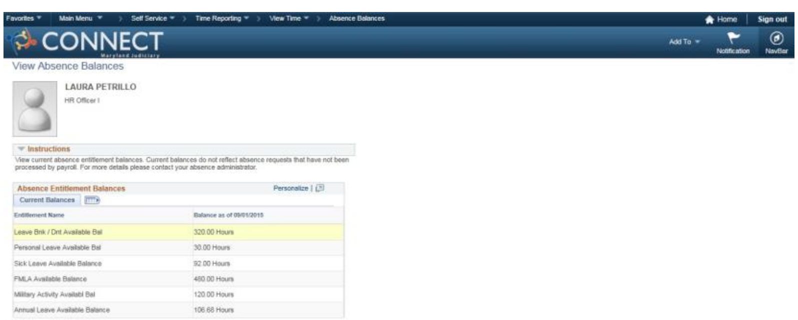
Step	Action	Notes
21.	Click in the **Additional Details** field.	
22.	Enter "**Family issues**" into the **Additional Details** field.	
23.	Review the **Agreement and Compliance** section.	
24.	Click the **Submit** button. 	
25.	Click the **Yes** button. 	
26.	Click the **OK** button. 	
27.	After submission, the request to receive a leave donation will be sent for approval by Employee Relations.	
28.	Click the **Home** link. 	



Step	Action	Notes
29.	Click the **Sign out** link. **Sign out**	
30.	You have completed the Request to Receive Leave Bank Donation topic. **End of Procedure.**	

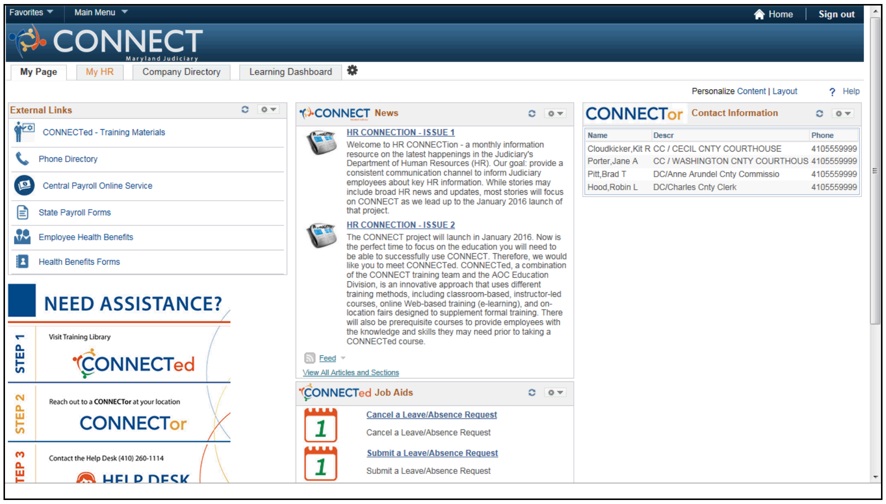
12_21_15_View Leave Bank/Donation Balance

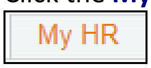
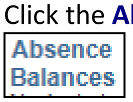
An employee can view their absence balances. Included as an absence balance, is the leave bank/donation available balance.

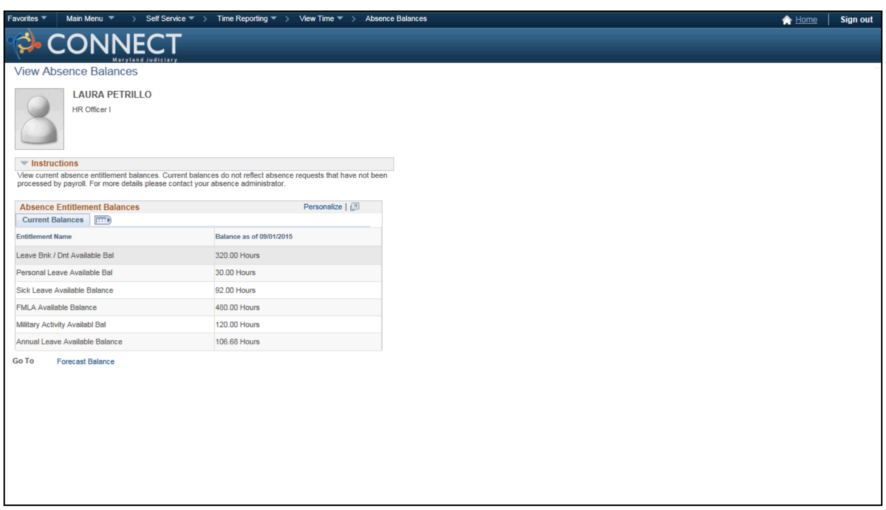


Procedure

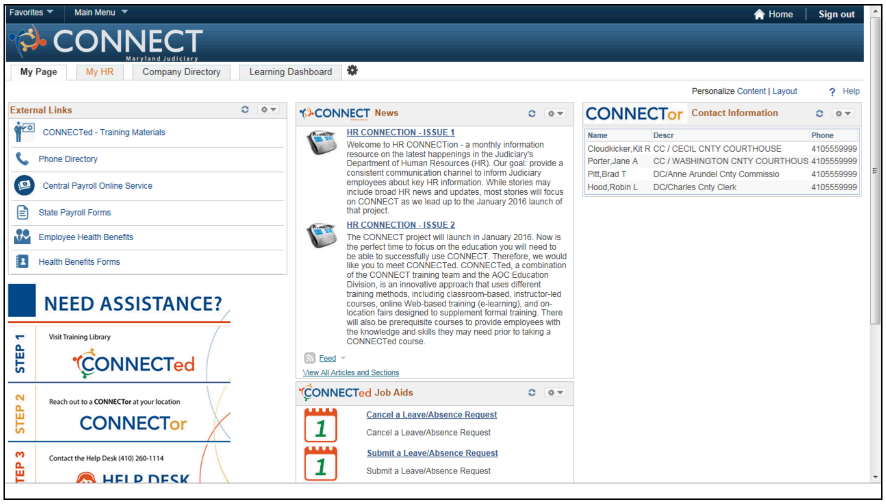
In this topic, you will view the leave bank/donation balance.



Step	Action	Notes
1.	Click the **My HR** tab. 	
2.	Click the **Absence Balance** link. 	
3.	This page displays all of the employees' available absence balances including the available balance for Leave Bank/Donation.	



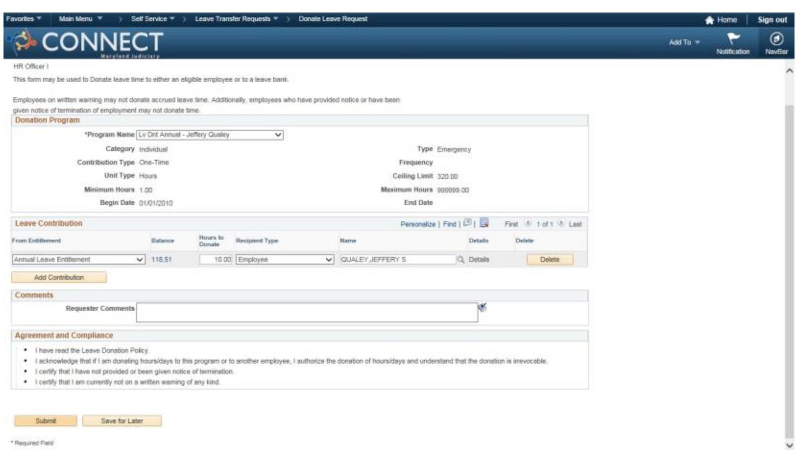
Step	Action	Notes
4.	Click the **Home** link. 	



Step	Action	Notes
5.	Click the **Sign out** link. **Sign out**	
6.	You have completed the View Leave Bank/Donation Balance topic. **End of Procedure.**	

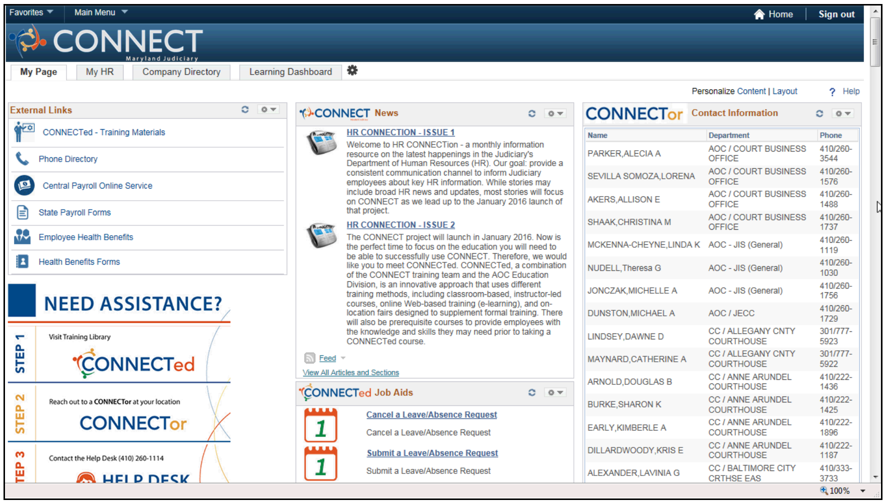
12_21_15_Donate Annual Leave to an Individual

An employee enrolled in the leave bank program can also donate to a specific individual.

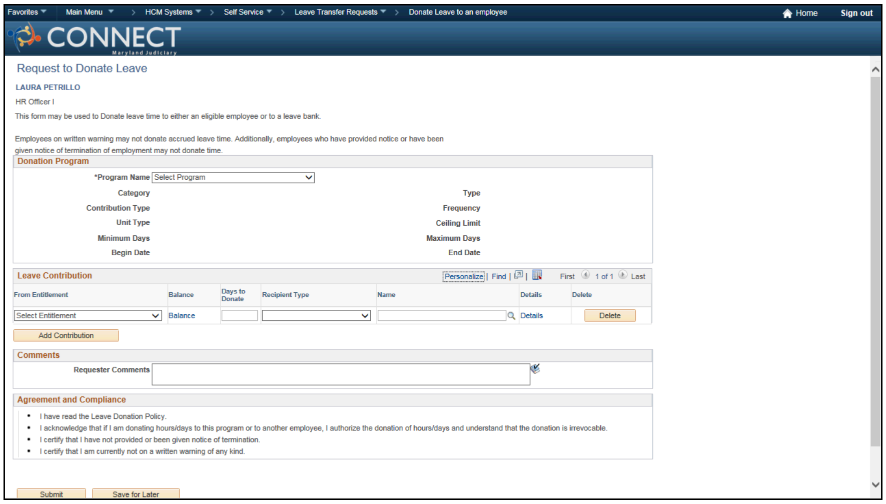


Procedure

In this topic, you will donate annual leave to an individual employee.

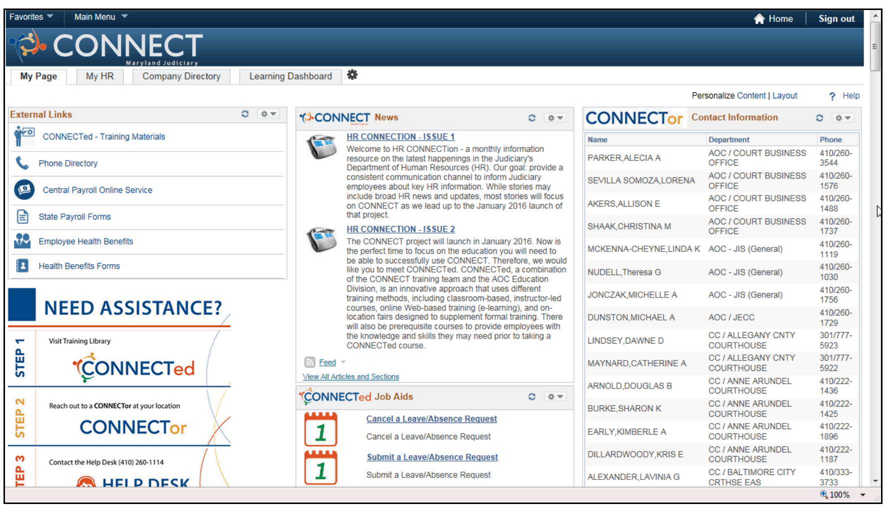


Step	Action	Notes
1.	Click the **Main Menu** button. Main Menu	
2.	Click the **HCM Systems** menu. HCM Systems	
3.	Click the **Self Service** menu. Self Service	
4.	Click the **Leave Transfer Requests** menu. Leave Transfer Requests	
5.	Click the **Donate Leave to an employee** menu. Donate Leave to an employee	
6.	For this example, you are donating annual leave to a Leave Donate Annual Bank Program setup for Jeffrey Qualey.	



Step	Action	Notes
7.	Click the **Program Name** drop-down list. Select Program	
8.	Click the **Lv Dnt Annual - Jeffery Qualey** list item. Lv Dnt Annual - Jeffery Qualey	
9.	Click the **From Entitlement** drop-down list. Select Entitlement	
10.	Click the **Annual Leave Entitlement** list item. Annual Leave Entitlement	
11.	The **Balance** column displays the employee's current available balance. For this example, you have 118.51 hours of annual leave to donate.	
12.	Click in the **Hours to Donate** field.	
13.	Enter "**10**" into the **Hours to Donate** field.	
14.	Click the **Recipient Type** drop-down list.	
15.	Click the **Employee** list item. Employee	
16.	Click the **Look up** button.	
17.	Click in the **Search by: Name** field.	
18.	Enter "**qualey**" into the **Search by: Name** field.	

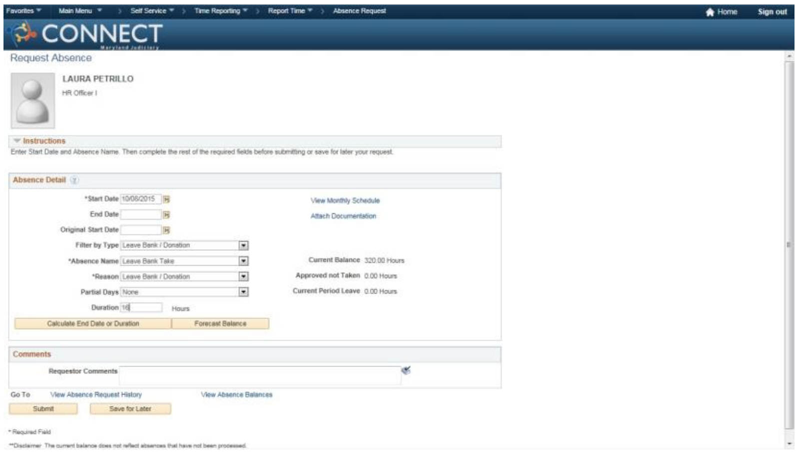
Step	Action	Notes
19.	Click the **Look Up** button. Look Up	
20.	Click the **QUALEY,JEFFERY S** link. QUALEY,JEFFERY S	
21.	Review the **Agreement and Compliance** section.	
22.	Click the **Submit** button. Submit	
23.	Click the **Yes** button. Yes	
24.	Click the **OK** button. OK	
25.	After submission, leave donation to an individual will be sent for approval by Employee Relations.	
26.	Click the **Home** link. Home	



Step	Action	Notes
27.	Click the **Sign out** link. Sign out	
28.	You have completed the Donate Annual Leave to an Individual topic. **End of Procedure.**	

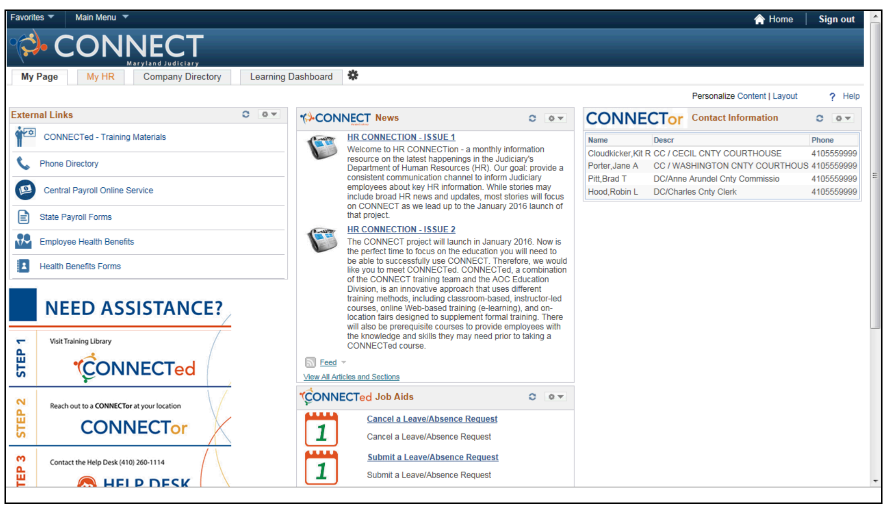
12_21_15_Request Time Off with Leave Bank/Donation

An employee can request an absence using leave bank/donation.

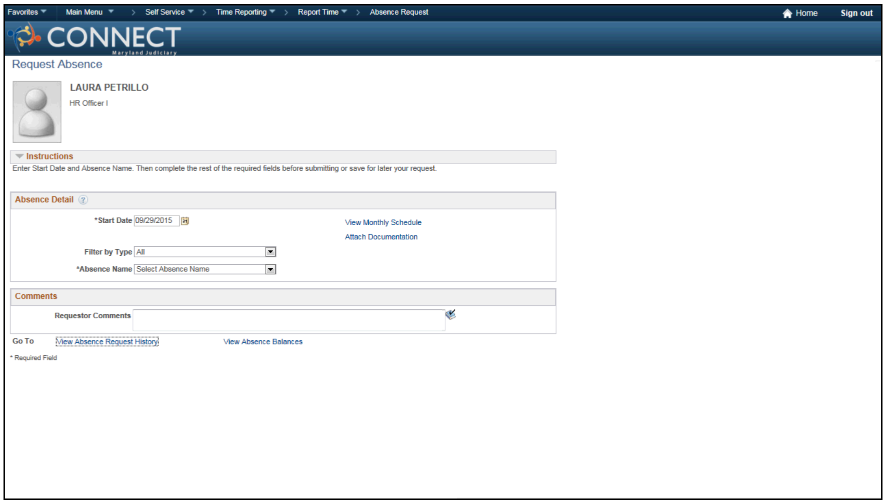


Procedure

In this topic, you will request time off using leave bank donation as an employee.

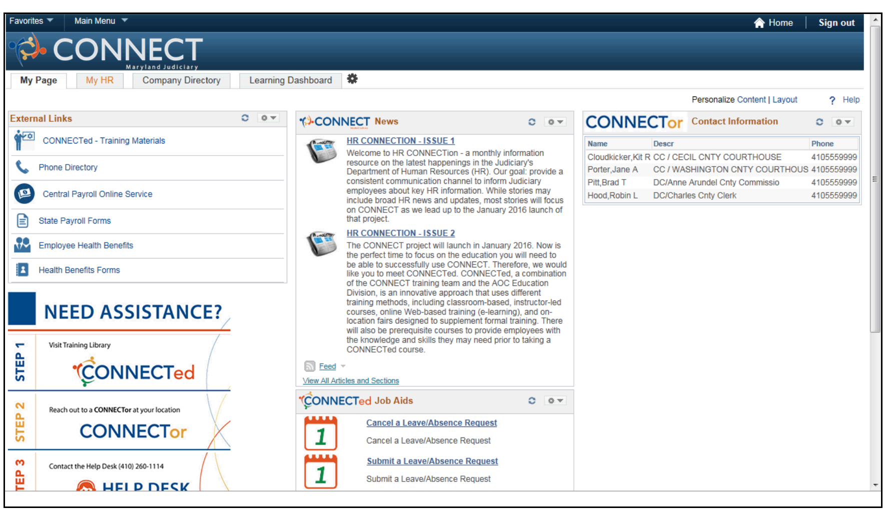


Step	Action	Notes
1.	Click the **My HR** tab. My HR	
2.	Click the **Absence Request** link. Absence Request	



Step	Action	Notes
3.	Click the **Choose a date** button.	
4.	Click the **Month** drop-down list. September	
5.	Click the **October** list item. October	
6.	Click the **8** object. 8	
7.	Click the **Filter by Type** drop-down list. All	
8.	Click the **Leave Bank / Donation** list item. Leave Bank / Donation	
9.	Click the **Absence Name** drop-down list. Select Absence Name	
10.	Click the **Leave Bank Take** list item. Leave Bank Take	
11.	Click the **Reason** drop-down list. Select Absence Reason	
12.	Click the **Leave Bank / Donation** list item. Leave Bank / Donation	
13.	The Current Balance for Leave Bank Take will appear.	
14.	Click in the **Duration** field.	
15.	Enter "**16**" into the **Duration** field.	

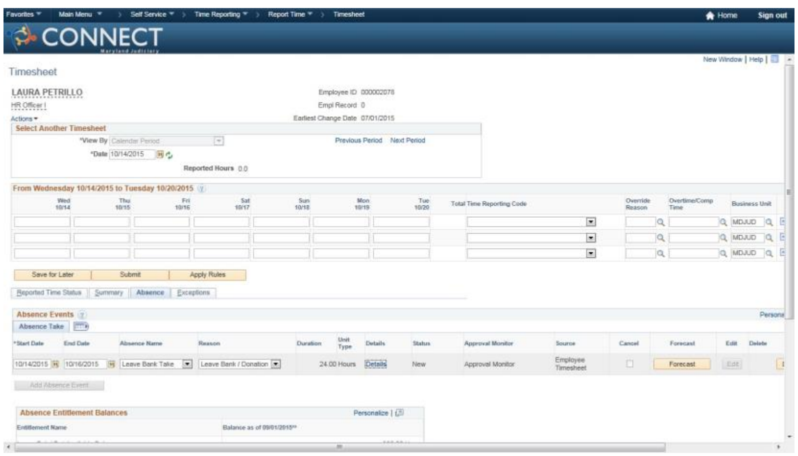
Step	Action	Notes
16.	Click the **Calculate End Date or Duration** button. Calculate End Date or Duration	
17.	The End Date automatically populates the last date of the absence request based on the hours of Duration. For this example, the employee requested 16 hours or 2 days.	
18.	Click the **Forecast Balance** button. Forecast Balance	
19.	This message is confirming the employee has enough leave to submit the absence request.	
20.	Click the **Submit** button. Submit	
21.	To acknowledge the message for documentation, Click the **OK** button. OK	
22.	Click the **Yes** button to submit. Yes	
23.	Click the **OK** button. OK	
24.	Click the **Vertical** scrollbar to move down the page.	
25.	The Absence Request shows a Submitted Status and Pending approval by the Manager.	
26.	Click the **Home** link. Home	



Step	Action	Notes
27.	Click the **Sign out** link. **Sign out**	
28.	You have completed the Request Time Off with Leave Bank/Donation topic. **End of Procedure.**	

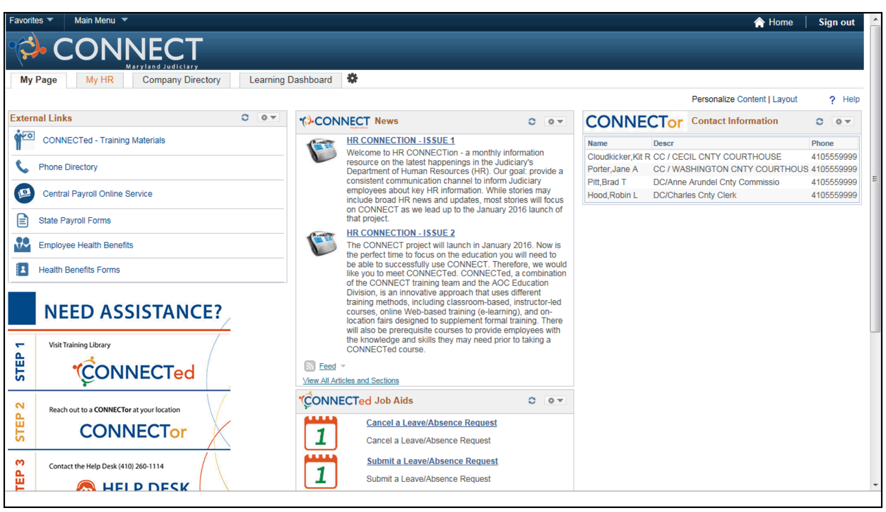
12_21_15_Request Time Off from a Timesheet with Leave Bank/Donation

An employee can request an absence using leave bank/donation from their timesheet page.

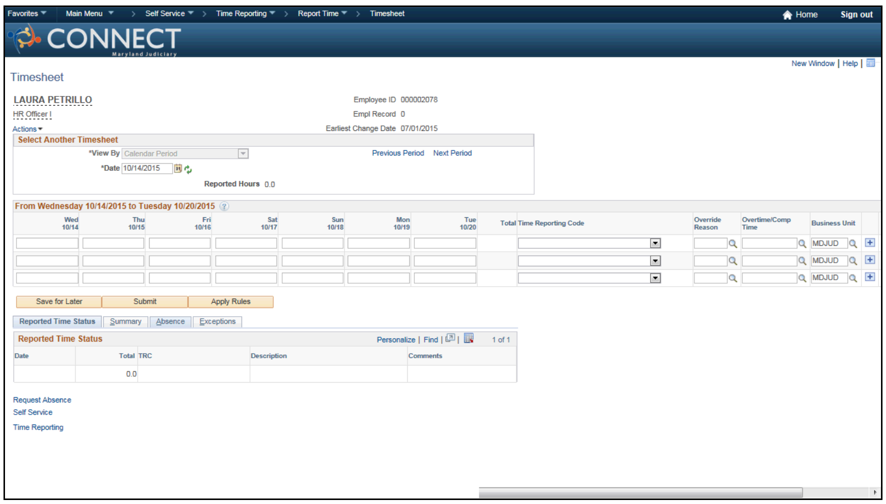


Procedure

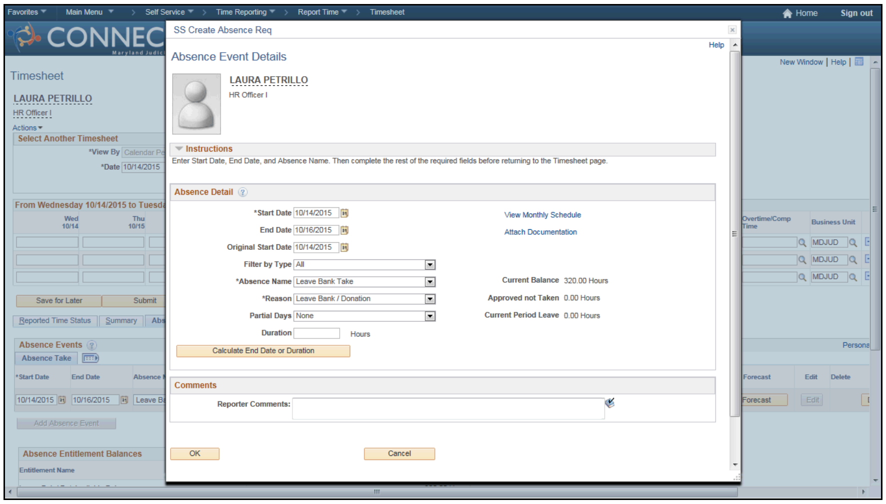
In this topic, you will request time off from an employee's elapsed timesheet using leave bank donation.



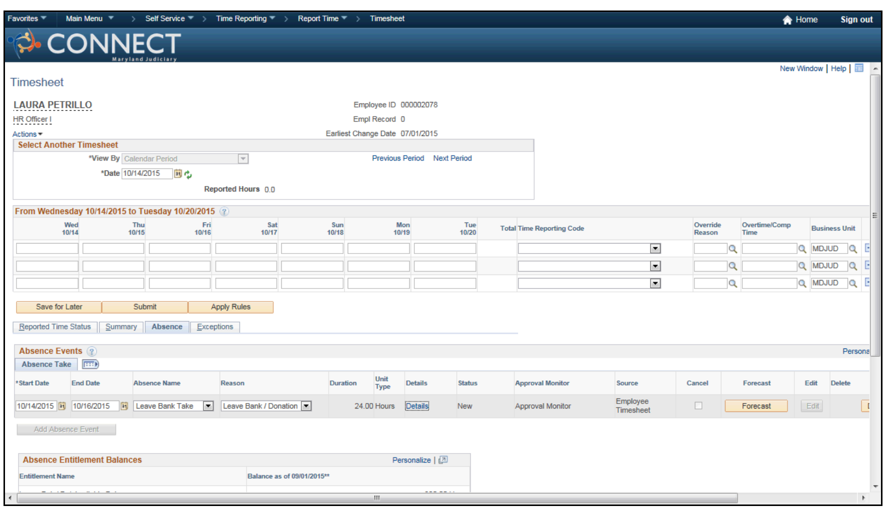
Step	Action	Notes
1.	Click the **My HR** tab. My HR	
2.	Click the **Timesheet** link. Timesheet	



Step	Action	Notes
3.	Click the **Absence** tab. Absence	
4.	Click the **Add Absence Event** button. Add Absence Event	
5.	Click the **Choose a date** button to update your end date. For this example we changed it to 10/16/2015.	
6.	Click the **Absence Name** drop-down list. Select Absence Nan	
7.	Click the **Leave Bank Take** list item. Leave Bank Take	
8.	Click the **Reason** drop-down list. Select Absence Reasor	
9.	Click the **Leave Bank / Donation** list item. Leave Bank / Donation	
10.	Click the **Details** link. Details	

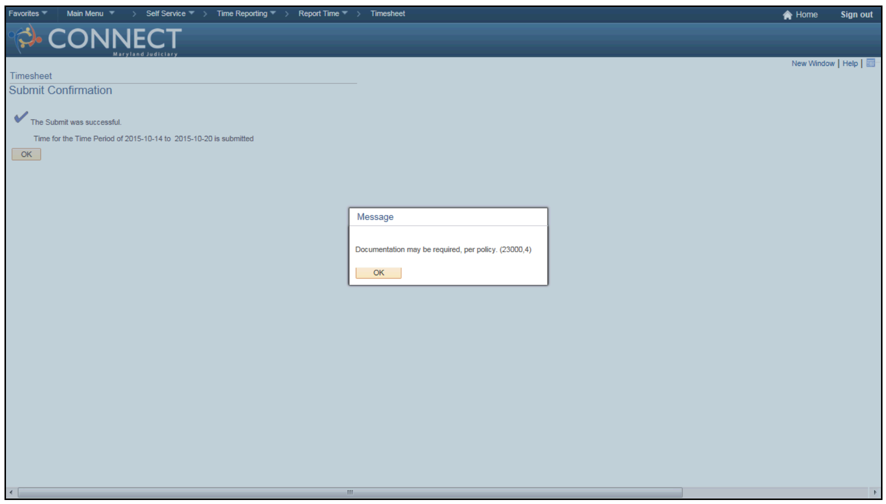


Step	Action	Notes
11.	Click the **Calculate End Date or Duration** button. Calculate End Date or Duration	
12.	The Duration automatically populates the hours for the absence request based on the Start and End Dates. For this example, the employee requested 3 days or 24 hours.	
13.	Click the **OK** button to return to the Timesheet page. OK	

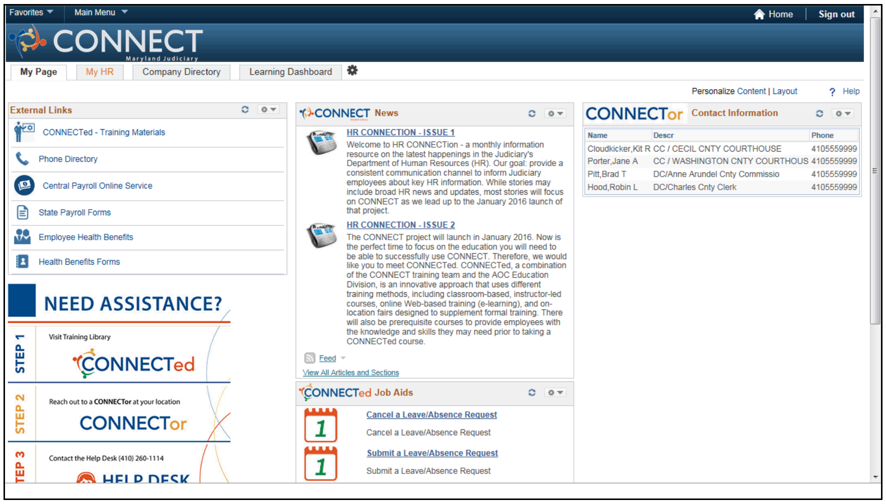


Step	Action	Notes
14.	Click the **Forecast** button. Forecast	

Step	Action	Notes
15.	This message is confirming the employee has enough leave to submit the absence request.	
16.	Click the **Vertical** scrollbar to move down the page.	
17.	Click the **Submit** button. Submit	



Step	Action	Notes
18.	Click the **OK** button. OK	
19.	This message is alerting you to certify the reported time is accurate. Click the **OK** button. OK	
20.	Click the **OK** button. OK	
21.	Notice your request status now shows Needs Approval.	
22.	Click the **Home** link. Home	



Step	Action	Notes
23.	Click the **Sign out** link. **Sign out**	
24.	You have completed the Request Time Off from a Timesheet with Leave Bank/Donation topic. **End of Procedure.**	

Managing Personal Profile Information

Profiles are used by the Judiciary to describe the attributes of jobs and individuals. These profiles summarize the competencies, qualifications, and skills of a job and a person. Profiles are valuable for tracking employees' skills, competencies, and accomplishments, in career planning, for identifying training needs, and for performance management.

CONNECT provides employees and managers with two profile types:

- Person profiles - Person profiles describe your skills, competencies, accomplishments and performance.
- Job profiles - Job profiles describe the competencies, qualifications, and responsibilities of a job.

As an employee, you can create, view, and update your personal profile. You can also compare your profile to the job you have or jobs you are interested in.

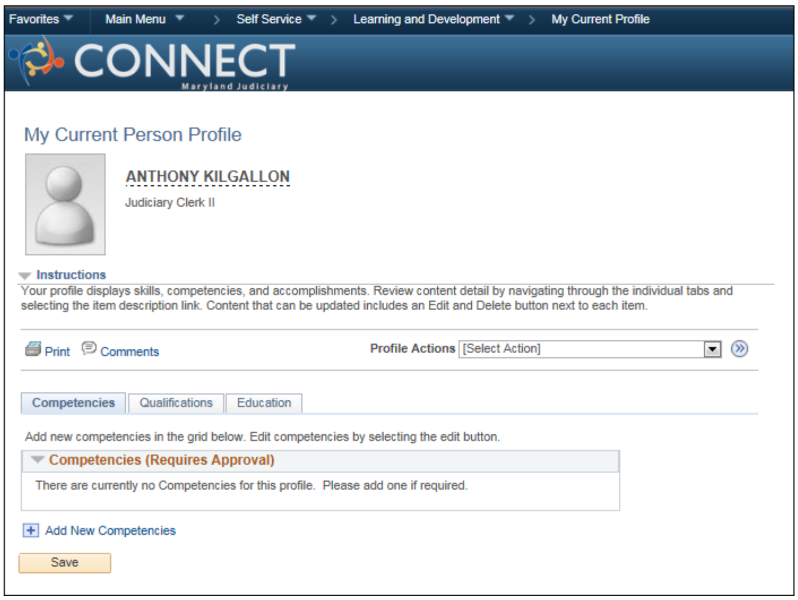
In this learning module you will review the following topics:

- Updating My Personal Profile
- Adding Financial Disclosure to My Profile
- Comparing My Profile to My Current Job
- Copying My Current Job Profile
- Viewing My Historical Profiles

- View Job Profiles and Express Interest
- Viewing My Interest List
- Searching & Comparing Profiles - Find Jobs
- Searching & Comparing Profiles - Find Jobs that Fit my Qualifications

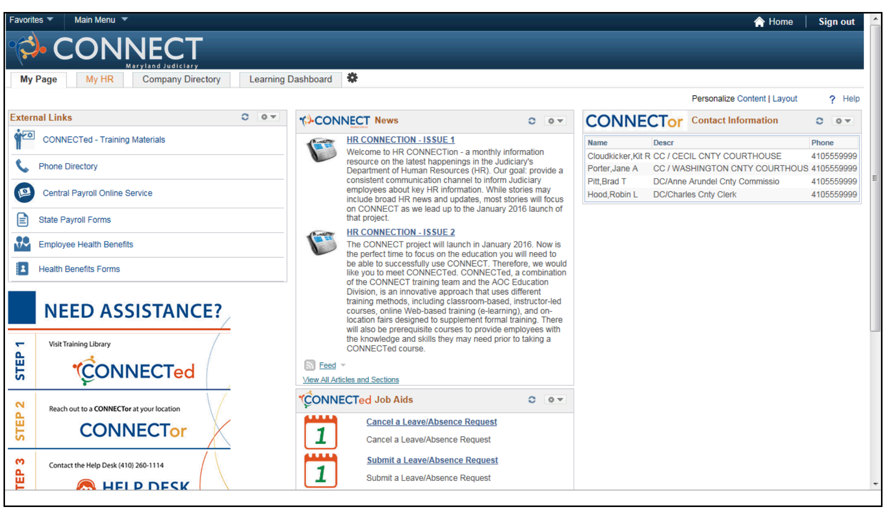
12_21_15_Updating My Personal Profile

Updating your personal profile with competencies, qualifications, and education.

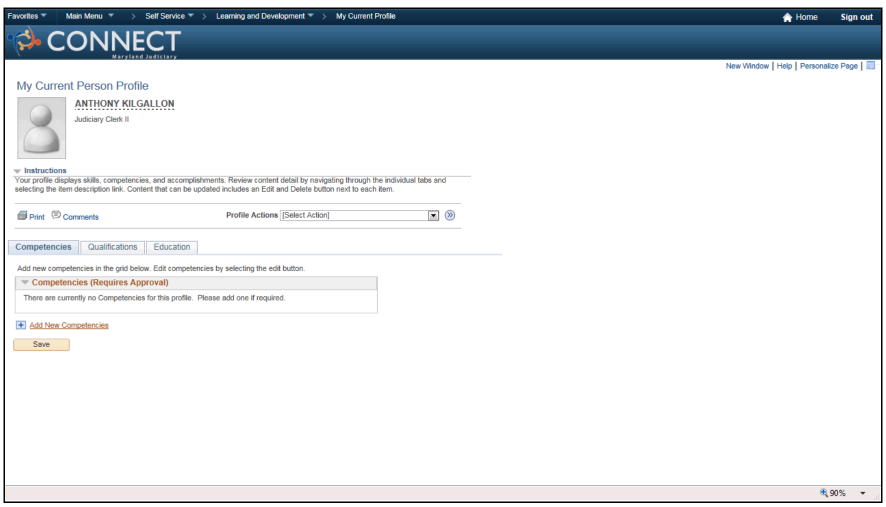


Procedure

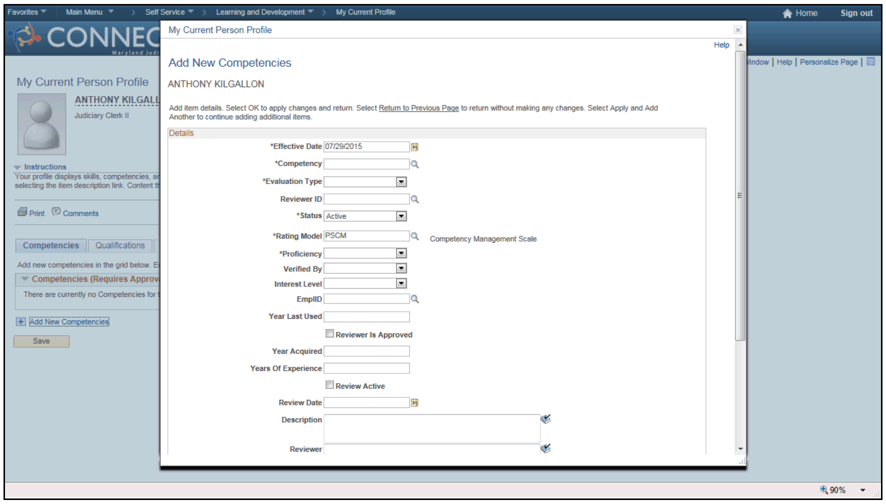
In this topic, you will add competencies, qualifications, and education to your personal profile.



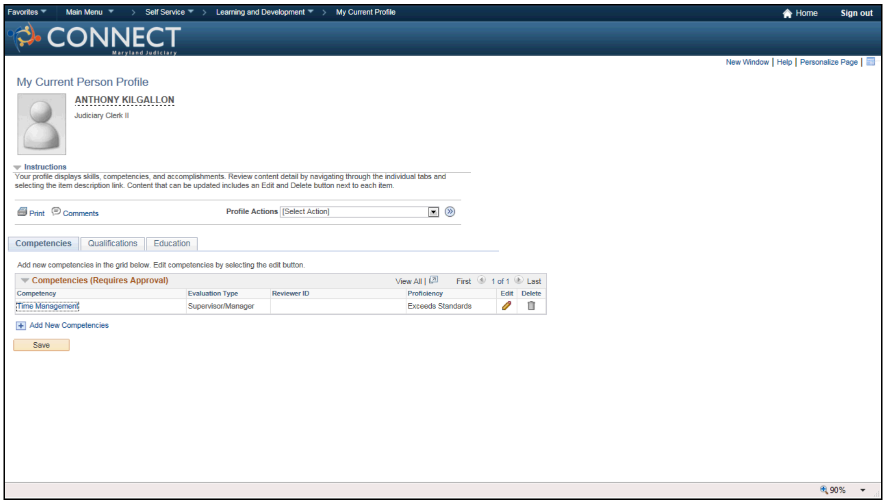
Step	Action	Notes
1.	Click the **My HR** tab. My HR	
2.	Click the **My Current Profile** link. My Current Profile	
3.	Building your profile in CONNECT enables you to identify all the jobs within the Judiciary that are related to your profile. You can add competencies, qualifications, and education to your personal profile.	
4.	By default, the Competencies tab is selected when you first come to the My Current Profile page. Begin by adding a competency to your profile.	



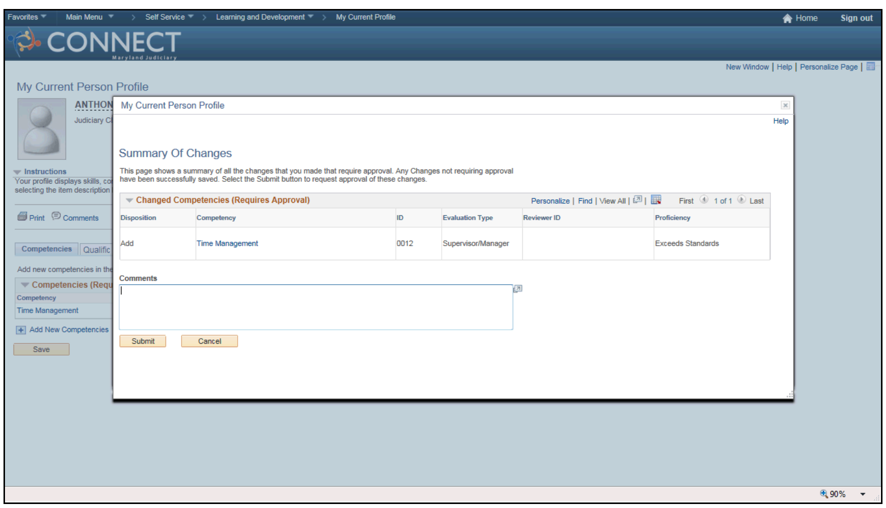
Step	Action	Notes
5.	Click the **Add New Competencies** link. Add New Competencies	



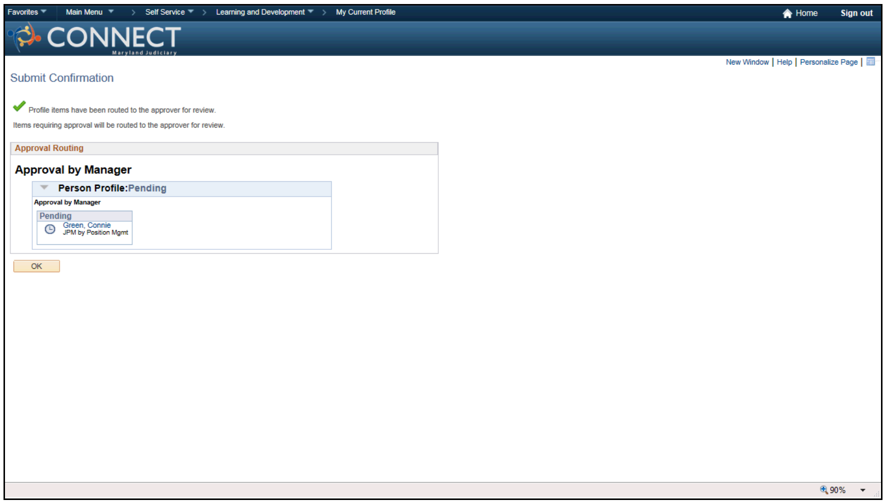
Step	Action	Notes
6.	Click the **Look up Competency** button.	
7.	Click the **Time Management** link. Time Management	
8.	Click the **Evaluation Type** drop-down list.	
9.	Click the **Supervisor/Manager** list item. Supervisor/Manager	
10.	Click the **Proficiency** drop-down list.	
11.	Click the **Exceeds Standards** list item. Exceeds Standards	
12.	Click the **Vertical** Scrollbar to navigate down the page.	
13.	Click the **OK** button. OK	



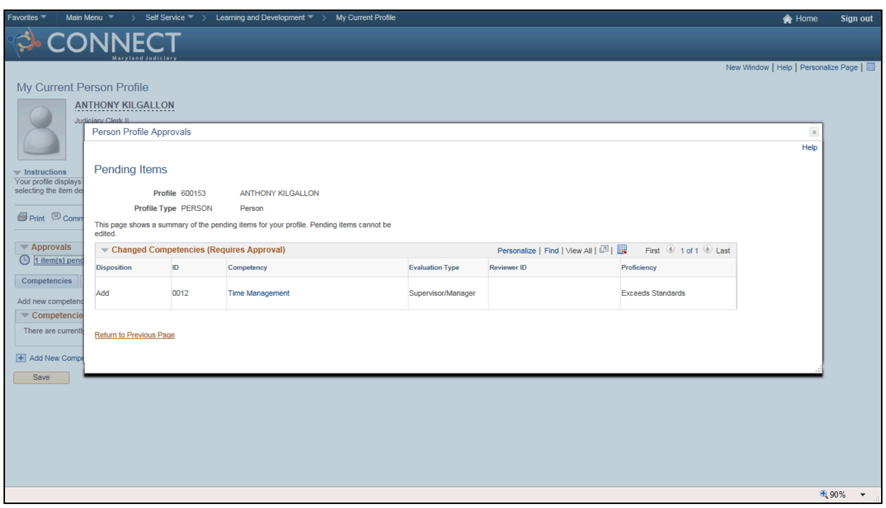
Step	Action	Notes
14.	Click the **Save** button. Save	



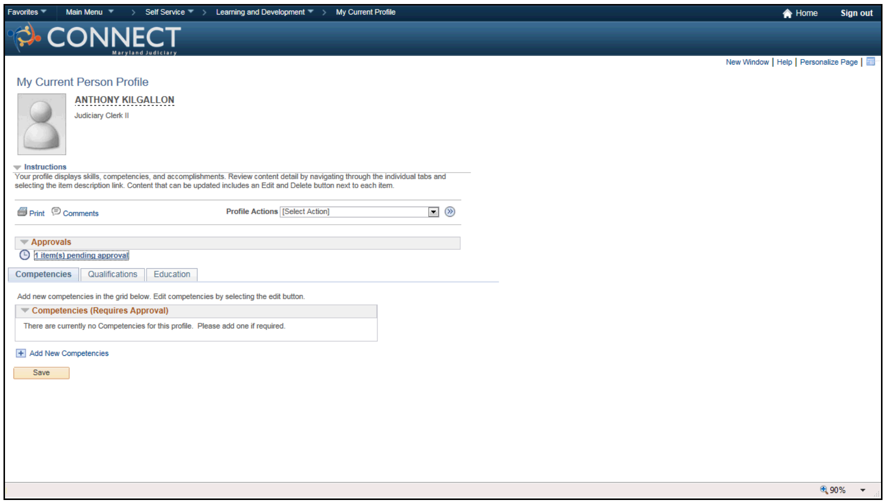
Step	Action	Notes
15.	Click the **Submit** button. Submit	
16.	Notice the message indicating the competency has been submitted for approval. You can see the request was routed to Connie Green.	



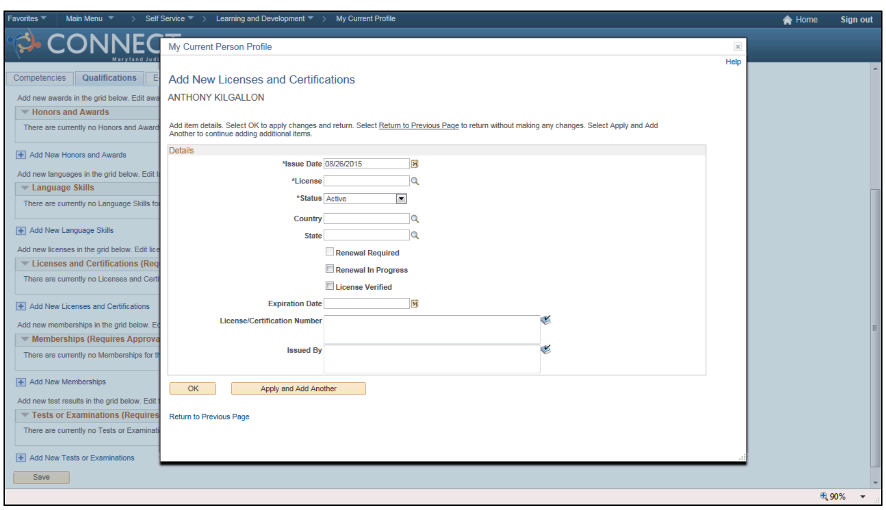
Step	Action	Notes
17.	Click the **OK** button. OK	
18.	Click the **1 item(s) pending approval** link. 1 item(s) pending approval	
19.	Notice the competency **"Time Management"** is pending manager approval.	



Step	Action	Notes
20.	Click the **Return to Previous Page** link. Return to Previous Page	

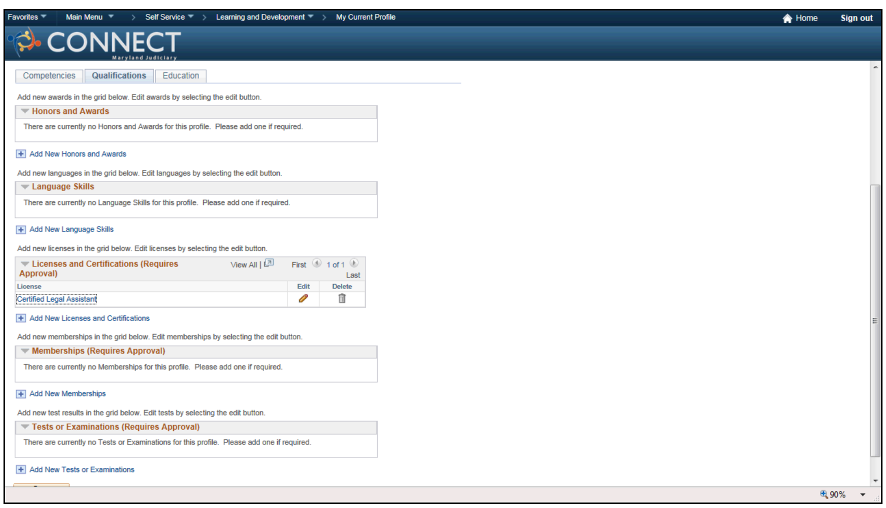


Step	Action	Notes
21.	Click the **Qualifications** tab. Qualifications	
22.	Click the **Vertical** scrollbar to move down the page.	
23.	Click the **Add New Licenses and Certifications** link. Add New Licenses and Certifications	

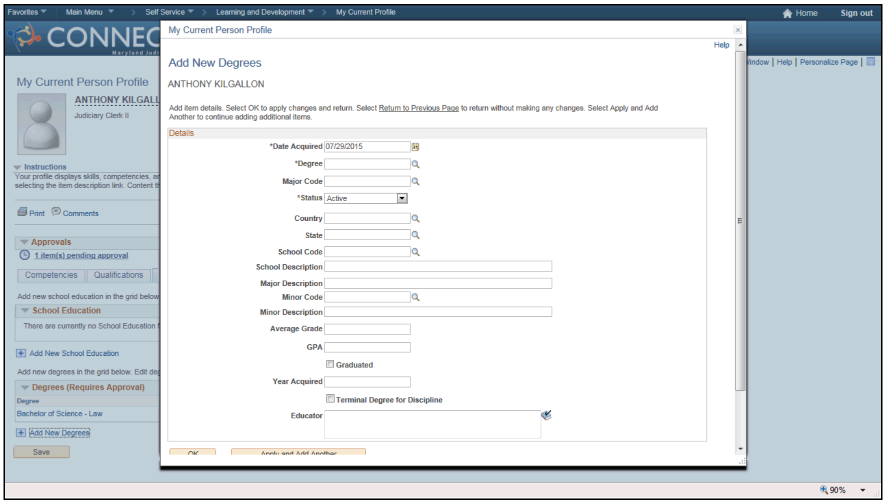


Step	Action	Notes
24.	Click in the **License** field.	
25.	Enter "cla" into the **License** field.	

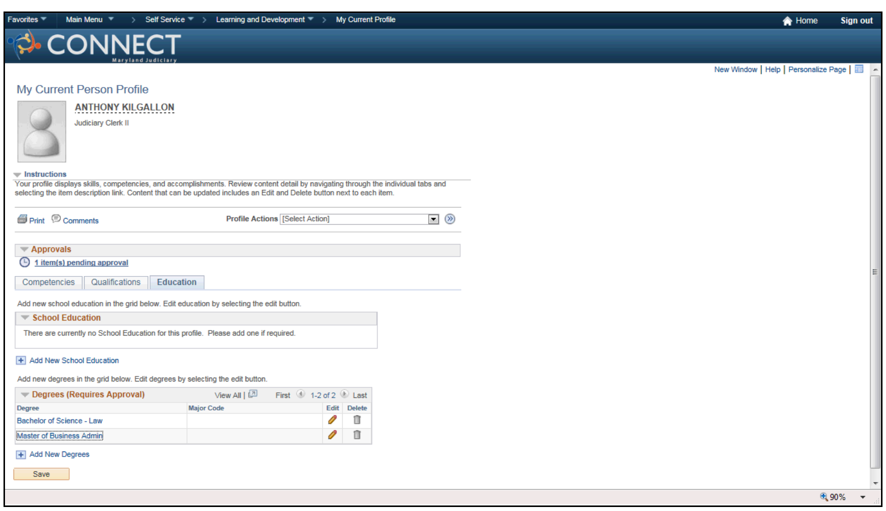
Step	Action	Notes
26.	Click in the **Country** field.	
27.	Enter "**usa**" into the **Country** field.	
28.	Click in the **State** field.	
29.	Enter "**md**" into the **State** field.	
30.	Click the **License Verified** checkbox. License Verified	
31.	Click in the **Expiration Date** field.	
32.	Enter "**12/31/2017**" into the **Expiration Date** field.	
33.	Click the **OK** button. OK	



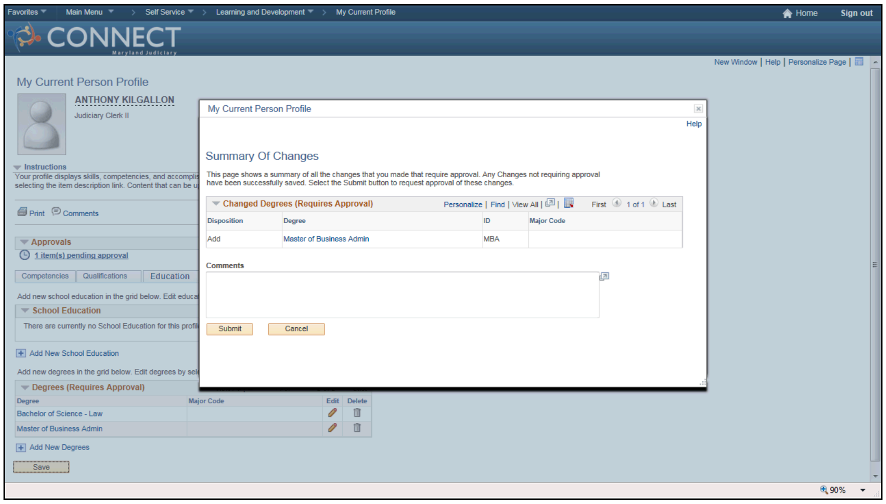
Step	Action	Notes
34.	Click the **Education** tab. Education	
35.	Click the **Add New Degrees** link. Add New Degrees	



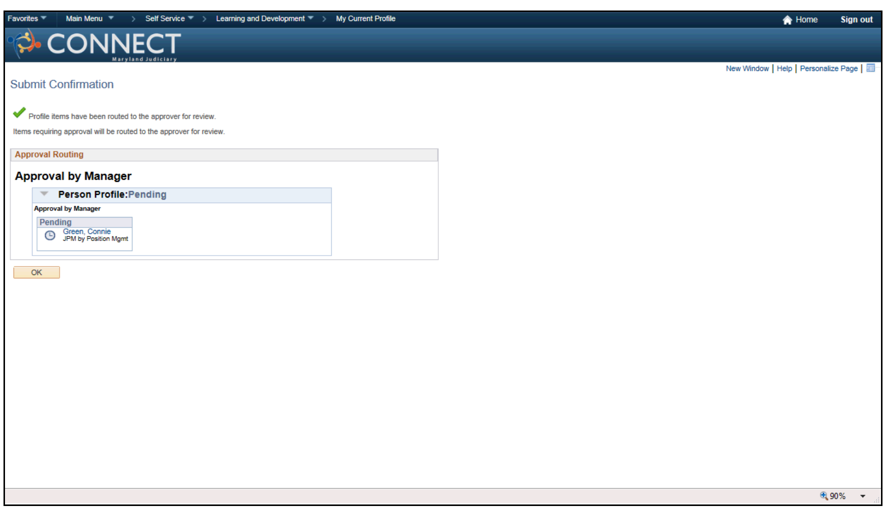
Step	Action	Notes
36.	Click in the **Date Acquired** field. 07/29/2015	
37.	Enter "**07/29/2014**" into the **Date Acquired** field.	
38.	Click the **Look up Degree** button.	
39.	Click the **Master of Business Admin** link. Master of Business Admin	
40.	Click the **OK** button. OK	



Step	Action	Notes
41.	Click the **Save** button. Save	

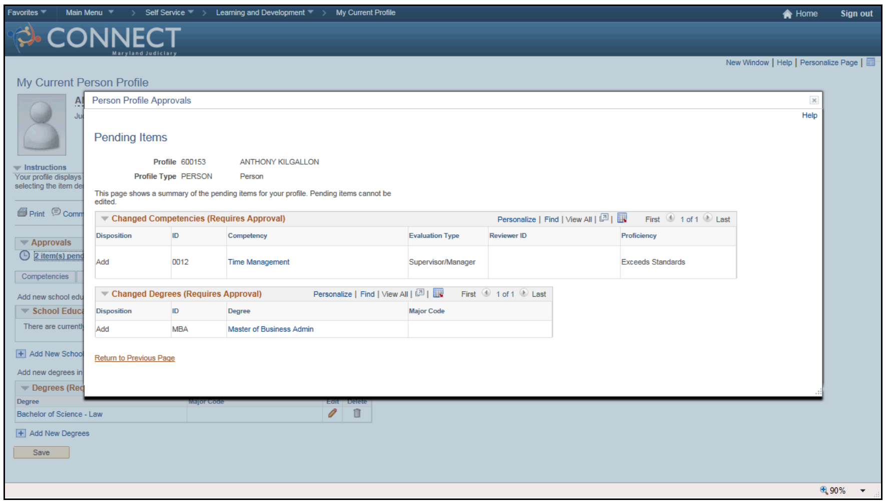


Step	Action	Notes
42.	Click the **Submit** button. Submit	

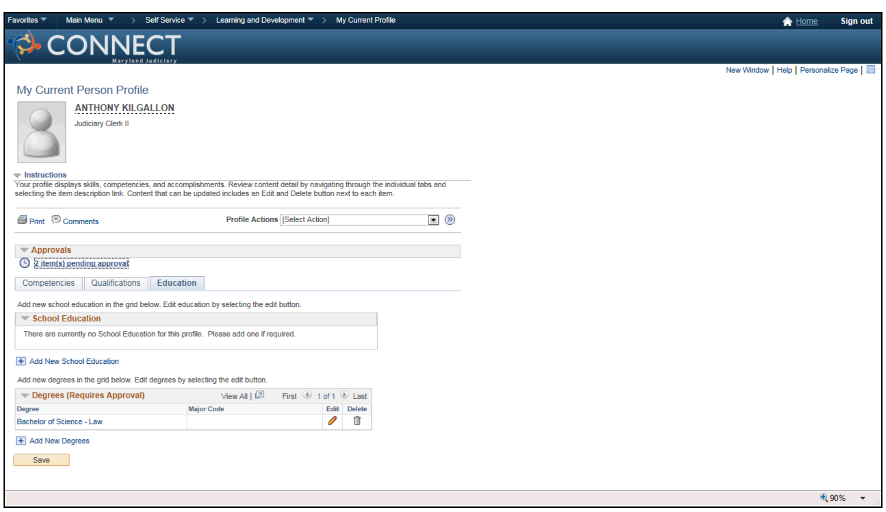


Step	Action	Notes
43.	Click the **OK** button. OK	

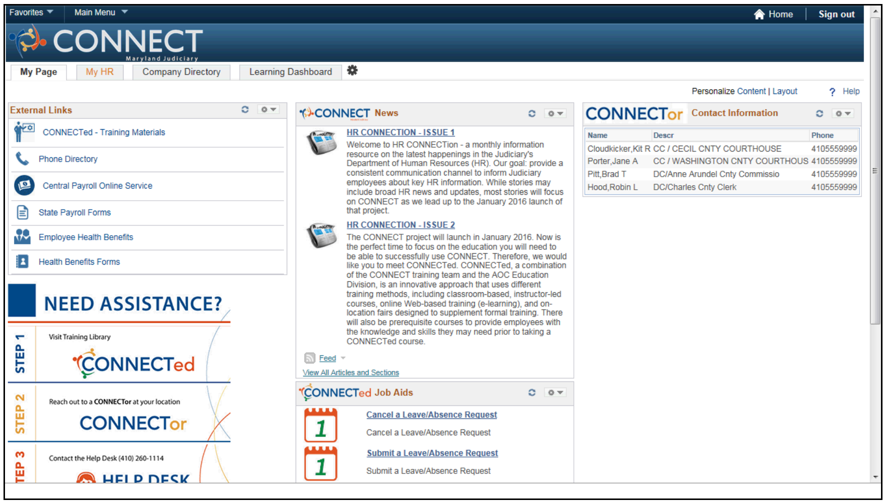
Step	Action	Notes
44.	Click the **2 item(s) pending approval** link. 2 item(s) pending approval	
45.	Notice the degree "**MBA**" has been added to the items pending manager approval.	



Step	Action	Notes
46.	Click the **Return to Previous Page** link. Return to Previous Page	
47.	If desired, you can print or save a PDF copy of your profile by clicking the print link.	



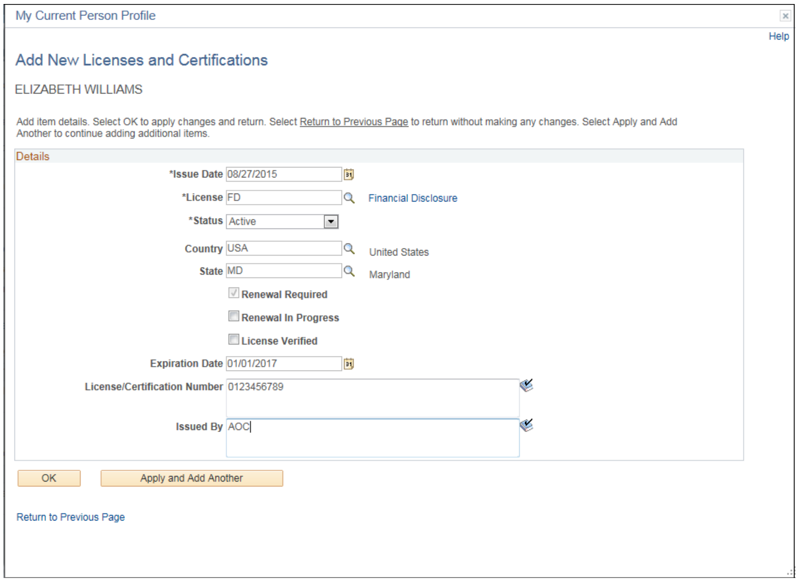
Step	Action	Notes
48.	Click the **Home** link. Home	



Step	Action	Notes
49.	Click the **Sign out** link. Sign out	
50.	You have completed the topic "Updating My Personal Profile". **End of Procedure.**	

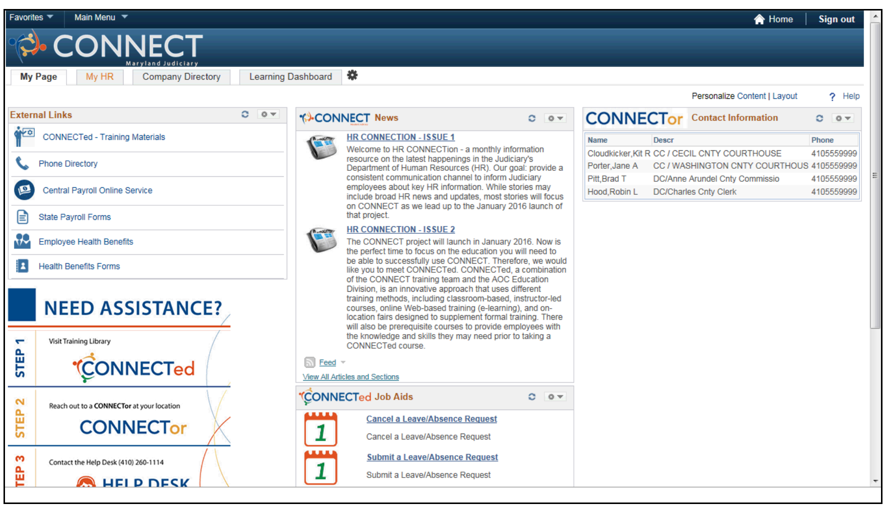
12_21_15_Adding Financial Disclosure to My Profile

Based on your income level, you might be required by the state to submit a financial disclosure. The process to complete the financial disclosure is not changing. However, once you have completed it, you will add the financial disclosure as a certification to your personal profile.

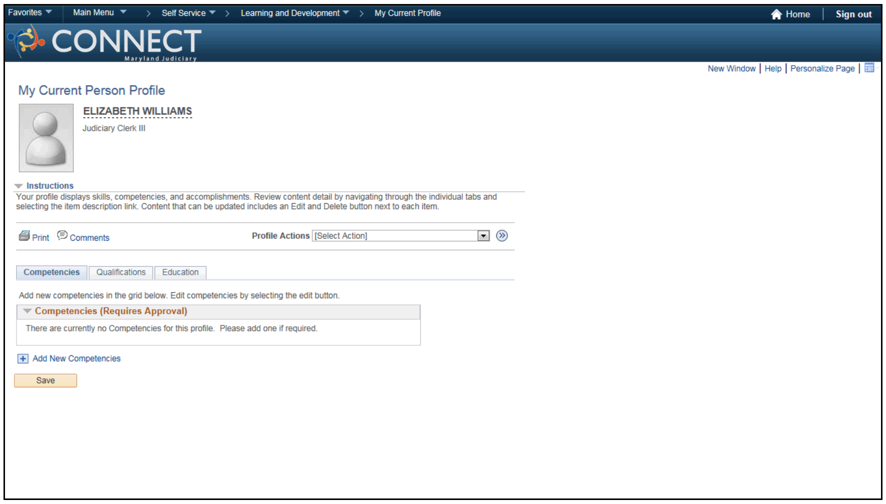


Procedure

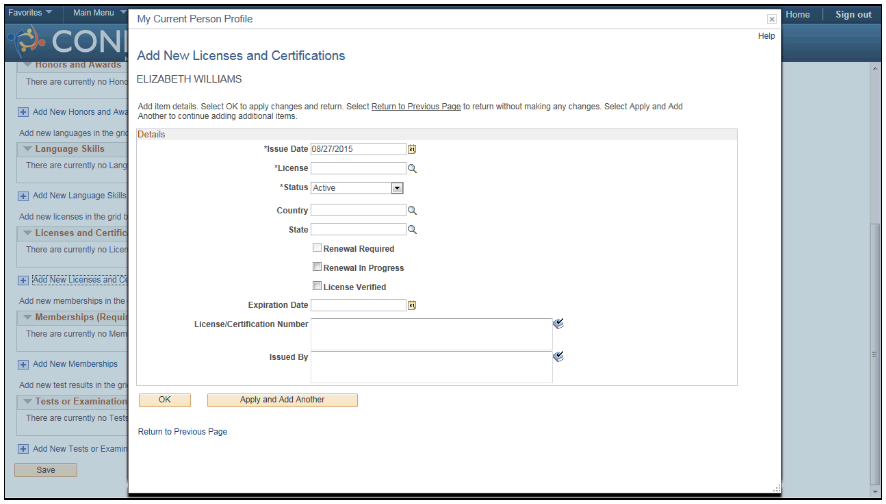
In this topic, you will add a Financial Disclosure to your personal profile.



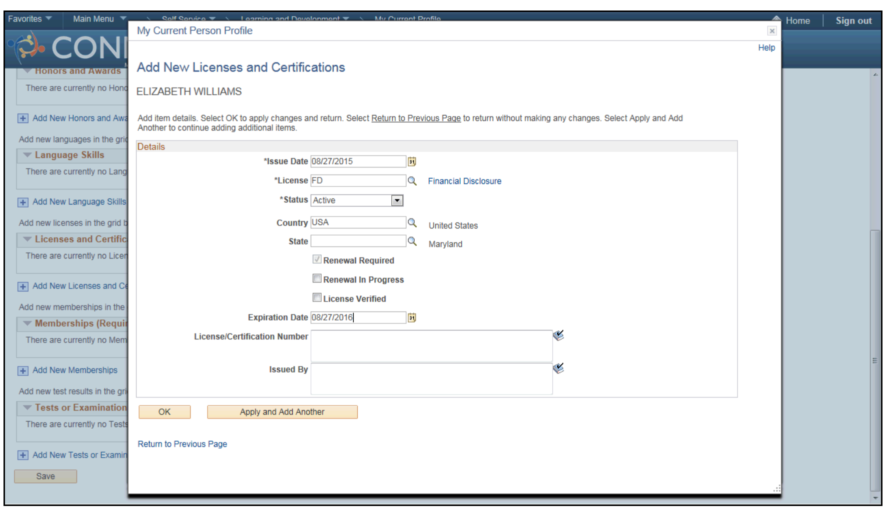
Step	Action	Notes
1.	Click the **My HR** tab. My HR	
2.	Click the **My Current Profile** link. My Current Profile	



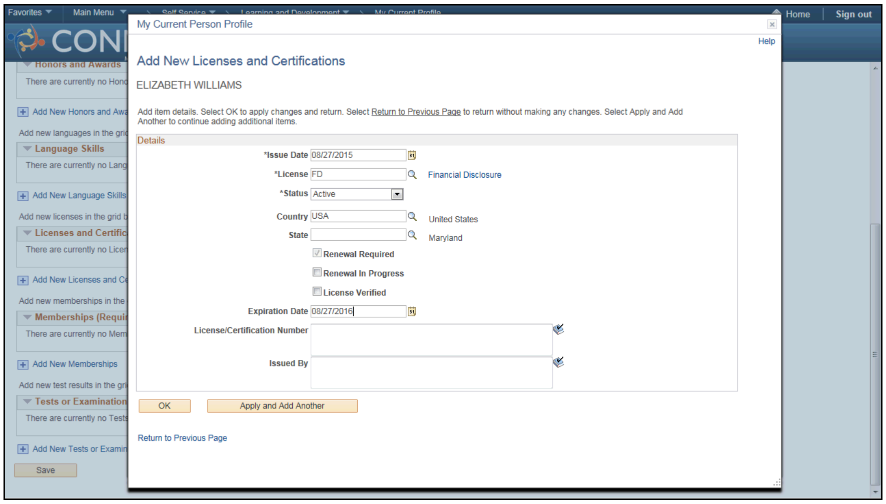
Step	Action	Notes
3.	Click the **Qualifications** tab. Qualifications	
4.	Click the **Vertical** scrollbar to move down the page.	
5.	Click the **Add New Licenses and Certifications** link. Add New Licenses and Certifications	
6.	After completing your financial disclosure, enter the following information into the license/certification fields: • License • Country • State • Expiration Date • Financial Disclosure Number • Issued by	



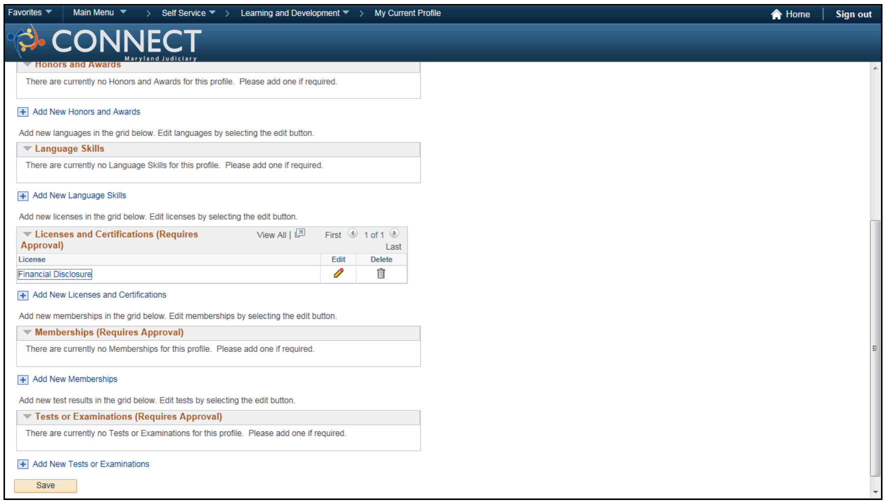
Step	Action	Notes
7.	Click in the **License** field.	
8.	Enter "**fd**" into the **License** field.	
9.	Click in the **Country** field.	
10.	Enter "**usa**" into the **Country** field.	



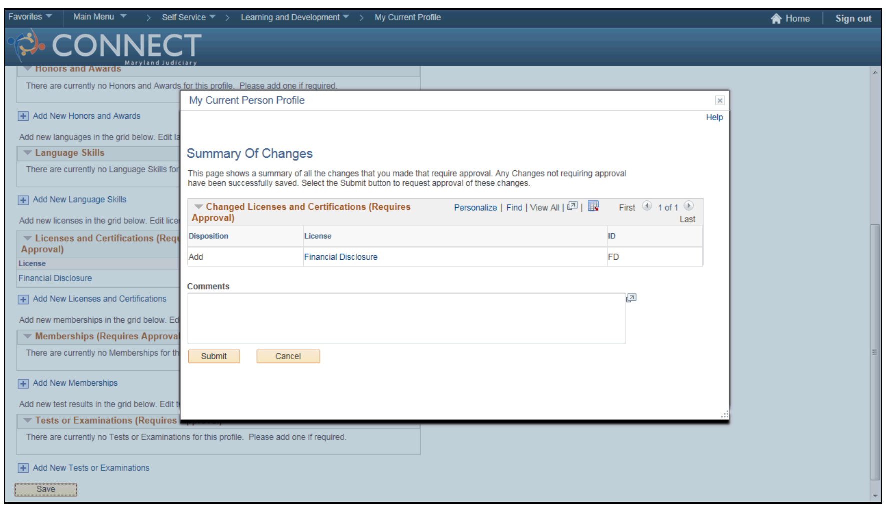
Step	Action	Notes
11.	Click in the **State** field.	



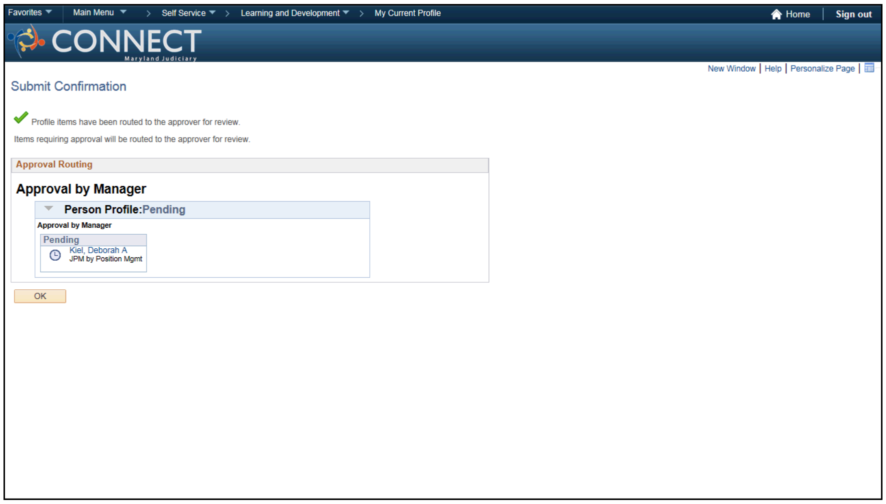
Step	Action	Notes
12.	Enter "**md**" into the **State** field.	
13.	Click in the **Expiration Date** field. 08/27/2016	
14.	Press **[Backspace]** to clear the field.	
15.	Enter "**01/01/2017**" into the **Expiration Date** field.	
16.	Click in the **License/Certification Number** field.	
17.	Enter "**0123456789**" into the **License/Certification Number** field.	
18.	Click in the **Issued By** field.	
19.	Enter "**AOC**" into the **Issued By** field.	
20.	Click the **OK** button. OK	



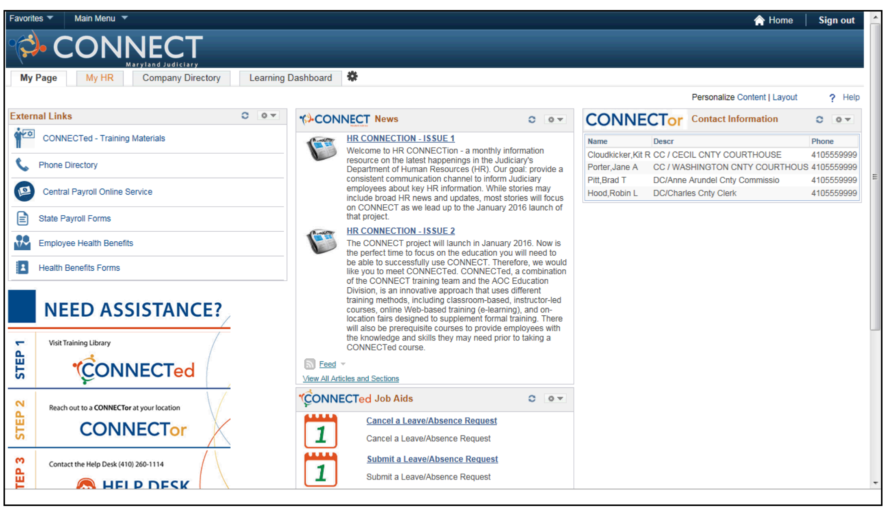
Step	Action	Notes
21.	Click the **Save** button. Save	



Step	Action	Notes
22.	Click the **Submit** button. Submit	
23.	Your financial disclosure information will be reviewed and approved by your manager.	



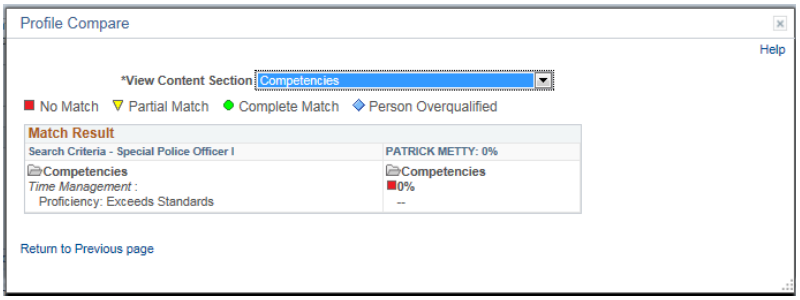
Step	Action	Notes
24.	Click the **OK** button. OK	
25.	Click the **Home** link. Home	



Step	Action	Notes
26.	Click the **Sign out** link. Sign out	
27.	You have completed the topic "Adding Financial Disclosure to My Profile". **End of Procedure.**	

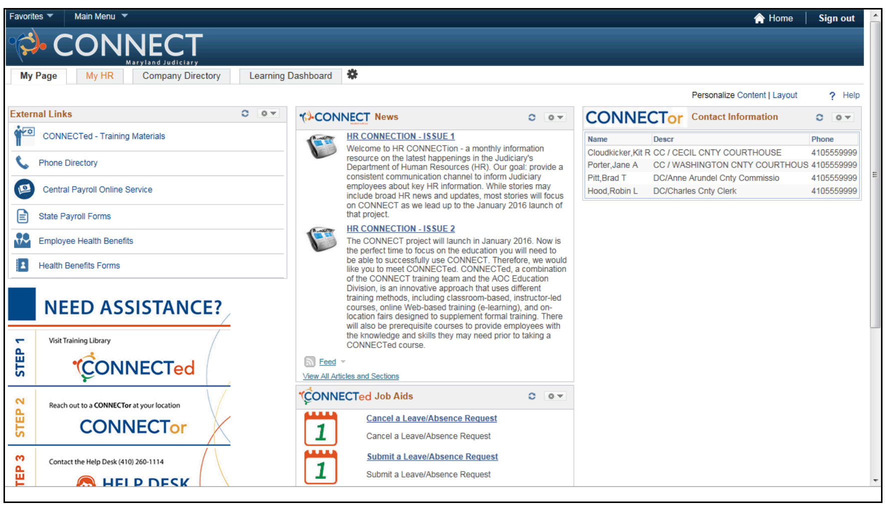
12_21_15_Comparing My Profile to My Current Job

CONNECT allows you to compare your personal profile to your job profile to identify any discrepancies that might exist.

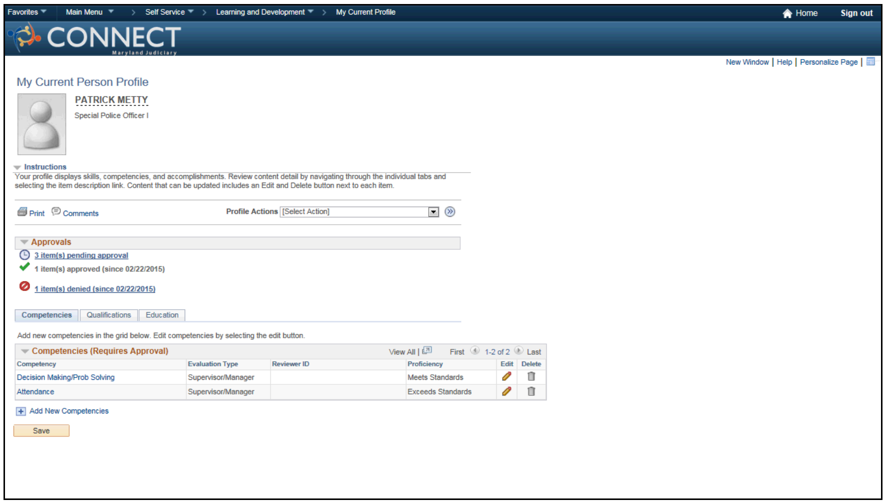


Procedure

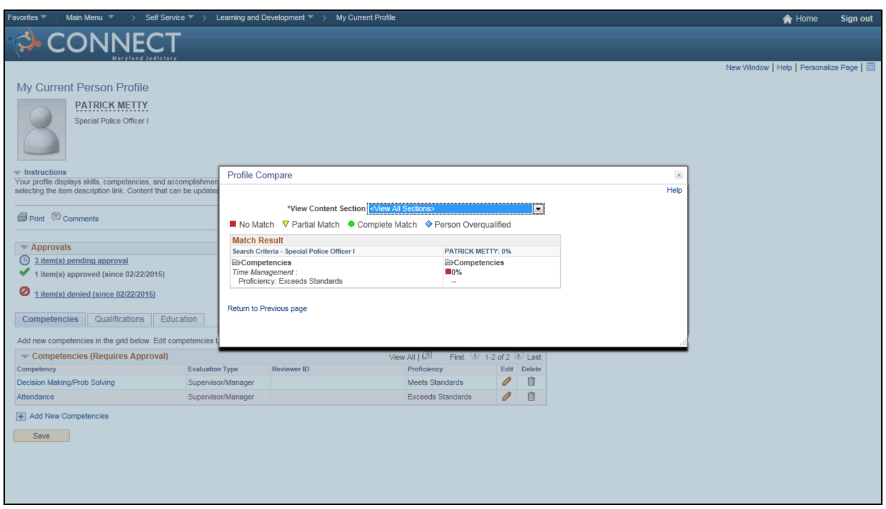
In this topic, you will compare your personal profile with your job profile.



Step	Action	Notes
1.	Click the **My HR** tab. My HR	
2.	Click the **My Current Profile** link. My Current Profile	

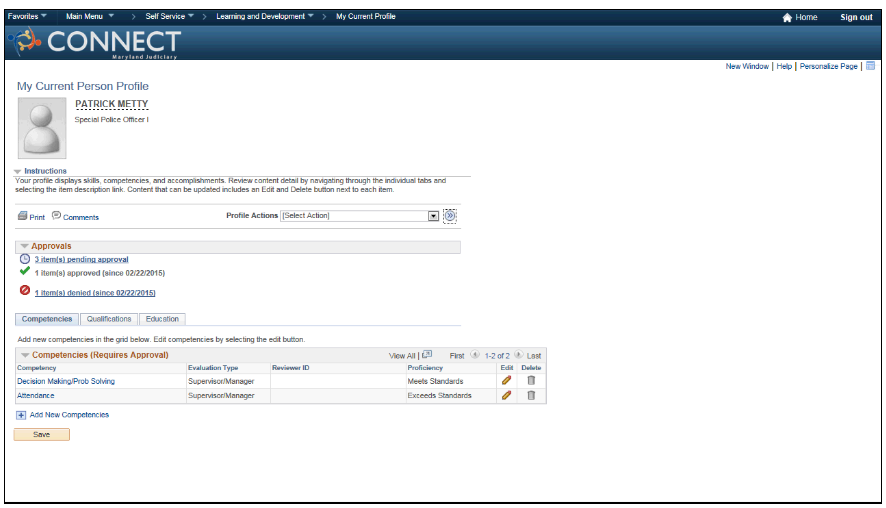


Step	Action	Notes
3.	Click the **Profile Actions** drop-down list. [Select Action]	
4.	Click the **Compare my profile to my current job** list item. Compare my profile to my current job	
5.	Click the **Go** button.	

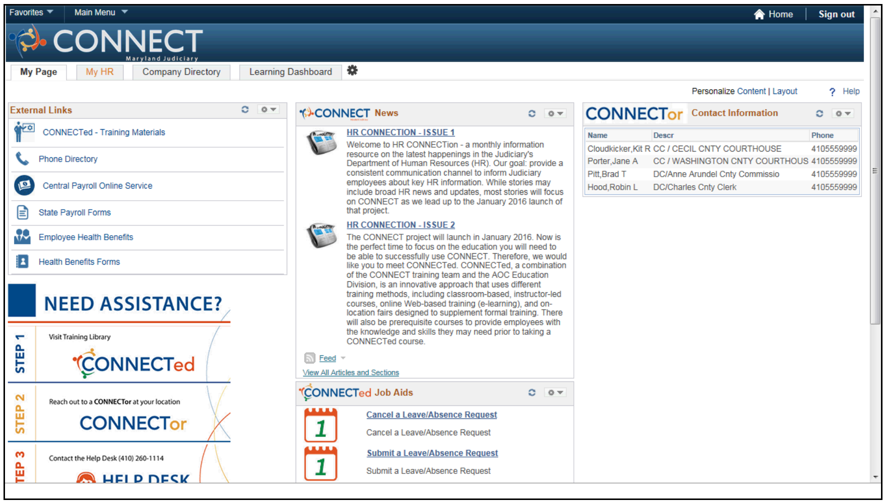


Step	Action	Notes
6.	Click the **View Content Section** drop-down list. <View All Sections>	

Step	Action	Notes
7.	Click the **Competencies** list item. Competencies	
8.	Compare the competencies associated with the Special Police Officer 1 job (Time Management) to Patrick's competencies. In this example, there is a 0% match indicating that Patrick's profile does not match his job profile.	
9.	If your personal profile does not match your job profile, you can copy your job profile in order to build your personal profile. The steps to do this are explained in the topic titled "Copying My Current Job Profile".	
10.	Click the **Return to Previous page** link. Return to Previous page	



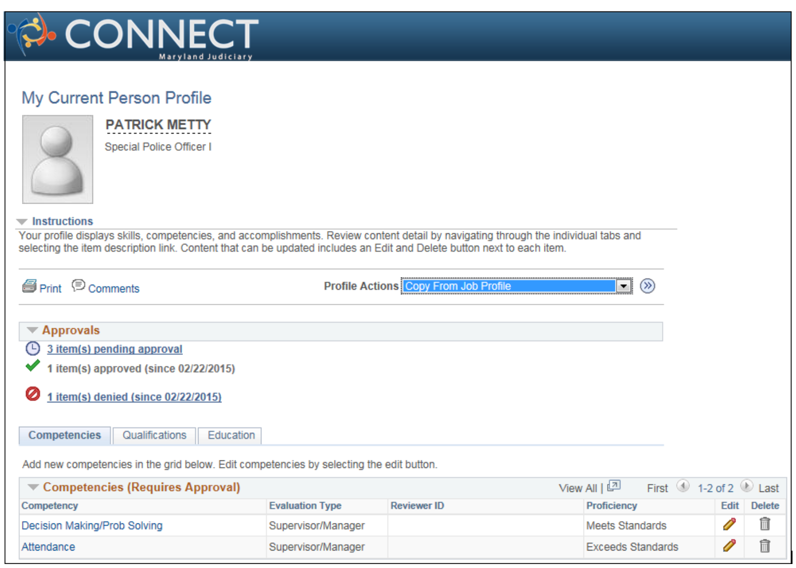
Step	Action	Notes
11.	Click the **Home** link. Home	



Step	Action	Notes
12.	Click the **Sign out** link. **Sign out**	
13.	You have completed the topic "Comparing My Profile to My Current Job". **End of Procedure.**	

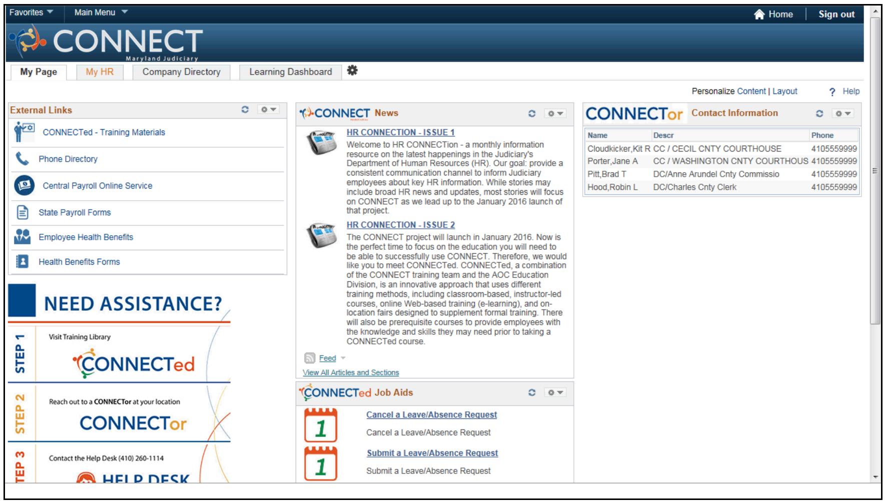
12_21_15_Copying My Current Job Profile

Copying your job profile allows you to take all the attributes of your job profile and add them to your personal profile so your job and personal profiles are in sync. It is important to note that any competencies added to your profile will need to be approved by your manager before your profile is finalized.

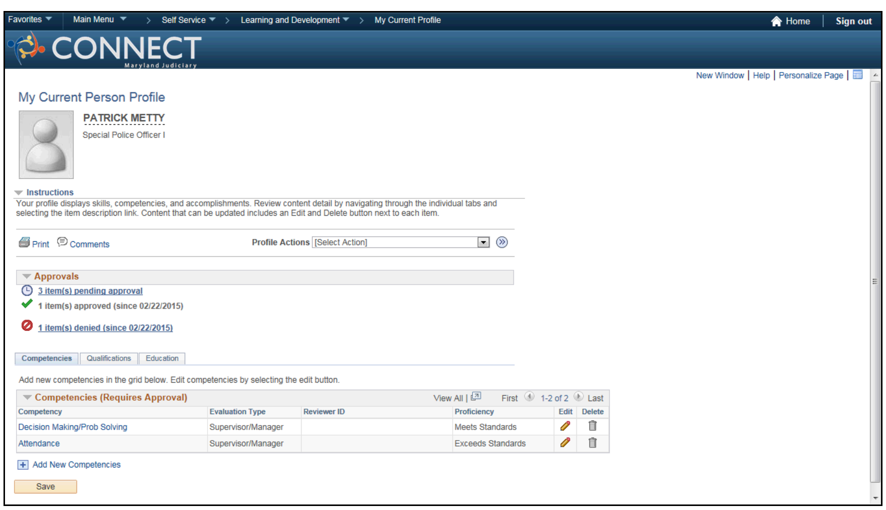


Procedure

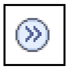
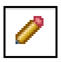
In this topic, you will copy your job profile to your personal profile.

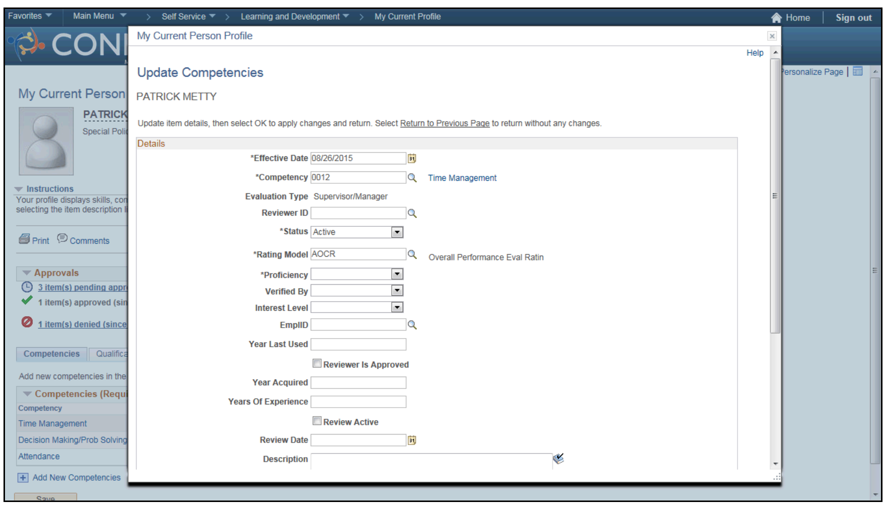


Step	Action	Notes
1.	Click the **My HR** tab. My HR	
2.	Click the **My Current Profile** link. My Current Profile	

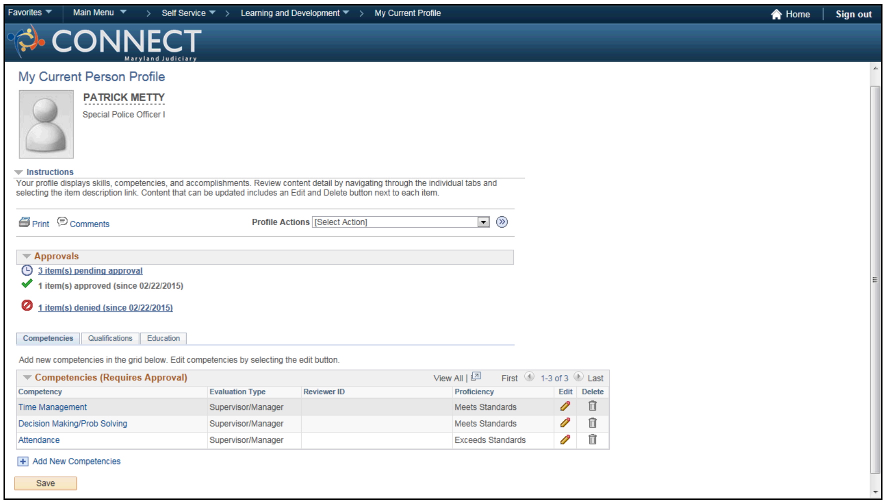


Step	Action	Notes
3.	Click the **Profile Actions** drop-down list. [Select Action]	

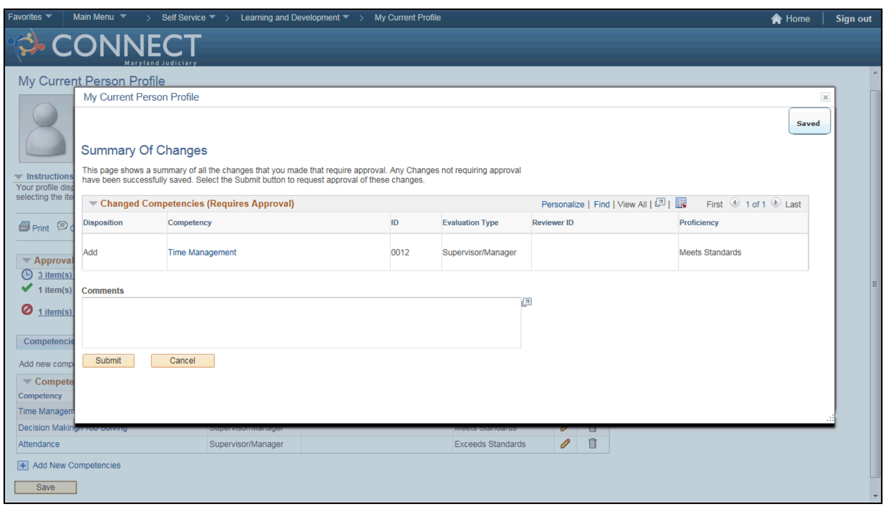
Step	Action	Notes
4.	Click the **Copy From Job Profile** list item. Copy From Job Profile	
5.	Click the **Go** button. 	
6.	Click the **OK** button. OK	
7.	The competency "**Time Management**" was copied from your job profile and added to your current profile.	
8.	Click the **Edit** button for Time Management. 	



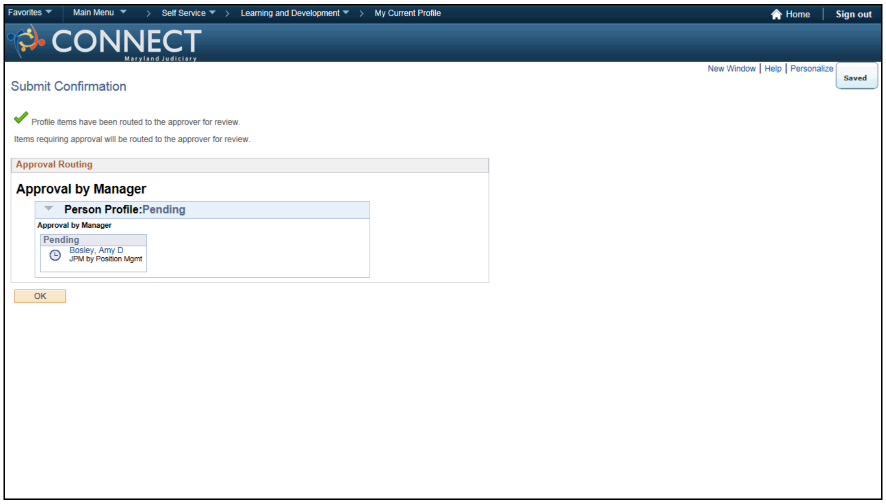
Step	Action	Notes
9.	Click the **Proficiency** drop-down list. 	
10.	Click the **Meets Standards** list item. Meets Standards	
11.	Click the **Vertical** scrollbar to move down the page.	
12.	Click the **OK** button. OK	



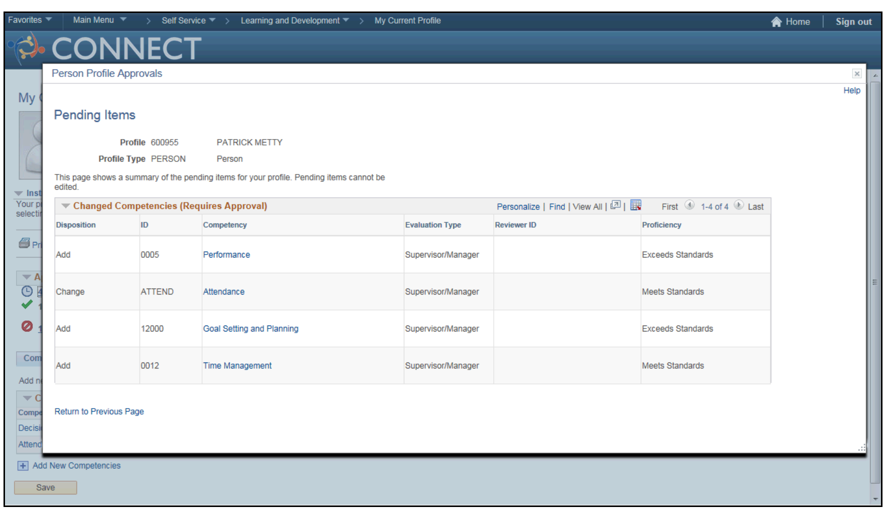
Step	Action	Notes
13.	Click the **Save** button. Save	



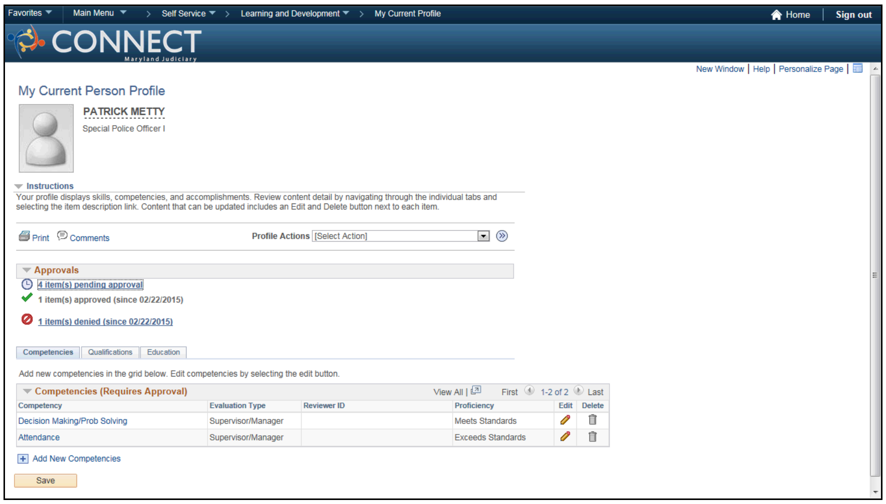
Step	Action	Notes
14.	Click the **Submit** button. Submit	



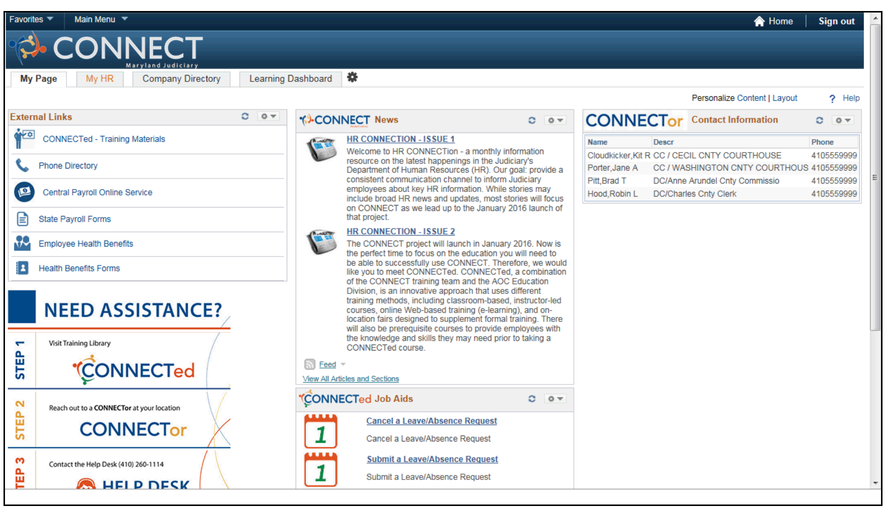
Step	Action	Notes
15.	Click the **OK** button. OK	
16.	Notice the competency "Time Management" is no longer displayed in the Competencies section. It has been submitted for approval.	
17.	Click the **4 item(s) pending approval** link. 4 item(s) pending approval	
18.	Here you can see that "Time Management" is displayed in the pending items for your profile. If approved by your manager, Time Management will be displayed as a competency on your profile.	



Step	Action	Notes
19.	Click the **Return to Previous Page** link. Return to Previous Page	



Step	Action	Notes
20.	Click the **Home** link. Home	

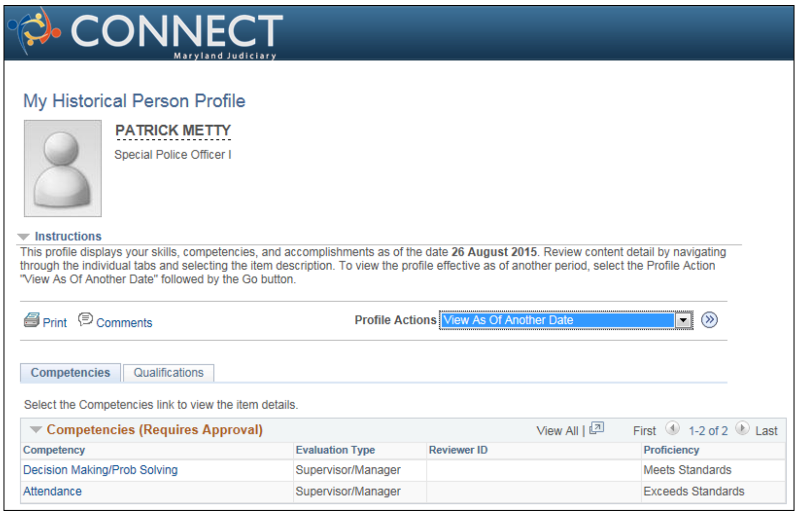


Step	Action	Notes
21.	Click the **Sign out** link. Sign out	

Step	Action	Notes
22.	You have completed the topic "Copying My Current Job Profile". **End of Procedure.**	

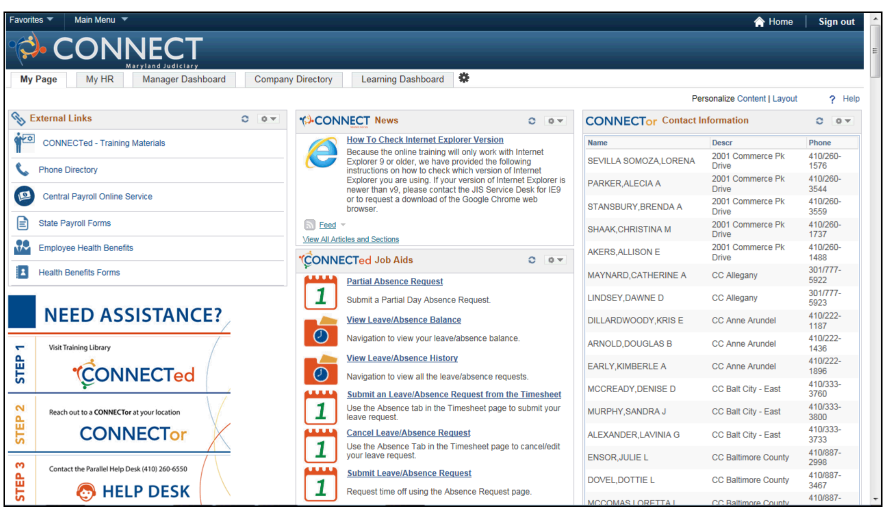
12_21_15_Viewing My Historical Profiles

Viewing historical profiles gives you the ability to view the attributes of your personal profile for a specific date in the past.



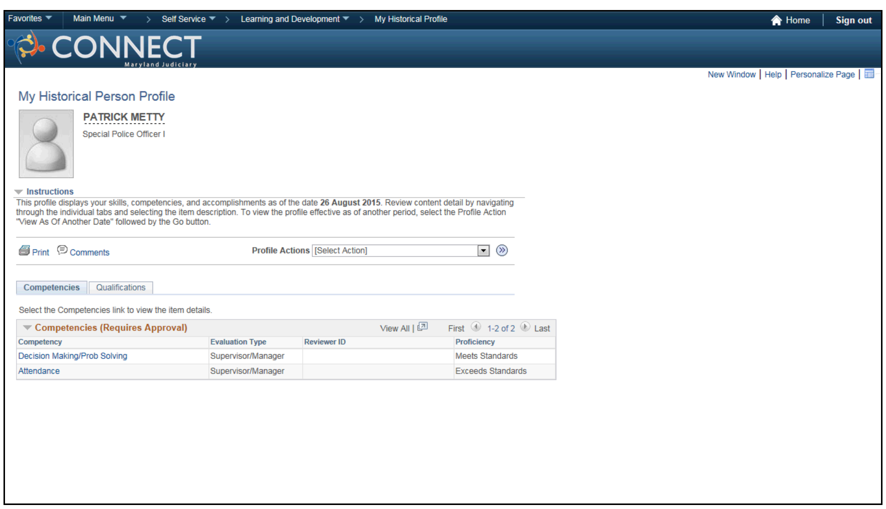
Procedure

In this topic, you will view your historical profiles.

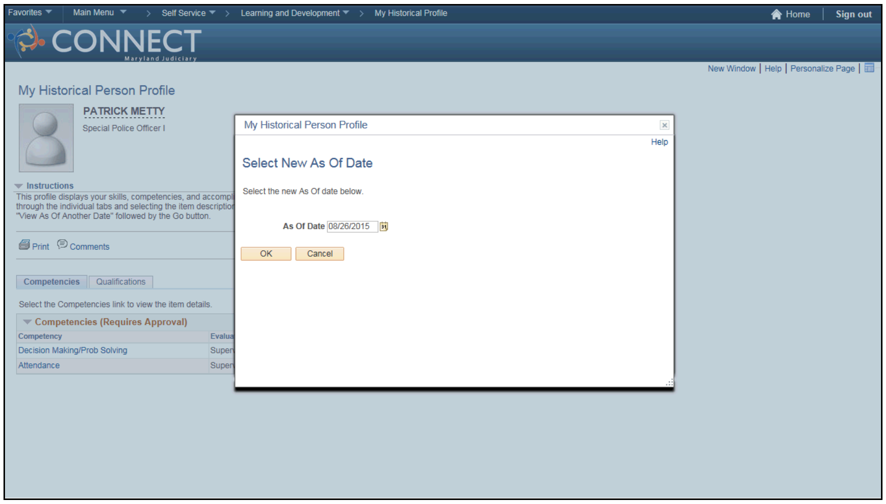


Step	Action	Notes
1.	Click the **Main Menu** button. 	

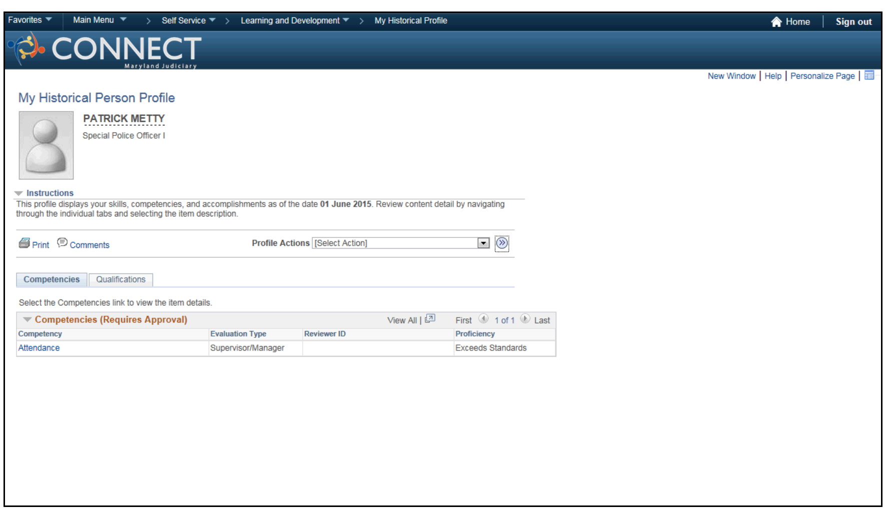
Step	Action	Notes
2.	Click the **HCM Systems** menu. HCM Systems	
3.	Click the **Self Service** menu. Self Service	
4.	Click the **Learning and Development** menu. Learning and Development	
5.	Click the **My Historical Profile** menu. My Historical Profile	
6.	By default, CONNECT displays your competencies as of the current date. In this example, the current date is 08/26/2015. On 08/26/2015, Patrick had two competencies: Decision Making and Attendance. To view historical profile details, enter a date prior to the current date.	



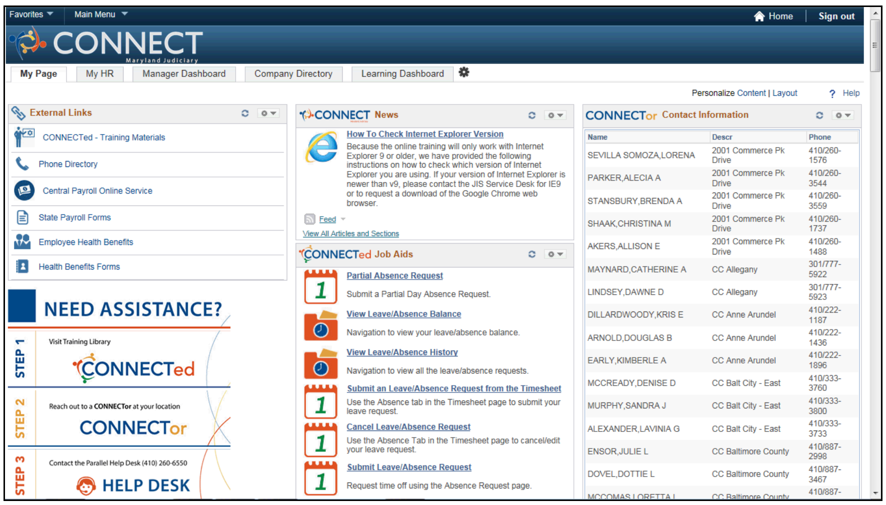
Step	Action	Notes
7.	Click the **Profile Actions** drop-down list. [Select Action]	
8.	Click the **View As Of Another Date** list item. View As Of Another Date	
9.	Click the **Go** button.	



Step	Action	Notes
10.	Click in the **As Of Date** field. 08/26/2015	
11.	Press **[Backspace]**.	
12.	Enter "**06/01/2015**" into the **As Of Date** field.	
13.	Click the **OK** button. OK	
14.	Notice the Decision Making competency is no longer displayed. Patrick's only competency on 06/01/2015 was Attendance.	



Step	Action	Notes
15.	Click the **Qualifications** tab. Qualifications	
16.	Notice Patrick's qualifications did not change between 06/01/2015 and 08/26/2015.	
17.	Click the **Home** link. Home	



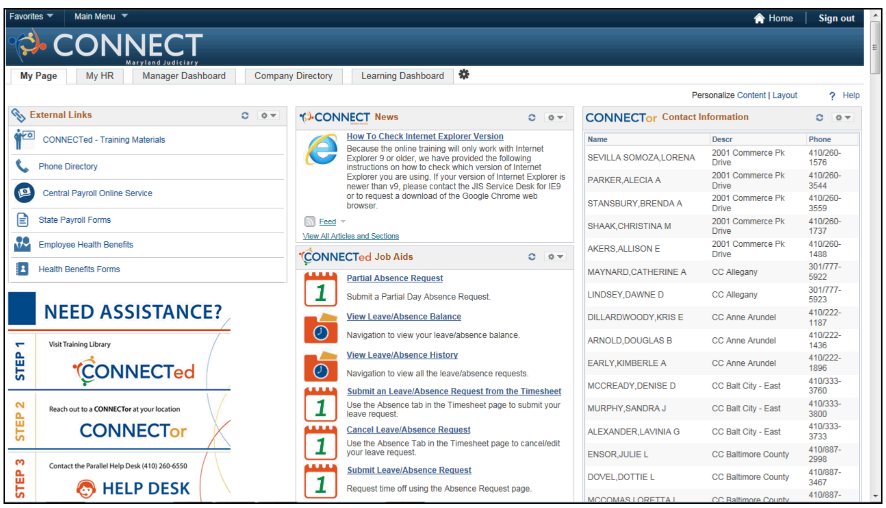
Step	Action	Notes
18.	Click the **Sign out** link. Sign out	
19.	You have completed the topic "Viewing My Historical Profiles". **End of Procedure.**	

12_21_15_View Job Profiles and Express Interest

Expressing interest in job profiles lets your manager know which job(s) you are interested in so you can plan your career progression.

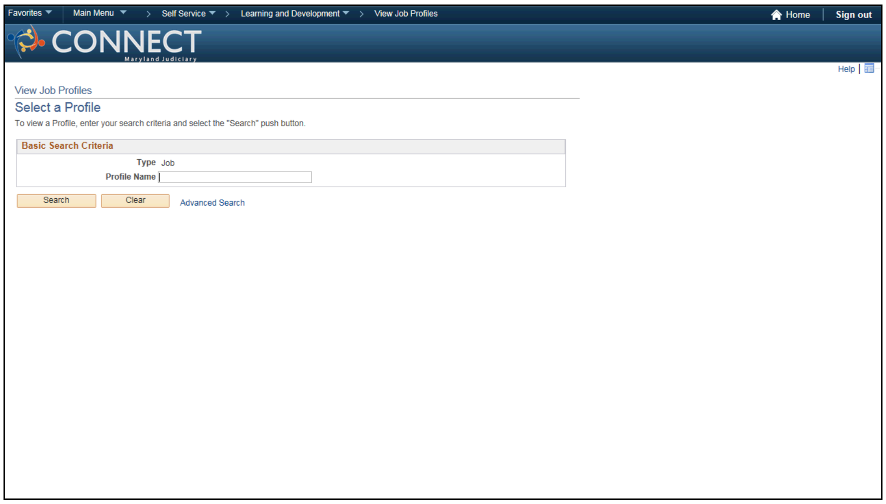
Procedure

In this topic, you will view job profiles and express interest in becoming a judiciary clerk.

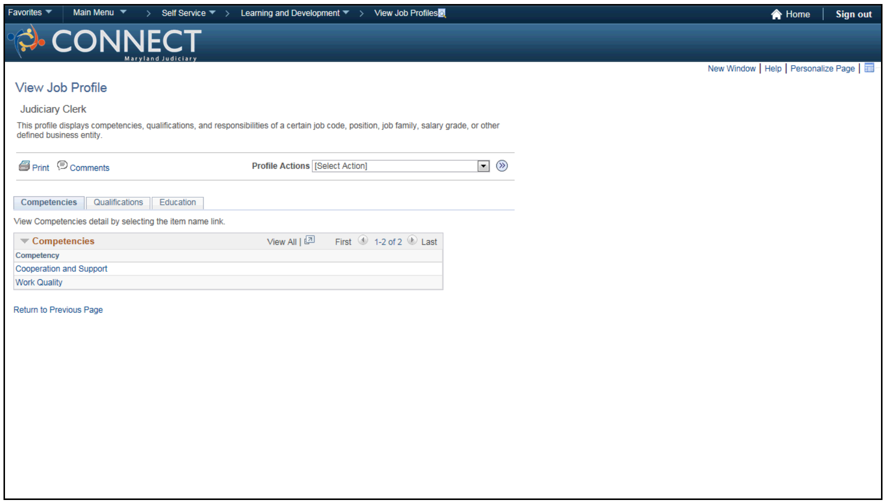


Step	Action	Notes
1.	Click the **Main Menu** button. Main Menu	
2.	Click the **HCM Systems** menu. HCM Systems	
3.	Click the **Self Service** menu. Self Service	

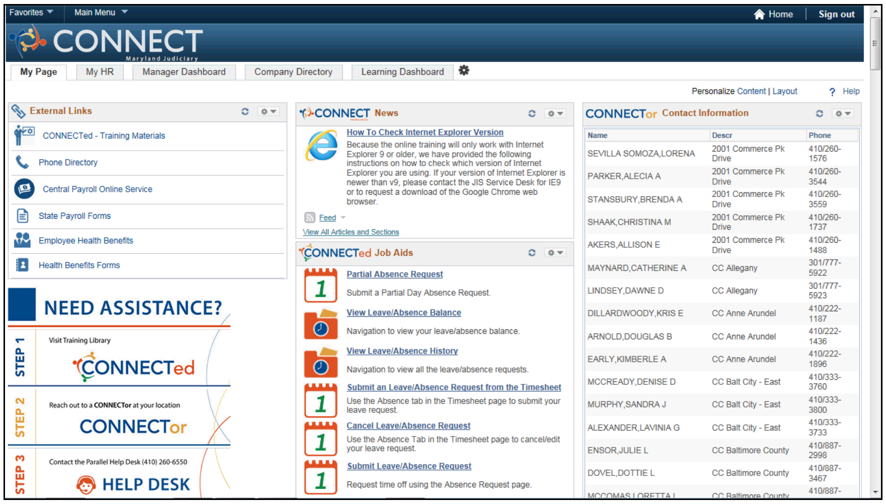
Step	Action	Notes
4.	Click the **Learning and Development** menu. Learning and Development	
5.	Click the **View Job Profiles** menu. View Job Profiles	

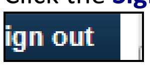


Step	Action	Notes
6.	Click the **Search** button. Search	
7.	The search results display all profiles in CONNECT. When this topic was created, only two job profiles existed. In CONNECT, you will see more profiles.	
8.	Click the **Judiciary Clerk** link. Judiciary Clerk	
9.	You can click the Competencies, Qualifications, and Education tabs to view each attribute of the job profile.	



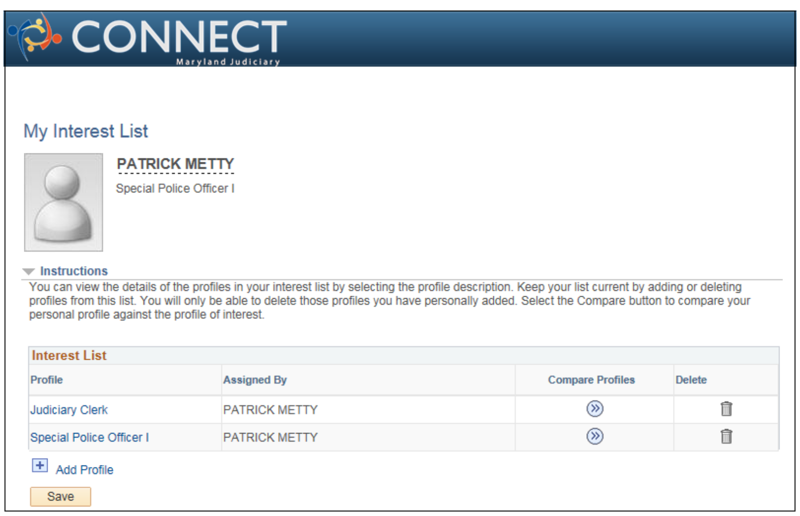
Step	Action	Notes
10.	Click the **Qualifications** tab. Qualifications	
11.	Click the **Vertical** scrollbar to move down the page.	
12.	Click the **Education** tab. Education	
13.	Click the **Profile Actions** drop-down list. [Select Action]	
14.	Click the **Express Interest** list item. Express Interest	
15.	Click the **Go** button.	
16.	Click the **OK** button. OK	
17.	Click the **Home** link. Home	



Step	Action	Notes
18.	Click the **Sign out** link. 	
19.	You have completed the topic "Viewing Job Profiles and Expressing Interest". **End of Procedure.**	

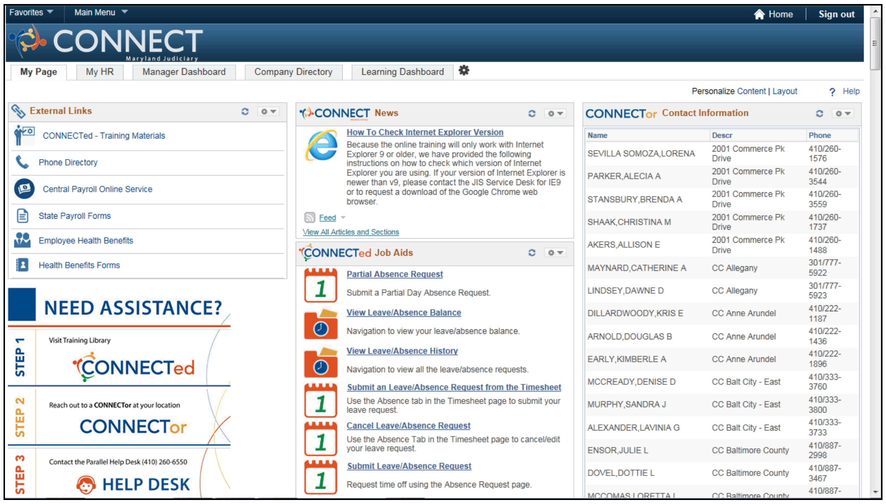
12_21_15_Viewing My Interest List

Once you have expressed interest in one or more job profiles, you can use your Interest List to view the profiles.

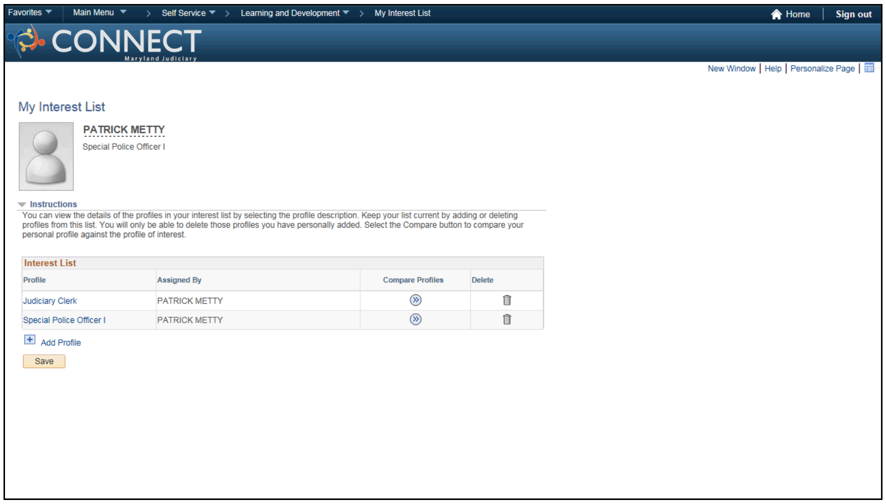


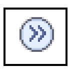
Procedure

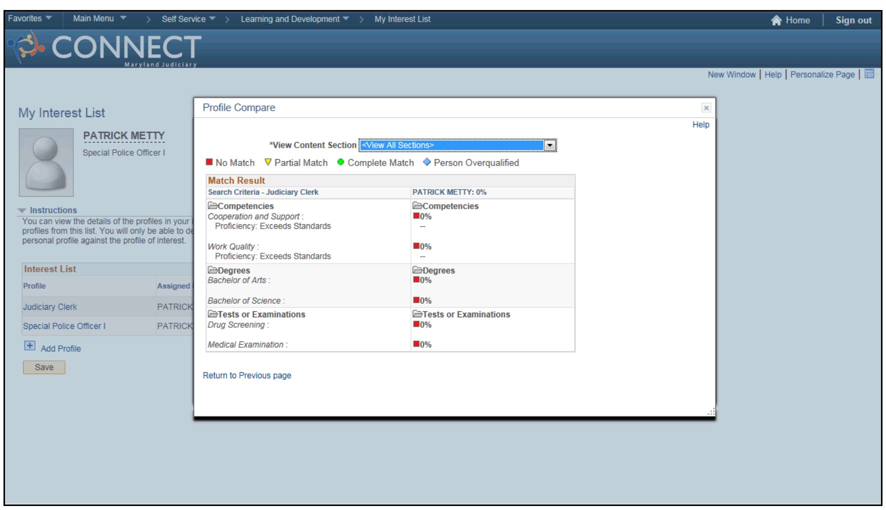
In this topic, you will view the job profiles for which you have expressed an interest.



Step	Action	Notes
1.	Click the **Main Menu** button. Main Menu	
2.	Click the **HCM Systems** menu. HCM Systems	
3.	Click the **Self Service** menu. Self Service	
4.	Click the **Learning and Development** menu. Learning and Development	
5.	Click the **My Interest List** menu. My Interest List	
6.	Notice the Interest List displays two job profiles.	

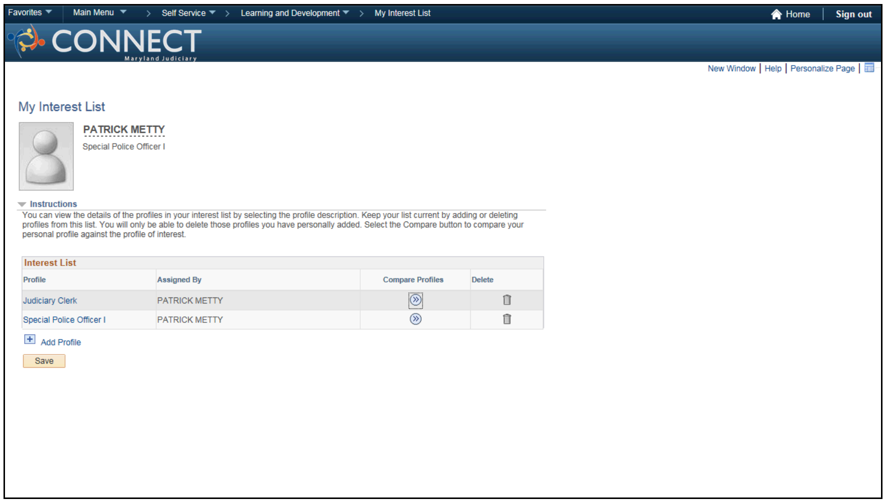


Step	Action	Notes
7.	Click the **Compare** button for the Judiciary Clerk profile. 	
8.	You can use the Profile Compare feature to compare your personal profile with the job profile in which you are interested. In this example, Patrick's profile does not meet any of the attributes for becoming a Judiciary Clerk.	

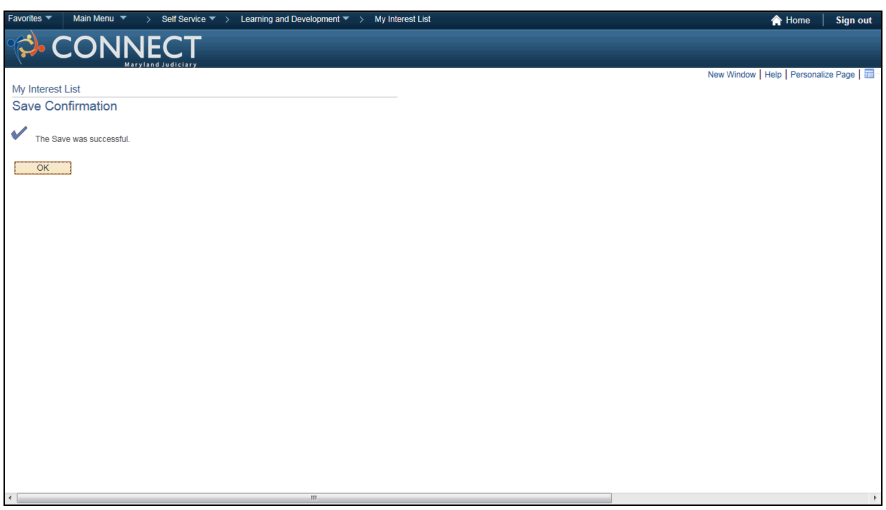


Step	Action	Notes
9.	Click the **View Content Section** drop-down list. 	

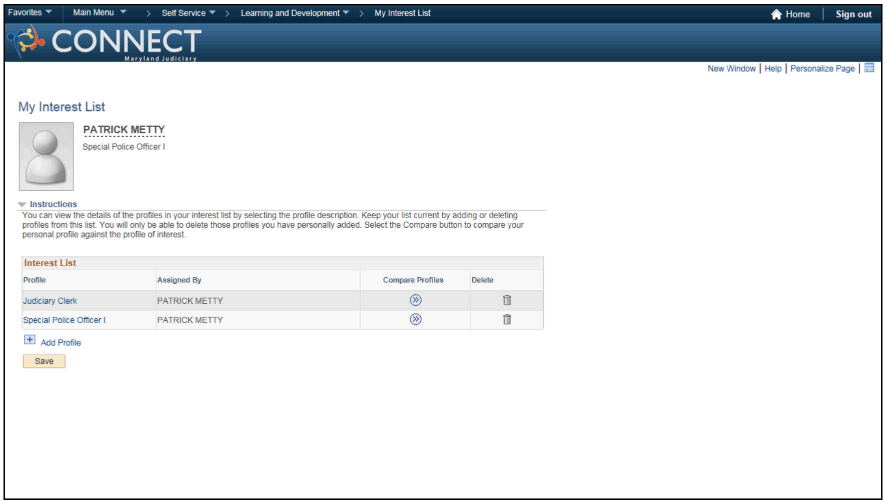
Step	Action	Notes
10.	Click the **Competencies** list item. Competencies	
11.	Click the **Return to Previous page** link. Return to Previous page	



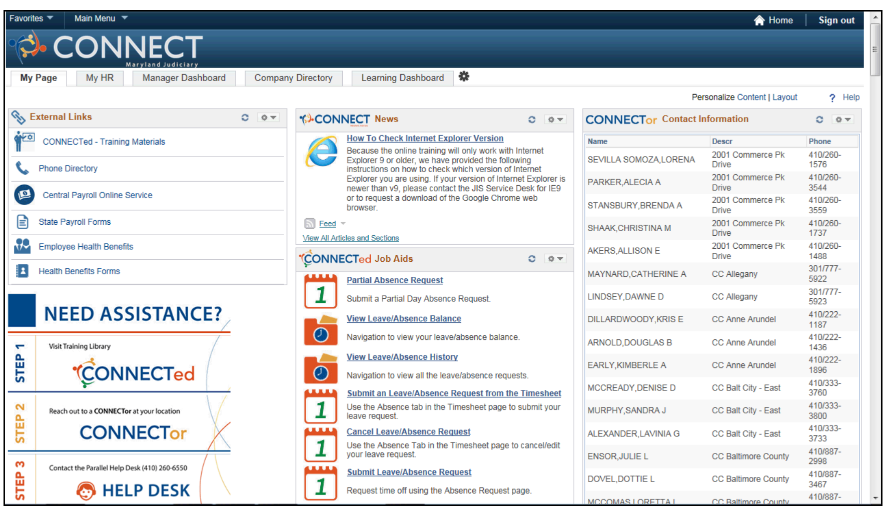
Step	Action	Notes
12.	Click the **Save** button. Save	



Step	Action	Notes
13.	Click the **OK** button. OK	



Step	Action	Notes
14.	Click the **Home** link. Home	

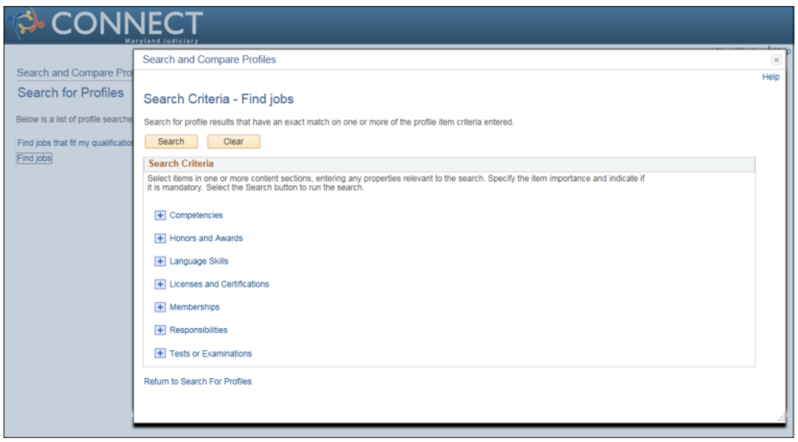


Step	Action	Notes
15.	Click the **Sign out** link. Sign out	

Step	Action	Notes
16.	You have completed the topic "Viewing My Interest List". **End of Procedure.**	

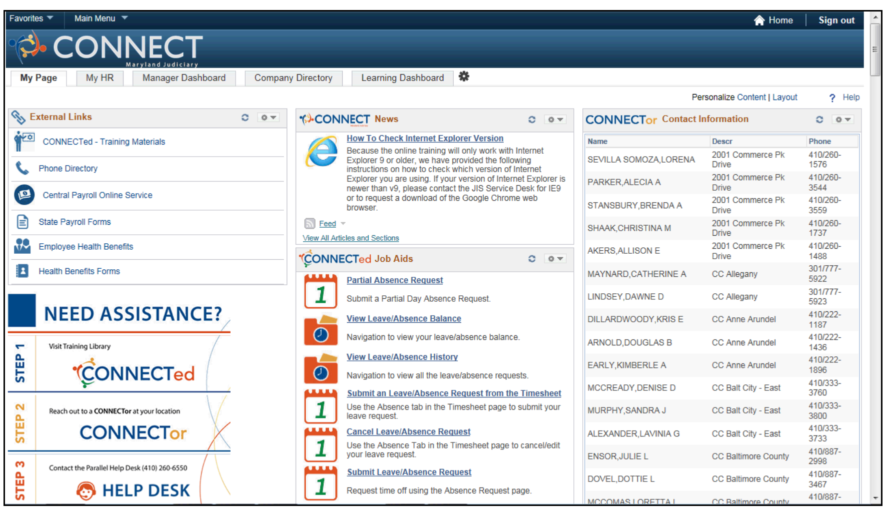
12_21_15_Searching & Comparing Profiles - Find Jobs

You can perform a job profile search in CONNECT based on profile criteria that you choose. It is important to note this feature allows you to search for existing job profiles within the Judiciary. This function is not the same as searching for open jobs through recruiting.



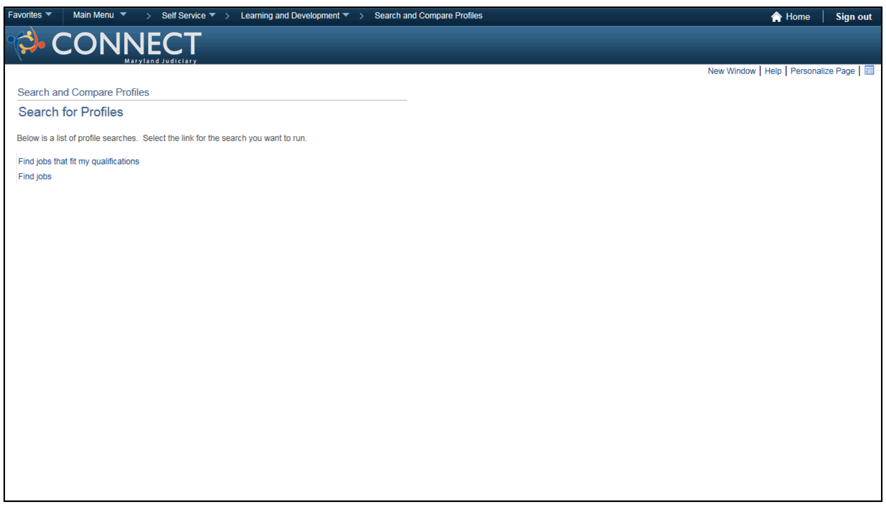
Procedure

In this topic, you will search for jobs based on specific job profile criteria that you select.

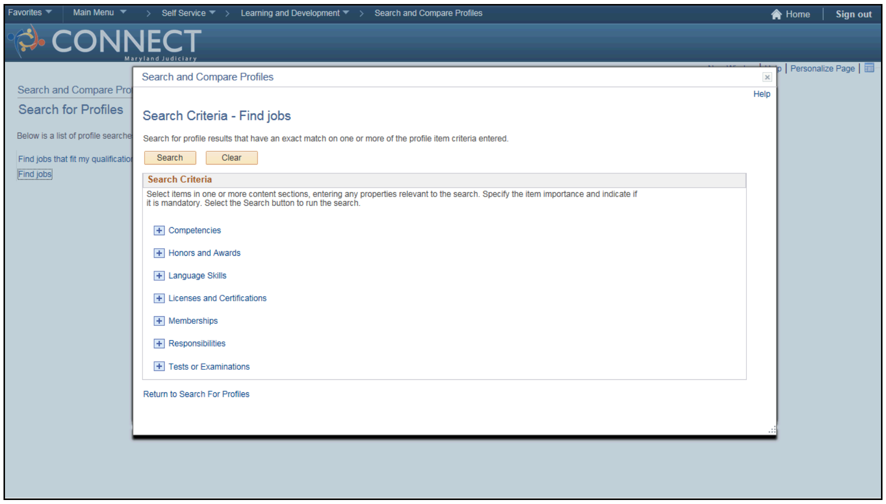


Step	Action	Notes
1.	Click the **Main Menu** button. 	

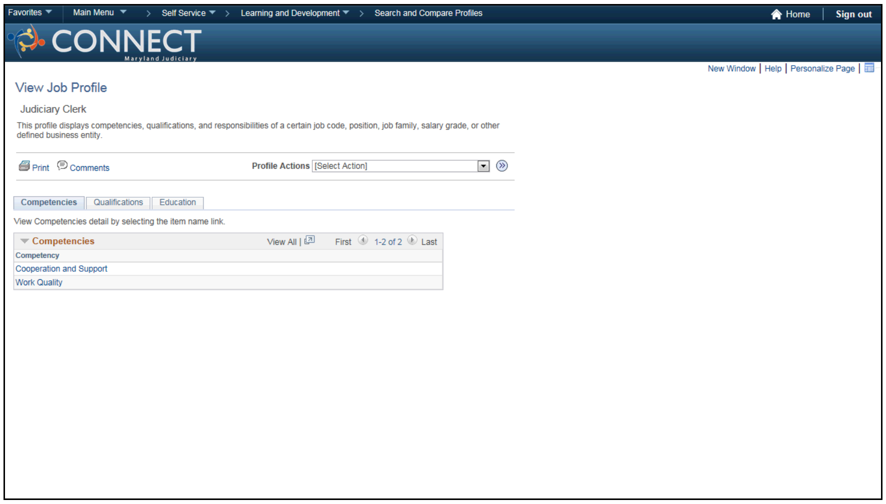
Step	Action	Notes
2.	Click the **HCM Systems** menu. HCM Systems	
3.	Click the **Self Service** menu. Self Service	
4.	Click the **Learning and Development** menu. Learning and Development	
5.	Click the **Search and Compare Profiles** menu. Search and Compare Profiles	

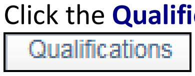


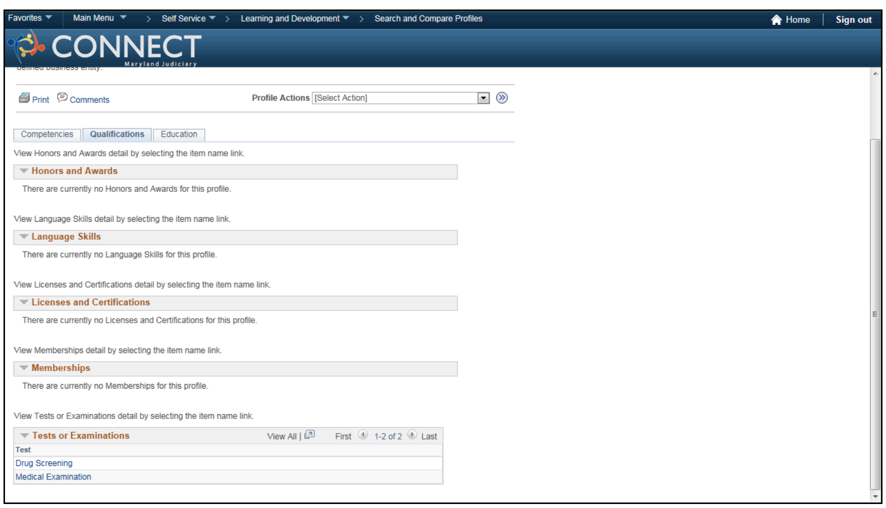
Step	Action	Notes
6.	Click the **Find jobs** link. Find jobs	
7.	You can select search criteria from any of the 7 content sections.	



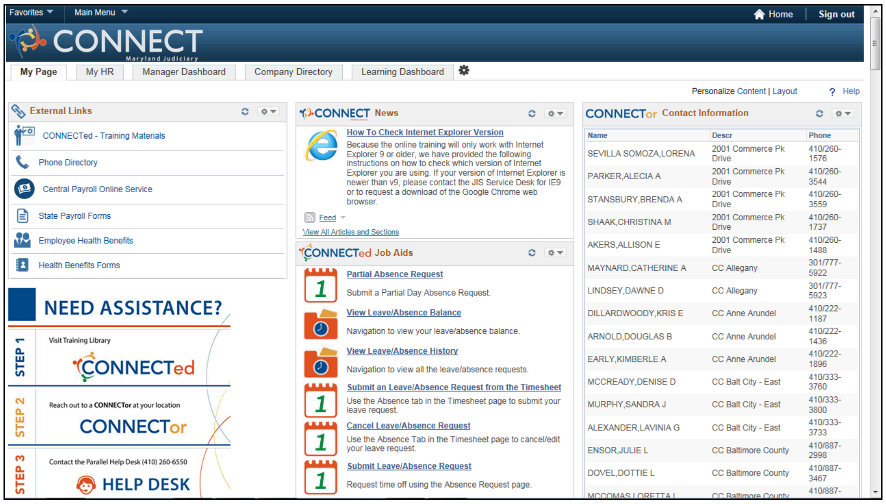
Step	Action	Notes
8.	Click the **Licenses and Certifications** link. Licenses and Certifications	
9.	Click the **Financial Disclosure** link. Financial Disclosure	
10.	Click the **Tests or Examinations** link. Tests or Examinations	
11.	Click the **Drug Screening** link. Drug Screening	
12.	Click the **Tests or Examinations** link. Tests or Examinations	
13.	Click the **Medical Examination** link. Medical Examination	
14.	Click the **Search** button. Search	
15.	In this example, Judiciary Clerk is the only job profile that met all 3 criteria that were entered.	
16.	Click the **Judiciary Clerk** link. Judiciary Clerk	



Step	Action	Notes
17.	Click the **Qualifications** tab. 	
18.	Click the **Vertical** scrollbar to move down the page.	



Step	Action	Notes
19.	Click the **Home** link. 	

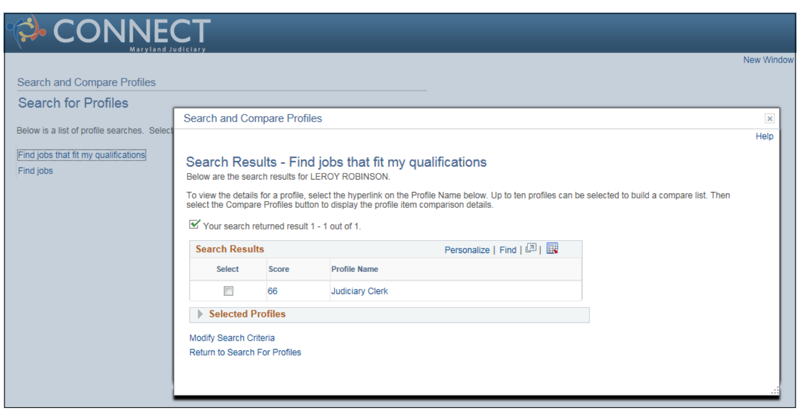


Step	Action	Notes
20.	Click the **Sign out** link. **Sign out**	
21.	You have completed the topic "Searching & Comparing Profiles - Find Jobs". **End of Procedure.**	

12_21_15_Searching & Comparing Profiles - Find Jobs that Fit my Qualifications

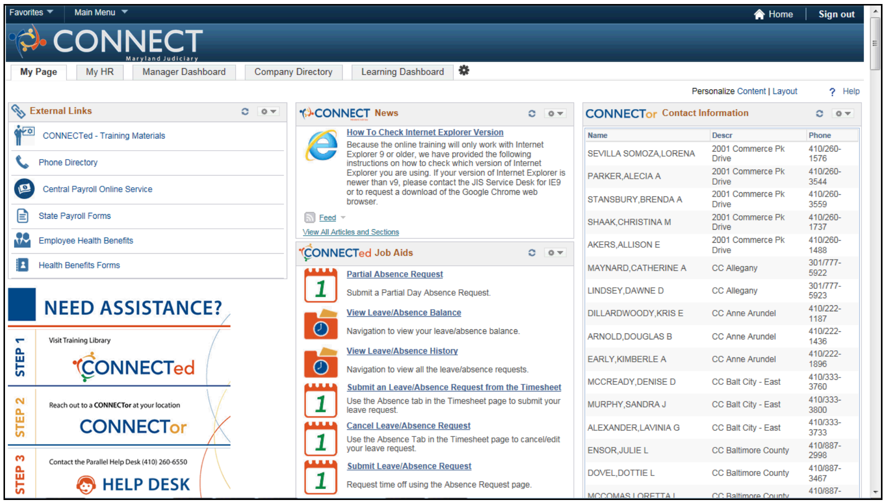
You can perform a job profile search in CONNECT based on your personal profile. The search criteria for the job profile are the attributes from your personal profile. Your search will return a job profile as long as at least 1 attribute from your profile matches the job profile.

It is important to note this feature allows you to search for existing job profiles within the Judiciary. This function is not the same as searching for open jobs through recruiting.

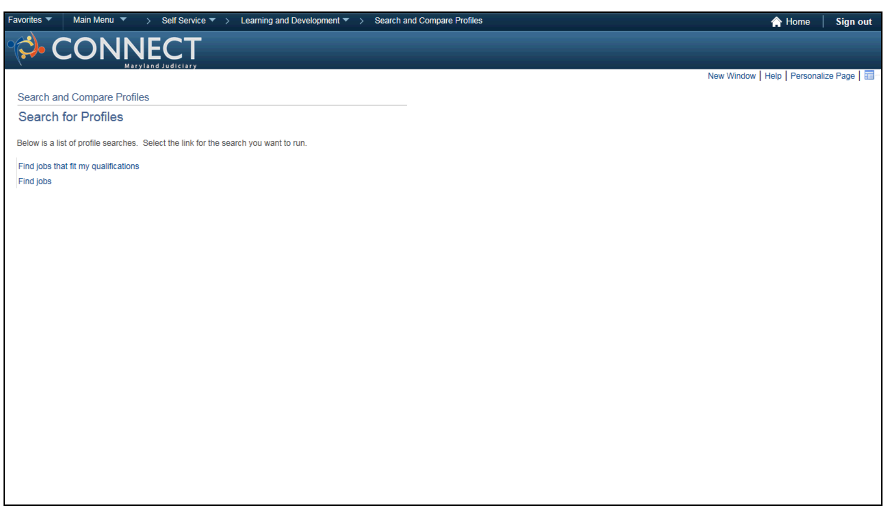


Procedure

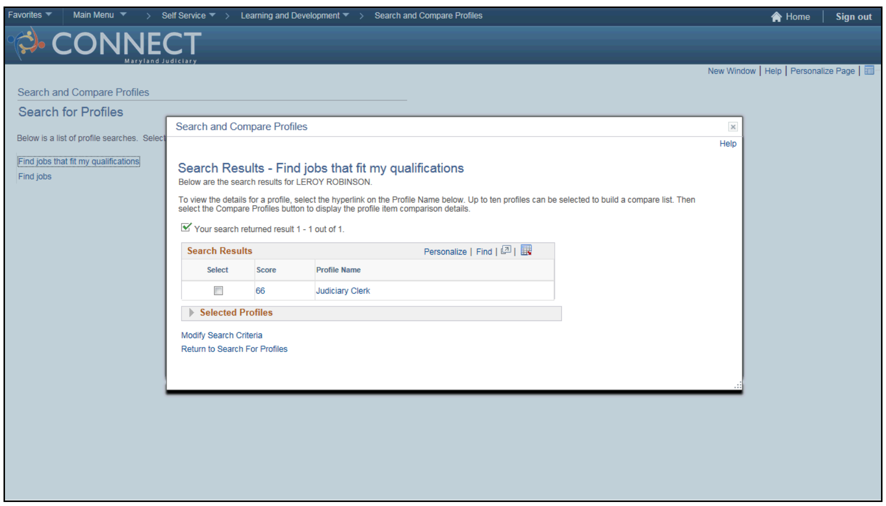
In this topic, you will search for job profiles that match your personal profile.



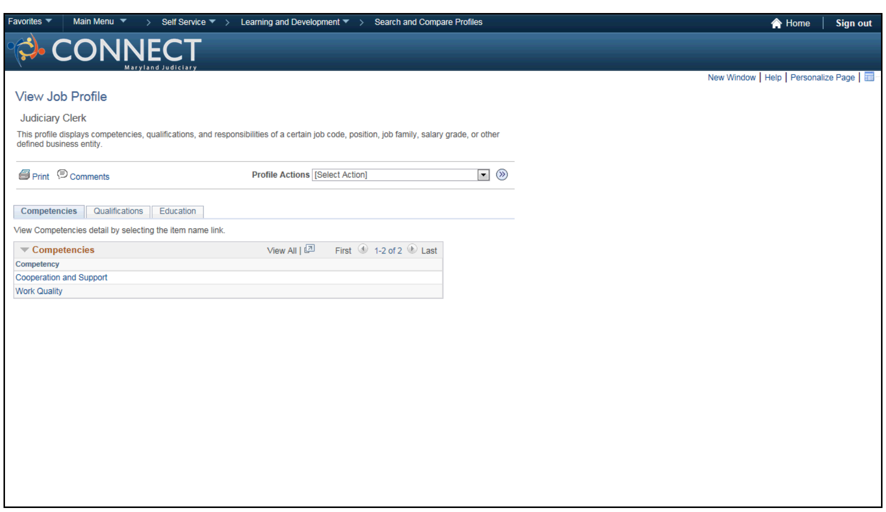
Step	Action	Notes
1.	Click the **Main Menu** button. Main Menu	
2.	Click the **HCM Systems** menu. HCM Systems	
3.	Click the **Self Service** menu. Self Service	
4.	Click the **Learning and Development** menu. Learning and Development	
5.	Click the **Search and Compare Profiles** menu. Search and Compare Profiles	



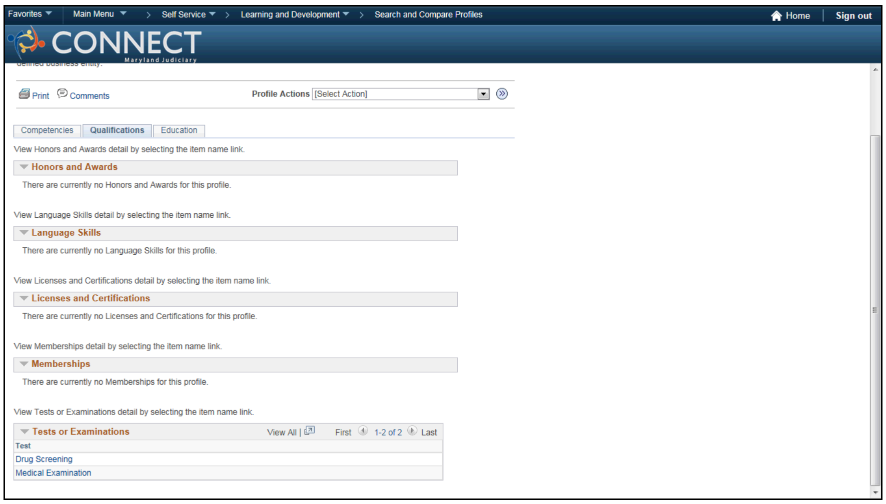
Step	Action	Notes
6.	Click the **Find jobs that fit my qualifications** link. Find jobs that fit my qualifications	
7.	Notice the score of 66. This indicates there is not a 100% match between your profile and the job profile for Judiciary Clerk. In order for a job profile to be displayed, your personal profile must match the job profile on at least 1 attribute.	



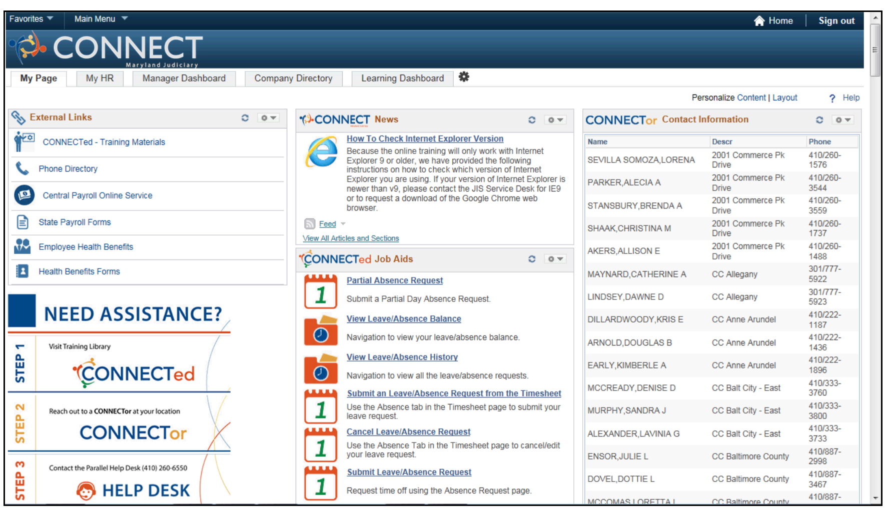
Step	Action	Notes
8.	Click the **Judiciary Clerk** link. Judiciary Clerk	



Step	Action	Notes
9.	Click the **Qualifications** tab. Qualifications	
10.	Click the **Vertical** scrollbar to move down the page.	



Step	Action	Notes
11.	Click the **Home** link. Home	



Step	Action	Notes
12.	Click the **Sign out** link. Sign out	

Step	Action	Notes
13.	You have completed the topic "Searching & Comparing Profiles - Find Jobs that Fit my Qualifications". **End of Procedure.**	

Managing Education and Training

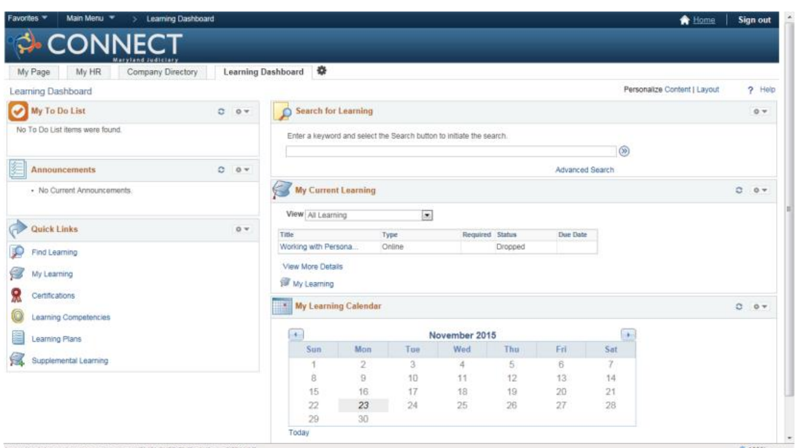
During this learning module you will review various sections of topics covering the processes:

- Learning Dashboard
- Planned Learning
- Enrolling into Learning Activities
- Managing Supplemental Learning
- Participating in Learning Activities
- My Learning

12_21_15_Learning Dashboard

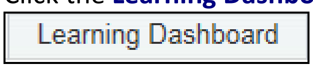
The Employee Learning Dashboard provides a quick view of:

- My To Do List
- Announcements
- Quick Links
- Search for Learning
- My Current Learning
- My Learning Calendar



Procedure

In this topic, you will review the Learning Dashboard.

Step	Action	Notes
14.	Click the **Learning Dashboard** tab.  	
15.	View the **My To Do List** pagelet. This pagelet allows a learner to view outstanding learning tasks. These tasks can be accessed directly using the links in the pagelet.	
16.	View the **Announcements** pagelet. This pagelet displays Judicial learning announcements. These announcements can be a company wide announcement or a more specific announcement for a certain group of learners.	
17.	View the **Quick Links** pagelet. These links are used to navigate quickly to the most frequently used processes.	
18.	View the **Search for Learning** pagelet. This pagelet allows you to use a basic keyword search to quickly find courses in the learning catalog.	
19.	View the **My Current Learning** pagelet. This pagelet allows you to view the status of your learning activities. Clicking on the Title links displays the details for that learning item.	

Step	Action	Notes
20.	View the **My Learning Calendar** pagelet. This pagelet displays your learning events in a calendar. When a date is highlighted, it indicates you are enrolled in a class for that day. Clicking that date will allow you to see the details of the enrollment. **For more details refer to the Employee Self Service topic:** *Employee Learning Dashboard*	
21.	Click the **Home** link. 	
22.	Click the **Sign out** link. 	
23.	You have completed reviewing the Learning Dashboard. **End of Procedure.**	

Planned Learning

CONNECT's learning plan function allows you, your manager, or a learning administrator to assign learning to you in a planned state. This means that the learning will take place at some point in the future. The attributes for each item on your learning plan, such as status, priority, and target completion date, can be defined and updated.

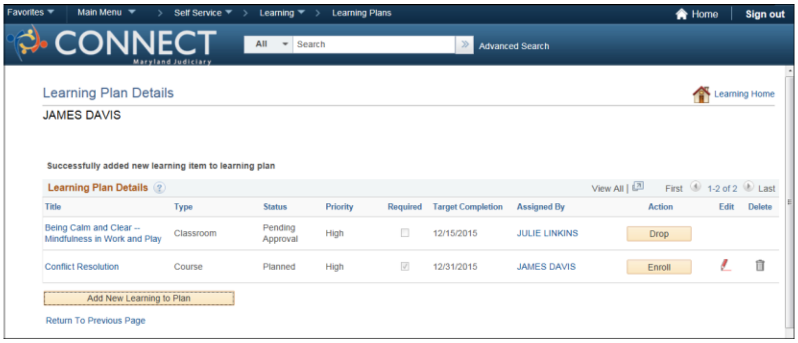
During this learning module you will review various sections of topics:

- Adding a Course to Learning Plan
- Enrolling into a Course from Your Learning Plan
- Adding a Learning Competency, Finding Associated Course, and Adding to Plan

12_21_15_Adding a Course to Learning Plan

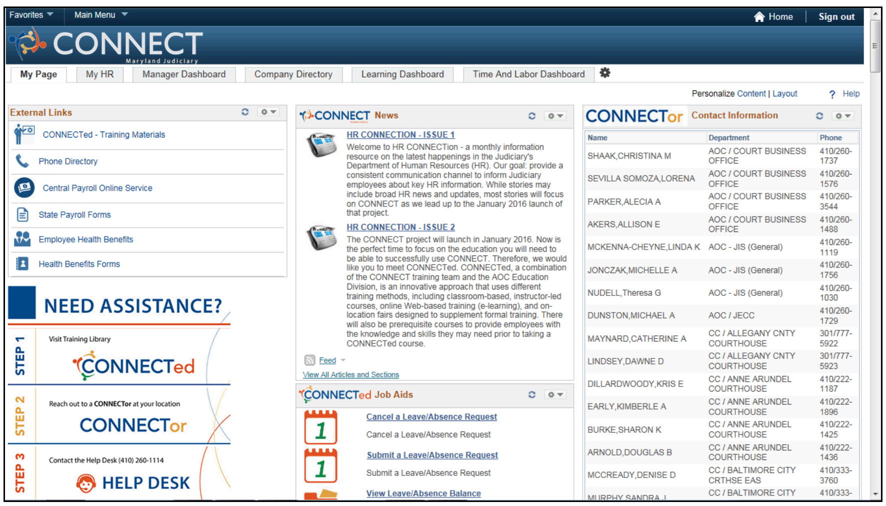
Learning plans are used to guide learners down a defined learning path. Learning plans can be created and updated by learners through self-service, by managers through manager self-service, and by learning administrators.

Learning plans can consist of items in the learning catalog such as courses, classes, and programs. When these items are added to the plan, you can specify a target completion date and priority for each item. You can also indicate whether the items are required or not.

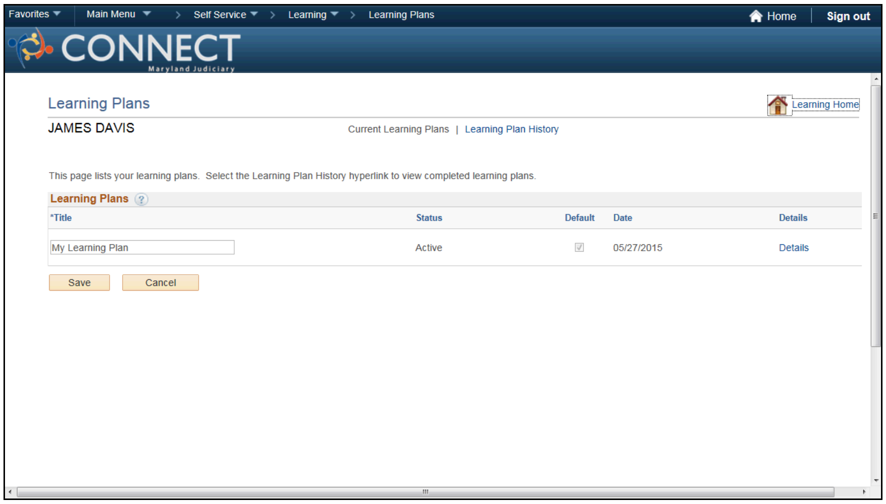


Procedure

In this topic, you will add a course to your learning plan.

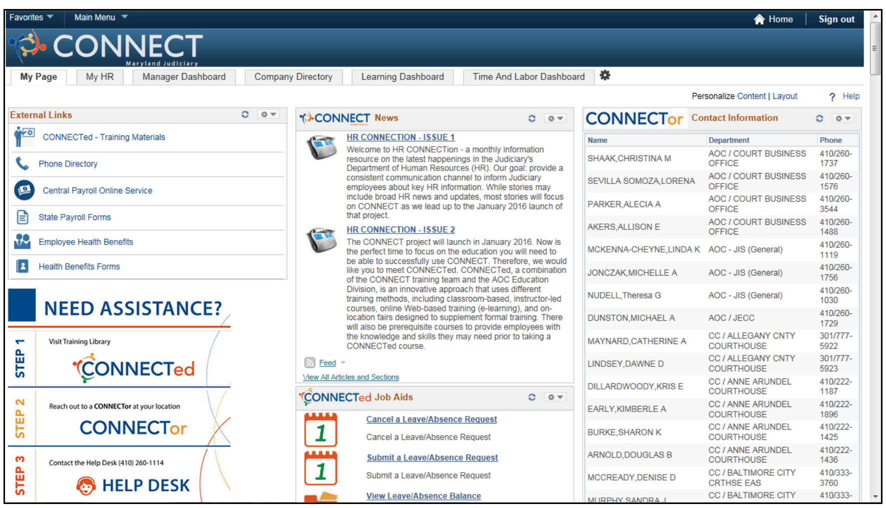


Step	Action	Notes
1.	Click the **Learning Dashboard** tab. Learning Dashboard	
2.	Click the **Learning Plans** link. Learning Plans	
3.	Every learner in CONNECT has a default learning plan titled My Learning Plan. You can use this learning plan or create a new one. For this example, you will add a course to the default learning plan.	



Step	Action	Notes
4.	Click the **Details** link. Details	
5.	Notice James Davis already has a course on his learning plan that was assigned by Julie Linkins. In this example, you will add a second course to the learning plan.	
6.	Click the **Add New Learning to Plan** button. Add New Learning to Plan	
7.	Click the **Advanced Search** link. Advanced Search	
8.	Click in the **Title** field.	
9.	Enter "**conflict**" into the **Title** field.	
10.	Click the **Search** button. Search	
11.	Click the **Vertical** scrollbar to move down the page.	
12.	Click the **Select** button. Select	
13.	When self-assigning a course to your learning plan, you can enter the target completion date for the course, set the priority (high, medium, low), and indicate whether the course is required.	

Step	Action	Notes
14.	Click in the **Target Completion** field.	
15.	Enter "**12/31/2015**" into the **Target Completion** field.	
16.	Click the **Priority** drop-down list. Low	
17.	Click the **High** list item. High	
18.	Click the **Required** option.	
19.	Click the **Save** button. Save	
20.	Notice Conflict Resolution has been added to the learning plan.	
21.	Click the **Home** link. Home	

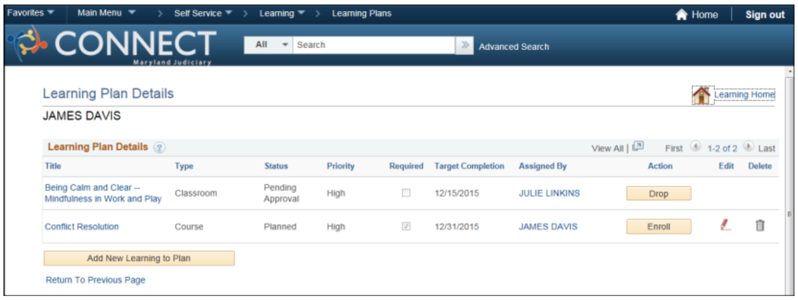


Step	Action	Notes
22.	Click the **Sign out** link. Sign out	
23.	You have completed the course "Adding a Course to Planned Learning". **End of Procedure.**	

12_21_15_Enrolling into a Course from Your Learning Plan

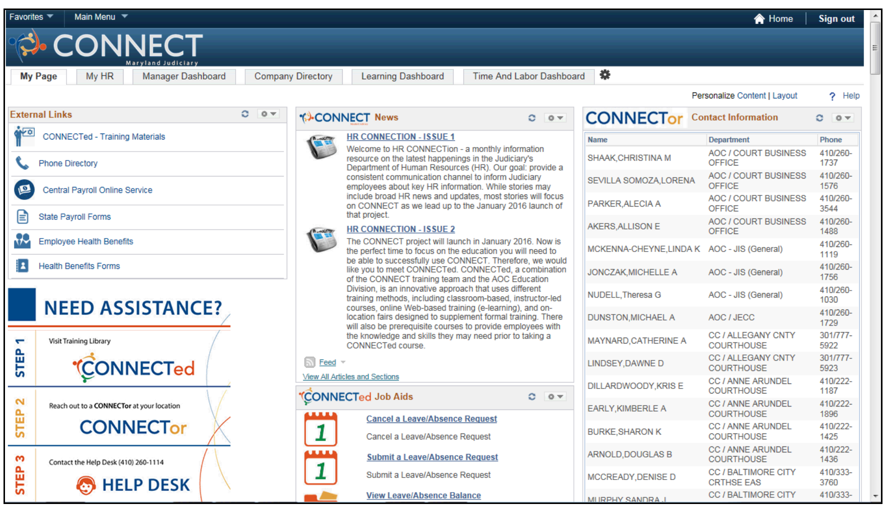
Learning plans are used to guide learners down a defined learning path. Learning plans can be created and updated by learners through self-service, by managers through manager self-service, and by learning administrators.

Once a course has been added to your learning plan, you can enroll into that course directly from the learning plan.

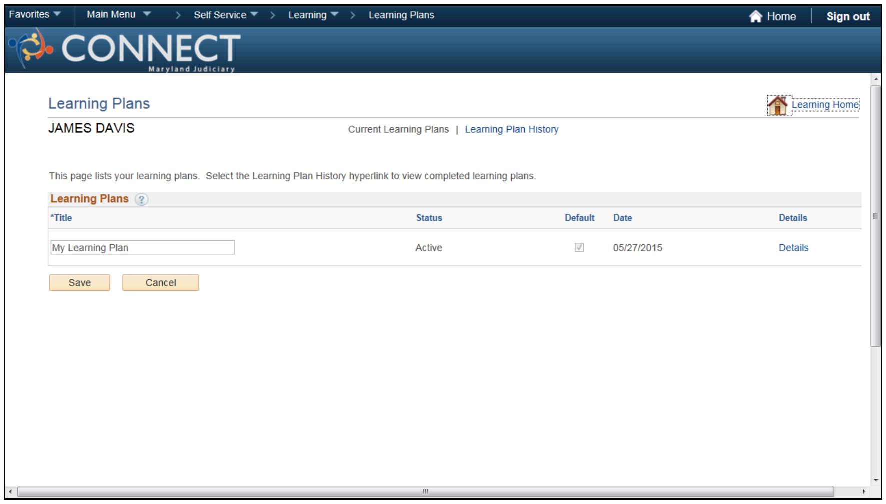


Procedure

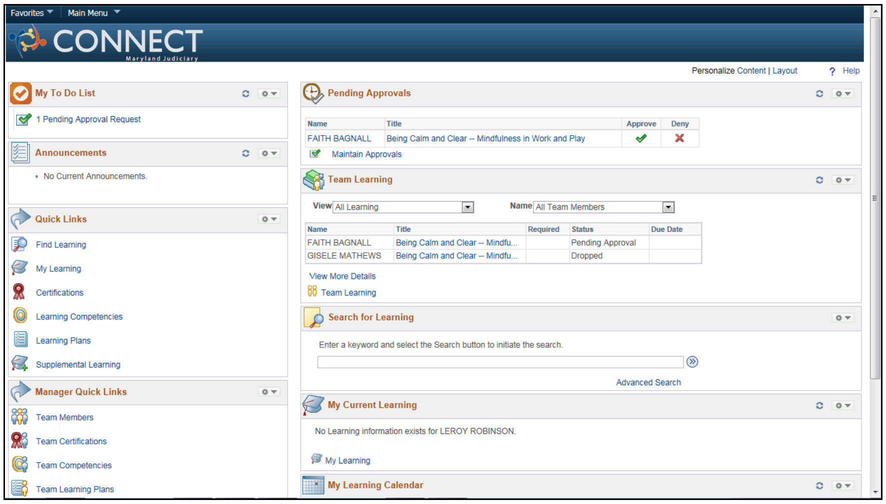
In this topic, you will enroll into a Conflict Resolution course from your learning plan.



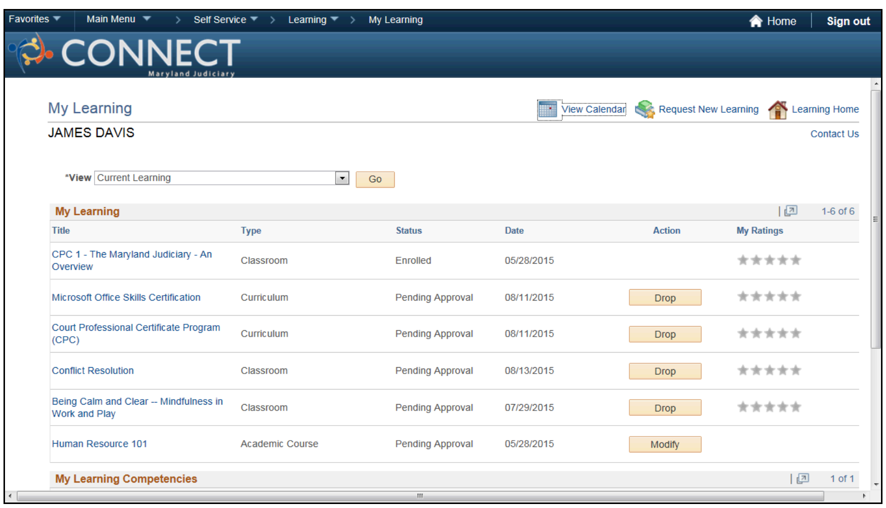
Step	Action	Notes
1.	Click the **Learning Dashboard** tab. Learning Dashboard	
2.	Click the **Learning Plans** link. Learning Plans	



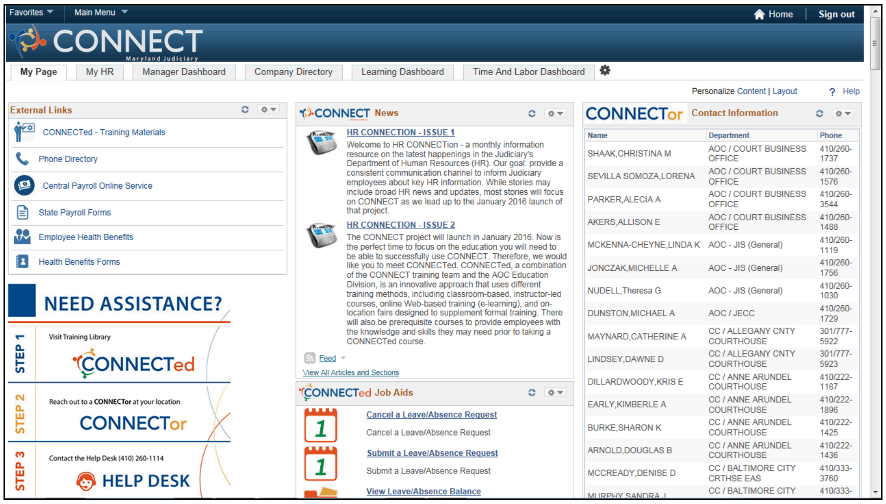
Step	Action	Notes
3.	Click the **Details** link to view the items on your learning plan. Details	
4.	Click the **Enroll** button for the Conflict Resolution course. Enroll	
5.	Click the **Enroll** button. Enroll	
6.	Click the **Submit Enrollment** button. Submit Enrollment	
7.	Notice the message indicating the enrollment requires approval.	
8.	Click the **Learning Home** link. Learning Home	



Step	Action	Notes
9.	Click the **My Learning** link. My Learning	
10.	Conflict Resolution is displayed on your "My Learning" page with a status of Pending Approval.	



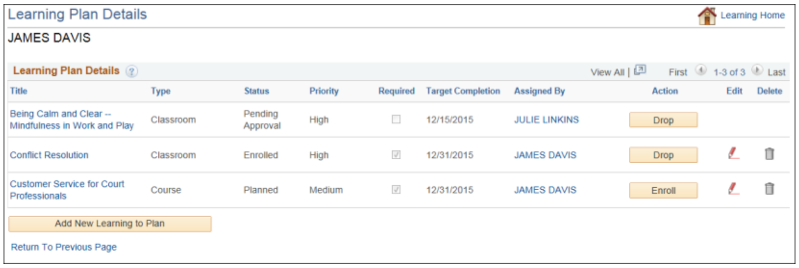
Step	Action	Notes
11.	Click the **Home** link. Home	



Step	Action	Notes
12.	Click the **Sign out** link. **Sign out**	
13.	You have completed the topic "Enrolling into a Course from Your Learning Plan". **End of Procedure.**	

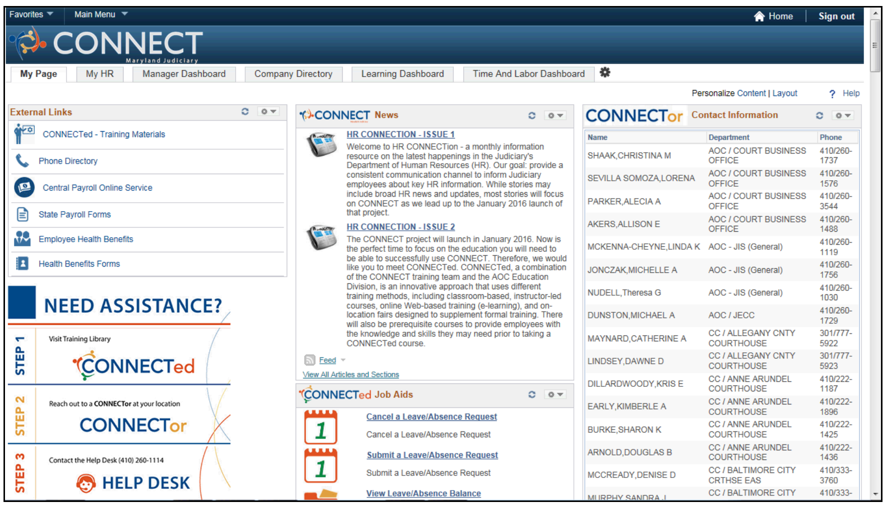
12_21_15_Adding a Learning Competency, Finding Associated Course, and Adding to Plan

AOC has identified learning activities designed to meet the competencies needed for you to be successful in your job role. Competencies can be assigned to your learning profile by you, your manager, or by a learning administrator. Once a competency has been assigned to your profile, you can find learning activities in CONNECT that satisfy those competencies as you complete the learning.

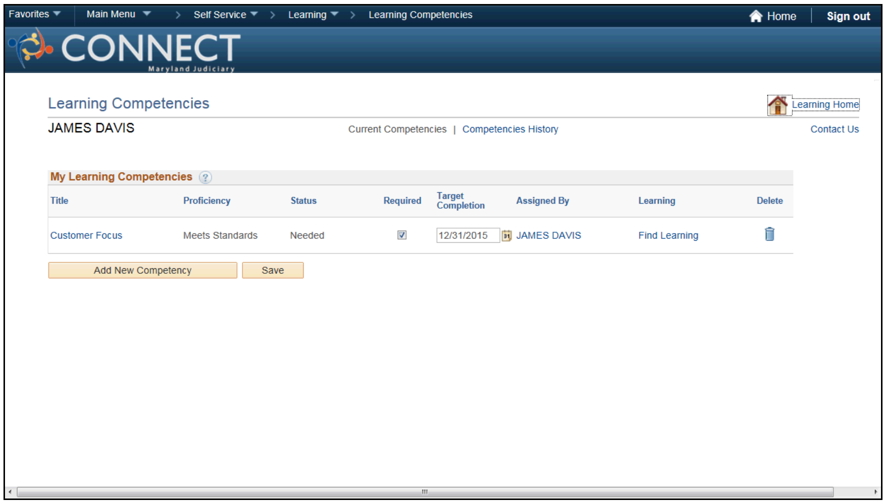


Procedure

In this topic, you will add a learning competency to your profile, find the associated course needed to satisfy the competency, and add the course to your learning plan.

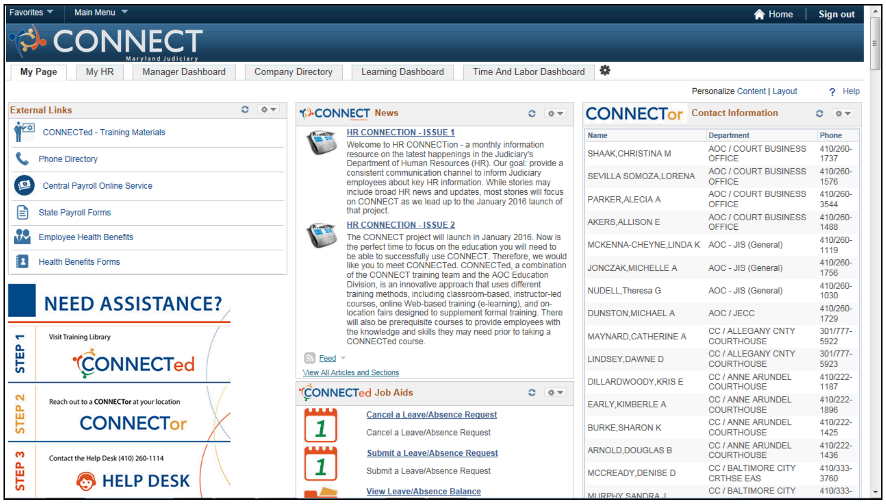


Step	Action	Notes
1.	Click the **Learning Dashboard** tab. Learning Dashboard	
2.	Click the **Learning Competencies** link. Learning Competencies	
3.	Notice James only has one competency assigned to his profile; Customer Focus.	

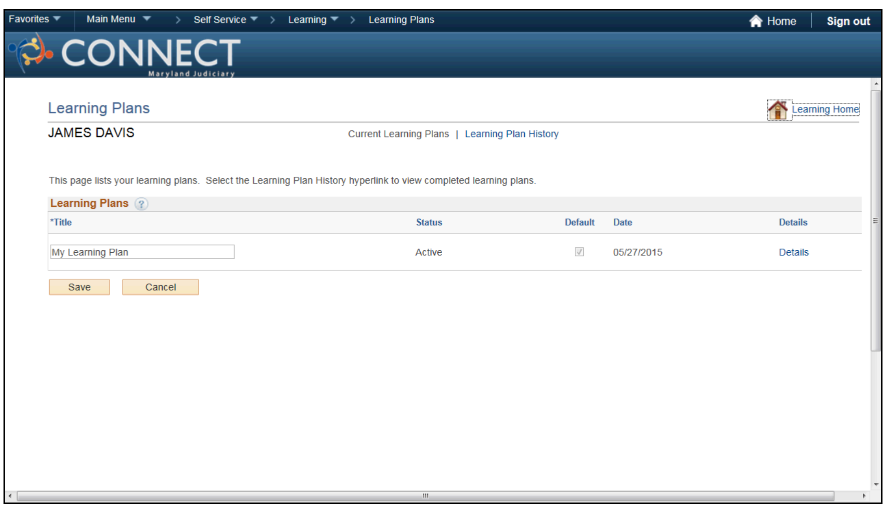


Step	Action	Notes
4.	Click the **Add New Competency** button to assign a second competency. Add New Competency	
5.	Click in the **Competency** field.	
6.	Enter "**customer service**" into the **Competency** field.	
7.	Click the **Search** button. Search	
8.	Click the **Select** checkbox next to Customer Service.	
9.	Click the **Proficiency** drop-down list for the Customer Service competency.	
10.	Click the **Meets Standards** list item. Meets Standards	
11.	Click in the **Target Completion Date** field.	
12.	Enter "**12/31/2015**" into the **Target Completion Date** field.	
13.	Click the **Required** box next to the Target Completion Date.	
14.	Click the **Add** button. Add	
15.	Notice the competency "Customer Service" has been added to James' competency profile.	

Step	Action	Notes
16.	Click the **Find Learning** link for the Customer Service competency. Find Learning	
17.	When you click "Find Learning" from a specific competency, CONNECT will ONLY display courses or programs that are mapped to the selected competency. In this example, Customer Service for Court Professionals is the only item in the catalog that satisfies the Customer Service competency.	
18.	Notice you have the option to add this course to your learning plan or to enroll into the class. For this example, you will add the course "Customer Service for Court Professionals" to your learning plan.	
19.	Click the **Plan for Later** button. Plan for Later	
20.	Click in the **Target Completion** field.	
21.	Enter "**12/31/2015**" into the **Target Completion** field.	
22.	Click the **Priority** drop-down list. Low	
23.	Click the **Medium** list item. Medium	
24.	Click the **Required** box.	
25.	Click the **Save** button. Save	
26.	Notice the message indicating "Customer Service for Court Professionals" has been added to your plan.	
27.	Click the **Home** link. Home	

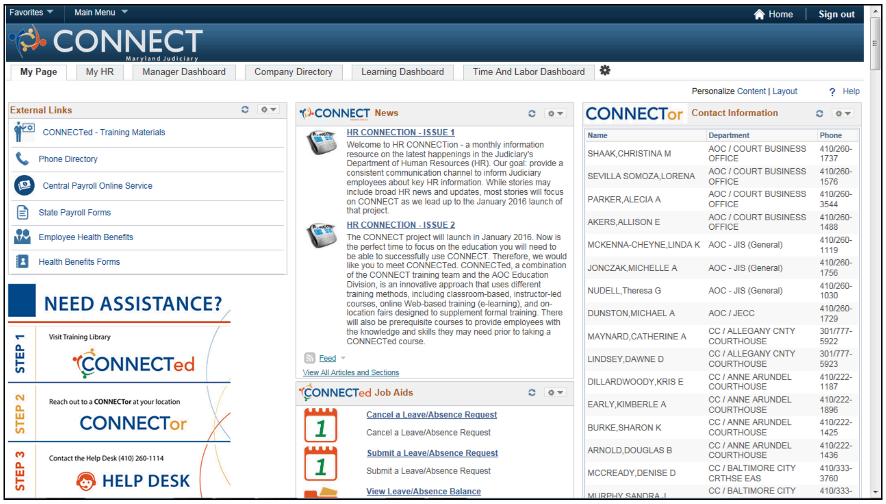


Step	Action	Notes
28.	Click the **Learning Dashboard** tab. Learning Dashboard	
29.	Click the **Learning Plans** link. Learning Plans	



Step	Action	Notes
30.	Click the **Details** link for "My Learning Plan". Details	
31.	Notice the course "Customer Service for Court Professionals" has been added to your learning plan. After you complete the course, the competency will be met.	

Step	Action	Notes
32.	Click the **Home** link. Home	



Step	Action	Notes
33.	Click the **Sign out** link. Sign out	
34.	You have completed the topic "Adding a Learning Competency, Finding Associated Course, and Adding to Plan". **End of Procedure.**	

Enrolling into Learning Activities

Before you can attend a course or complete a program, you must enroll in the activity or register for the program. The term enrollment is used for courses and the term registration is used for programs. This distinction is important. Courses require that you only enroll into a course whereas programs require you to register for the program first then enroll into the courses that define the program.

CONNECT allows you to self-enroll and register into learning events, managers to enroll and register their team members into learning events, or learning administrators to enroll and register anyone into learning events. It is important to note that all enrollment requests require approval from your manager before you can attend the learning event.

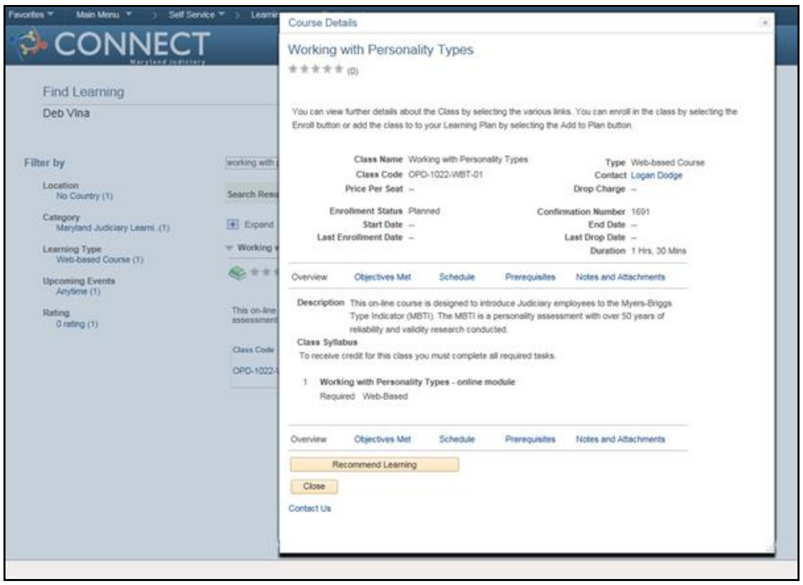
During this learning module you will review various sections of topics:

- Searching the Learning Catalog & Enrolling in a Class
- Searching the Learning Catalog & Registering for a Curriculum Program

- Enrolling in a Class from the Curriculum Progress Page
- Monitoring Certification Status & Registering for a Recertification Program

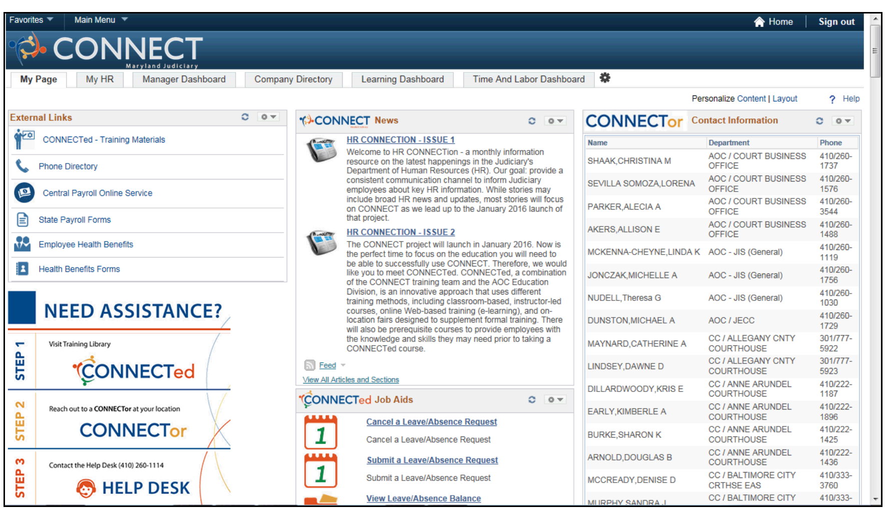
12_21_15_Searching the Learning Catalog & Enrolling in a Class

Search the catalog for available courses and enroll into a class.

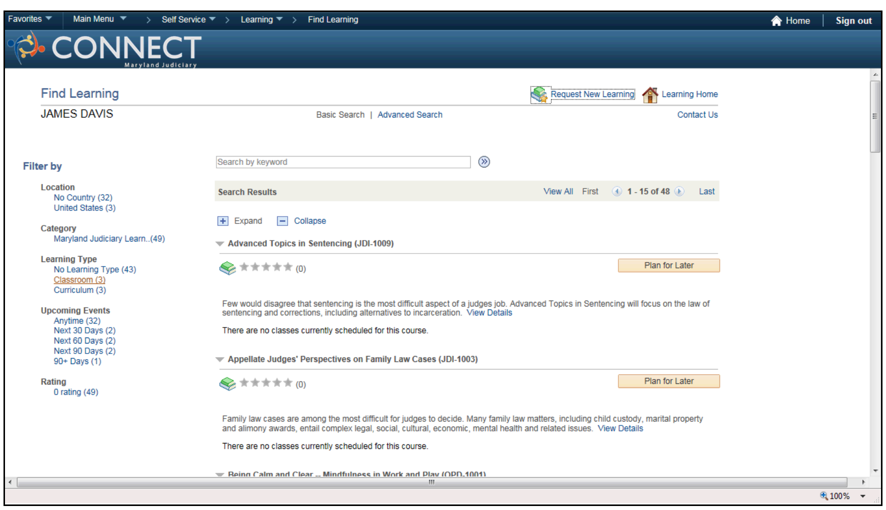


Procedure

In this topic, you will search for courses in the learning catalog and enroll into a class.



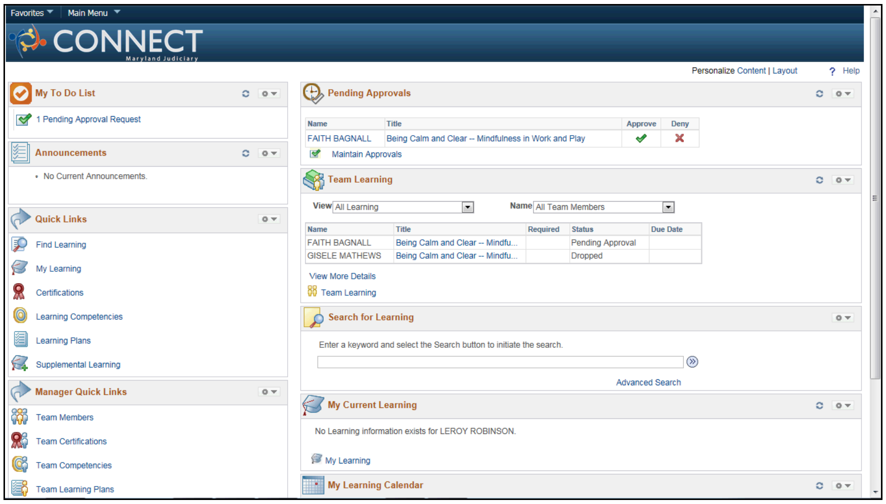
Step	Action	Notes
1.	Click the **Learning Dashboard** tab. Learning Dashboard	
2.	Click the **Find Learning** link. Find Learning	
3.	The learning catalog consists of courses, classes, and programs. A **course** represents a specific topic of study. A **class** is an offering of a course. A **program** represents a significant learning goal that can be achieved by completing multiple classes. By default, the Find Learning page displays the first 15 courses/programs you have access to view. To view additional items, you can click the right arrow or the "View All" link. In this example, you have access to a total of 48 courses and programs.	
4.	To narrow your search results, you can apply a filter or perform a keyword search.	
5.	Filters are displayed on the left side of the page indicating the number of class offerings available within each filter.	



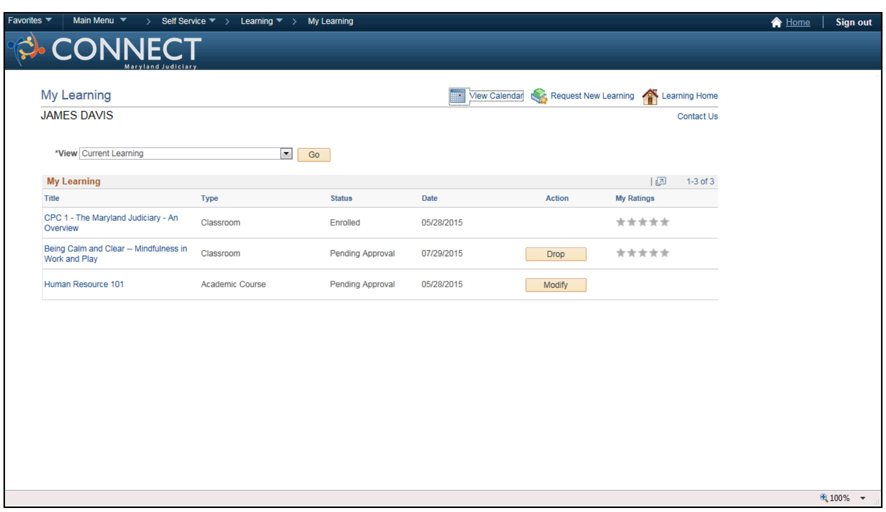
Step	Action	Notes
6.	Click the **Classroom (3)** link to view courses with the learning type of classroom. Classroom (3)	

Step	Action	Notes
7.	2 courses containing 3 classes are displayed after applying the filter. Note: The third class is not visible in this screen.	
8.	To search by keyword, click in the **Search by keyword** field.	
9.	Enter "**being calm**" into the **Search** field.	
10.	Click the **Search** button.	
11.	Note: Only courses containing the keywords "being calm" are displayed.	
12.	Available classes are listed below the course title. The class details include Class Code, Type, Duration, Start Date, and Location. Some courses may have multiple class offerings.	
13.	To view the class details, click the class code link. For this example, click the **OPD-1001-2015-08-27** link. OPD-1001-2015-08-27	
14.	Click the **Vertical Scrollbar** to scroll down the page and view all class details.	
15.	Click the **Close** button. Close	
16.	For this example, click the **Enroll** button for the 08/27/2015 class. Enroll	
17.	Notice the Available Seats and Available Waitlist. Available Seats indicates the number of open spots for this class. Available Waitlist indicates the number of students who can be placed on a waitlist if there are no available seats. In this example, you will not be waitlisted since there are 10 available seats.	
18.	Click the **Submit Enrollment** button. Submit Enrollment	
19.	Notice the message indicating the enrollment requires approval. **Note:** All enrollments will require a manager's approval.	

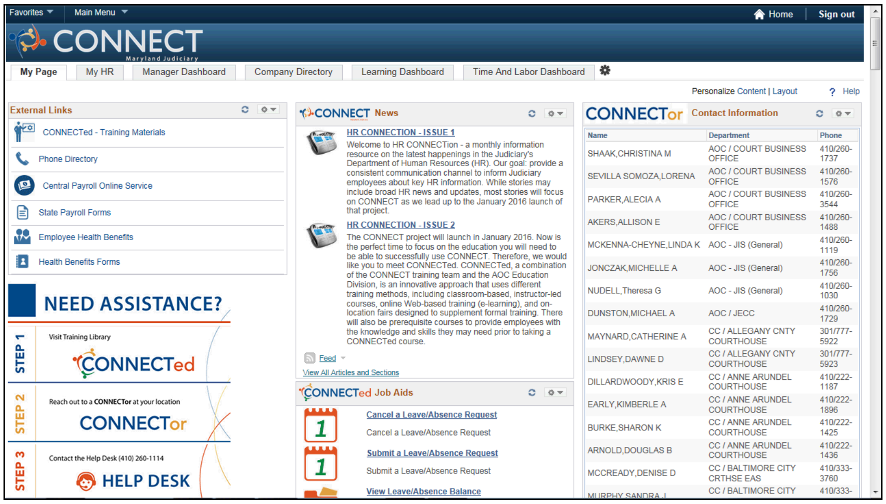
Step	Action	Notes
20.	Click the **Learning Home** link. Learning Home	



Step	Action	Notes
21.	Click the **My Learning** link to see your personal learning activities. My Learning	
22.	My Learning displays all of your learning activities. Notice the status of "Pending Approval" for Being Calm and Clear.	



Step	Action	Notes
23.	Click the **Home** link. Home	

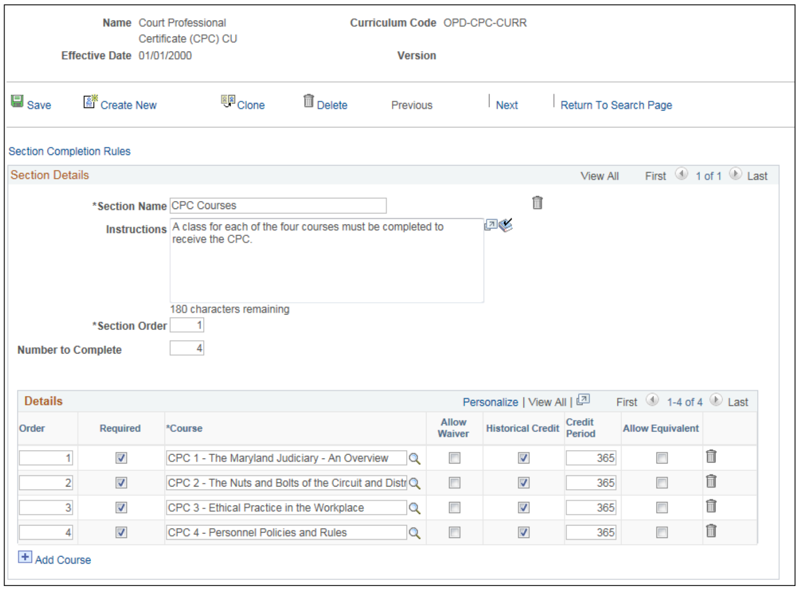


Step	Action	Notes
24.	Click the **Sign out** link. Sign out	
25.	You have completed the topic "Searching the Learning Catalog & Enrolling in a Class". **End of Procedure.**	

12_21_15_Searching the Learning Catalog & Registering for a Curriculum Program

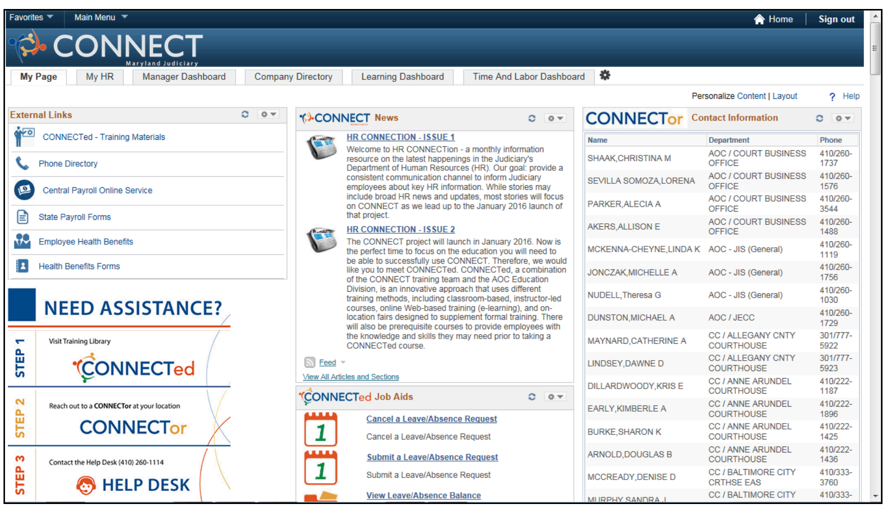
A curriculum program guides you, as a learner, along a specific learning path over an unrestricted period of time to fulfill one or more objectives. Because a curriculum has no built-in time frame for completion, the learning is self-paced. The record of completion for a curriculum does not expire, therefore, you only need to complete the curriculum once.

The curriculum in this example requires you to complete 4 courses to successfully complete the curriculum.



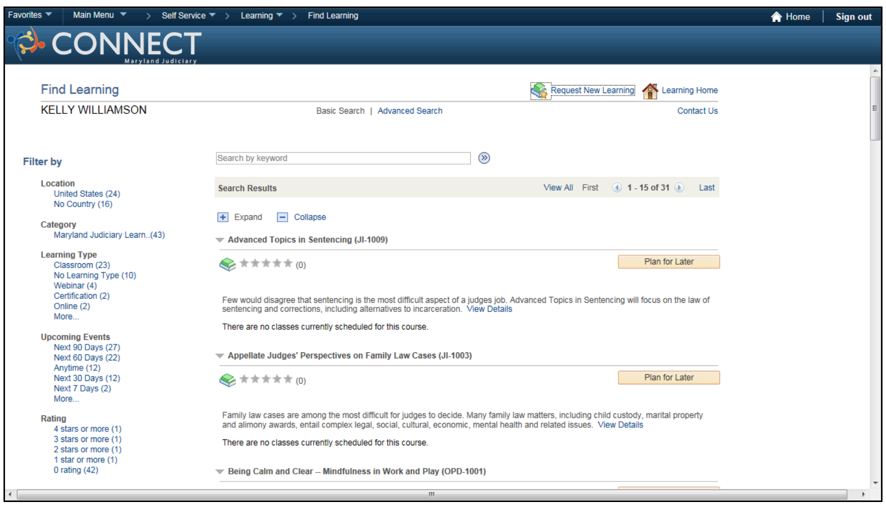
Procedure

In this topic, you will search the learning catalog for a curriculum program and register for the program.



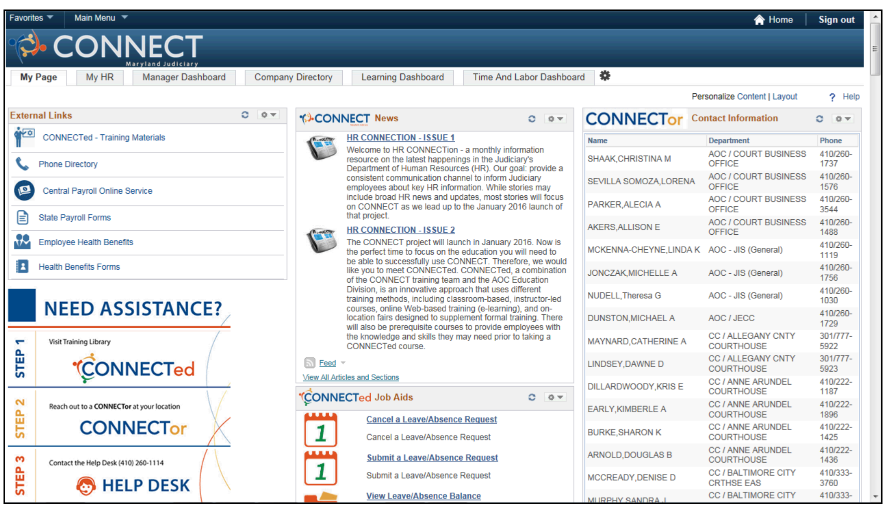
Step	Action	Notes
1.	Click the **Learning Dashboard** tab. Learning Dashboard	
2.	Click the **Find Learning** link. Find Learning	

Step	Action	Notes
3.	You can search for the desired curriculum utilizing any of the following methods: • Filtering the learning catalog using the learning type of "Curriculum" • Performing a keyword search • Using the Advanced Search function In this example, use the advanced search function.	



Step	Action	Notes
4.	Click the **Advanced Search** link. Advanced Search	
5.	Click the **Learning Type** drop-down list. All	
6.	Click the **Curriculum** list item. Curriculum	
7.	Click the **Search** button. Search	
8.	Notice the search results displays 1 curriculum.	
9.	Click the **View Details** link. View Details	
10.	Click the **Vertical** scrollbar to move down the page.	
11.	Review the course requirements associated with this curriculum.	

Step	Action	Notes
12.	Click the **Register** button. Register	
13.	Click the **Submit Registration** button. Submit Registration	
14.	Notice the status of Pending Approval. **Note:** All program registrations require a manager's approval.	
15.	Click the **Learning** button. Learning	
16.	Click the **My Learning** menu. My Learning	
17.	Notice Court Professional Certificate is displayed on the My Learning page with a status of Pending Approval.	
18.	Click the **Home** link. Home	

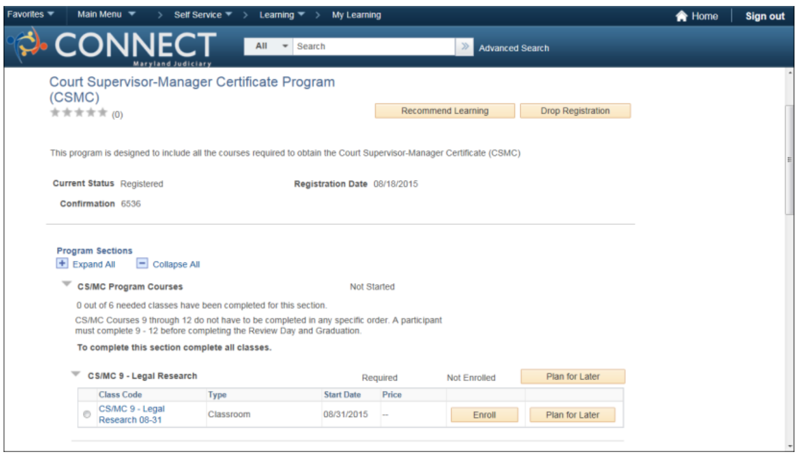


Step	Action	Notes
19.	Click the **Sign out** link. Sign out	
20.	You have completed the topic "Searching the Learning Catalog & Registering for a Curriculum Program". **End of Procedure.**	

12_21_15_Enrolling in a Class from the Curriculum Progress Page

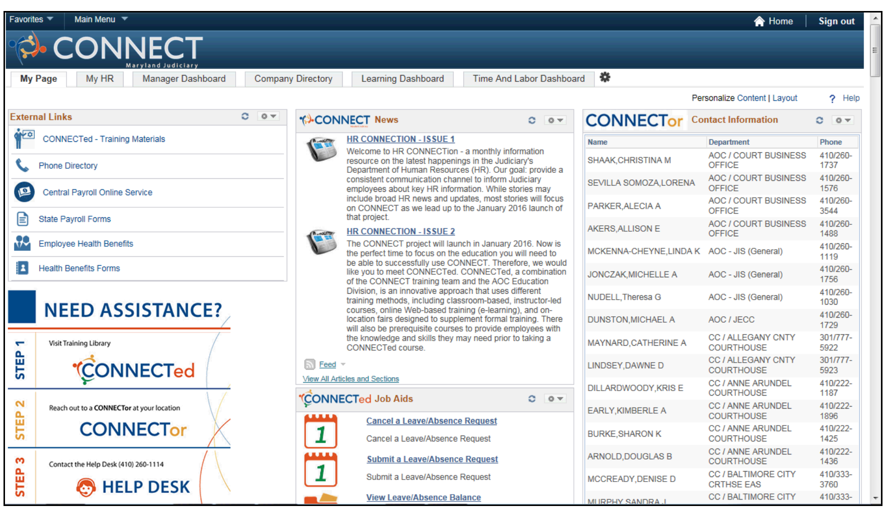
A curriculum program guides you, as a learner, along a specific learning path over an unrestricted period of time to fulfill one or more objectives. Because a curriculum has no built-in time frame for completion, the learning is self-paced. The record of completion for a curriculum does not expire, therefore, you only need to complete the curriculum once.

Once registered for the program, the Curriculum Progress page displays all the courses that define the program in addition to your enrollment and completion status for each of the courses. As you view these courses, you can enroll into the classes simply by clicking the "Enroll" button for the desired class.

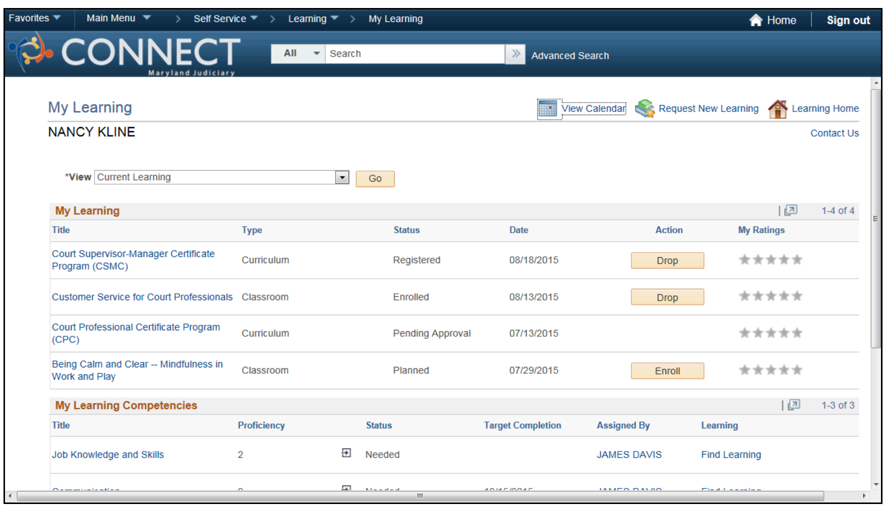


Procedure

In this topic, you will enroll into a class from a curriculum program that you are registered for.

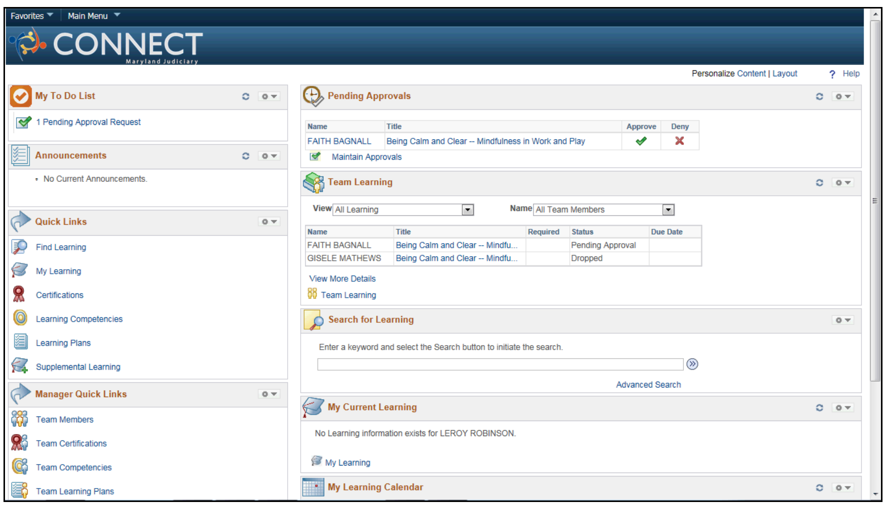


Step	Action	Notes
1.	Click the **Learning Dashboard** tab. Learning Dashboard	
2.	Click the **My Learning** link. My Learning	
3.	In order to enroll into a class from the curriculum program, you must first be registered for the program. This means you will have submitted the program registration request and your manager will have approved it. Notice in this example, the curriculum status is "Registered" meaning it has already been approved by the manager.	

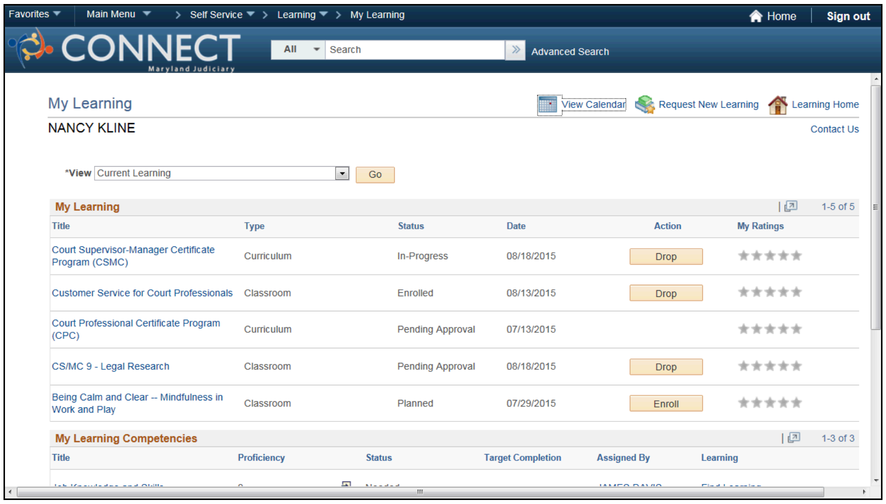


Step	Action	Notes
4.	Click the **Court Supervisor-Manager Certificate Program (CSMC)** link to access the Curriculum Progress page. Court Supervisor-Manager Certificate Program (CSMC)	
5.	The Curriculum Progress page displays all the courses that define the program and your enrollment status for each of the courses.	
6.	Click the **Vertical** scrollbar to move down the page.	
7.	In this example, you are not currently enrolled into the CS/MC 9 - Legal Research course which is the first course in the program.	

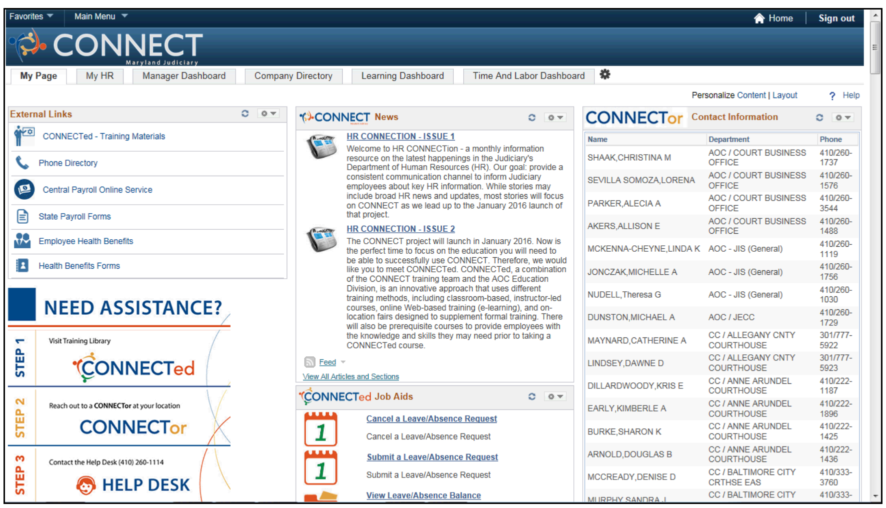
Step	Action	Notes
8.	Click the **Enroll** button for the CS/MC 9 - Legal Research 08-31 class. Enroll	
9.	Click the **Submit Enrollment** button. Submit Enrollment	
10.	Notice the message indicating the enrollment requires approval from your manager.	
11.	Click the **Learning Home** link. Learning Home	



Step	Action	Notes
12.	Click the **My Learning** link to see your personal learning activities. My Learning	
13.	The CS/MC 9 - Legal Research course is displayed on your My Learning page with a status of "Pending Approval".	



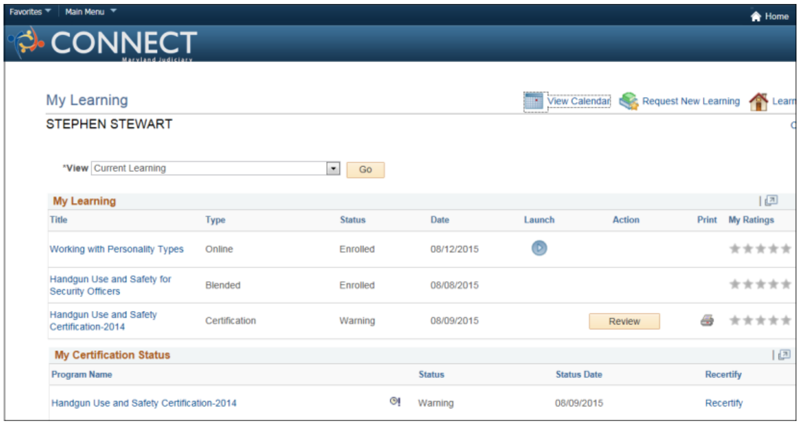
Step	Action	Notes
14.	Click the **Home** link. Home	



Step	Action	Notes
15.	Click the **Sign out** link. Sign out	
16.	You have completed the topic "Enrolling in a Class from the Curriculum Progress Page". **End of Procedure.**	

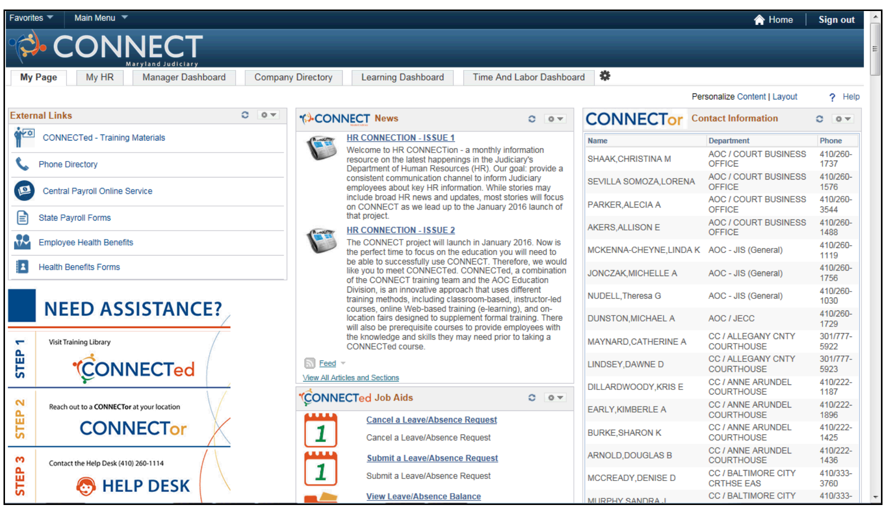
12_21_15_Monitoring Certification Status & Registering for a Recertification Program

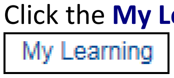
Viewing certification expiration statuses and dates and registering for the recertification program.



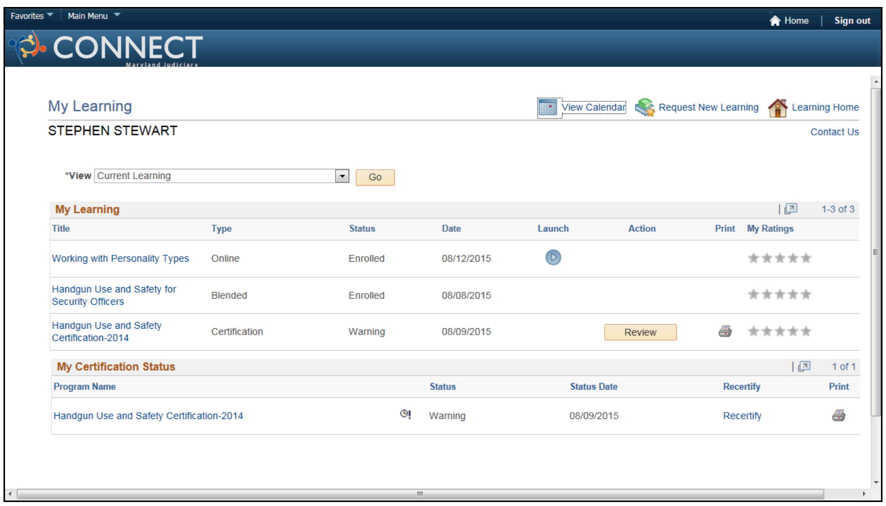
Procedure

In this topic, you will view the expiration details for a current certification and register for the recertification program.

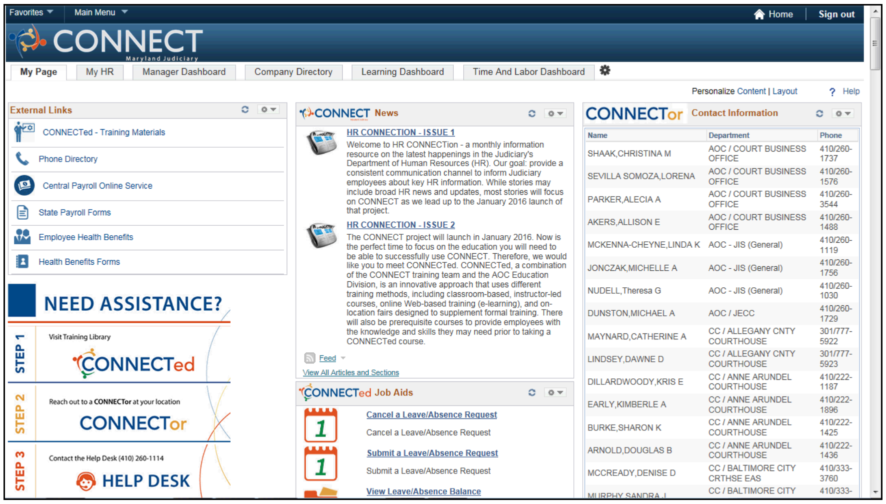


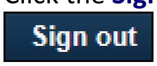
Step	Action	Notes
1.	Click the **Learning Dashboard** tab. 	
2.	Click the **My Learning** link. 	

Step	Action	Notes
3.	The status of the certification program is listed under **My Certification Status**. Click the Program Name link to access the program page where you can review detailed information about what is required to complete the program.	
4.	The **Status** column displays the current status for the program. In this example, the program is in Warning status.	
5.	The **Status Date** column lists the date on which the current status took effect.	



Step	Action	Notes
6.	Click the **Recertify** link. Recertify	
7.	Click the **Register** button. Register	
8.	Click the **Submit Registration** button. Submit Registration	
9.	Click the **My Learning** link. My Learning	
10.	Notice you are now registered for Handgun Use and Safety Certification-2015.	
11.	Click the **Home** link. Home	



Step	Action	Notes
12.	Click the **Sign out** link. 	
13.	You have completed the topic "Monitoring Certification Status & Registering for a Recertification Program". **End of Procedure.**	

Managing Supplemental Learning

Supplemental learning is any learning event that occurs outside of the CONNECT learning catalog. As an employee, you are allotted $2500 annually for supplemental learning. All supplemental learning requests require approval from your manager and the OPD Manager. Once you submit the learning request, the approval workflow will automatically route to your manager first, then the OPD Manager.

Once the learning has been completed, you must update the initial learning request with a completion status and an official transcript of completion from the issuing institution. This update will be routed to the OPD Manager for final approval. Once approved by the OPD Manager, you can submit an expense form to receive the tuition reimbursement.

During this learning module you will review various sections of topics:

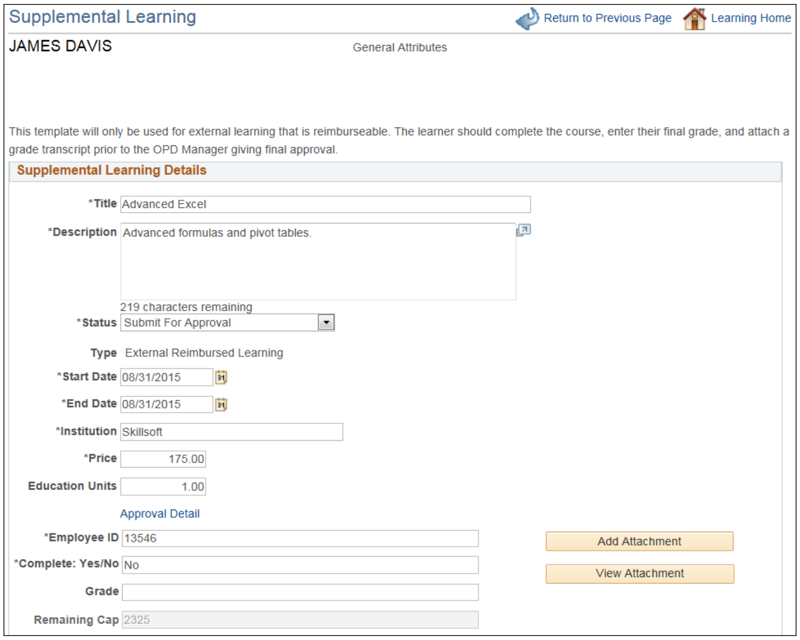
- Submitting a Supplemental Learning Tuition Reimbursement Request
- Updating a Completed Supplemental Learning Reimbursement Request

12_21_15_Submitting a Supplemental Learning Tuition Reimbursement Request

Supplemental learning consists of learning opportunities outside of the CONNECT catalog. This type of learning includes but is not limited to seminars, conferences, academic courses, etc.

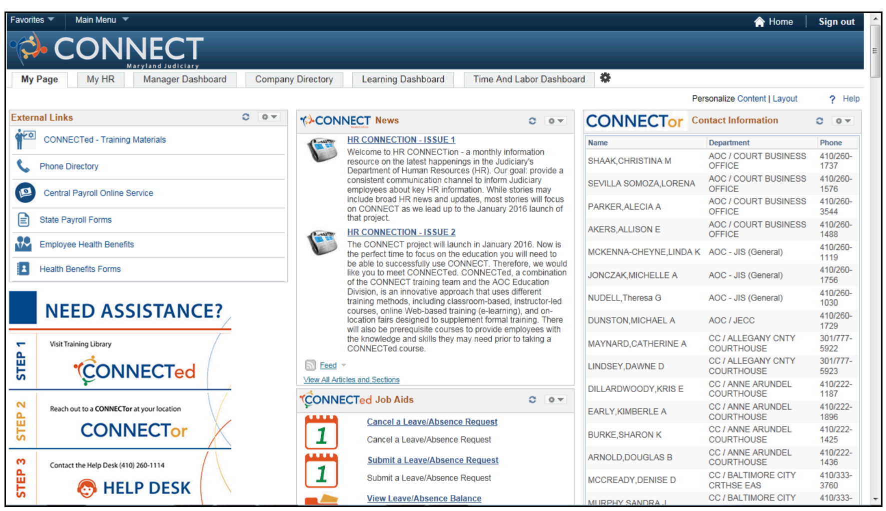
Employees can request reimbursement for supplemental learning up to a maximum of $2500 per calendar year.

Each supplemental learning event will be entered into CONNECT along with the price and the system will calculate your total balance remaining throughout the year.



Procedure

In this topic, you will submit a tuition reimbursed supplemental learning request.

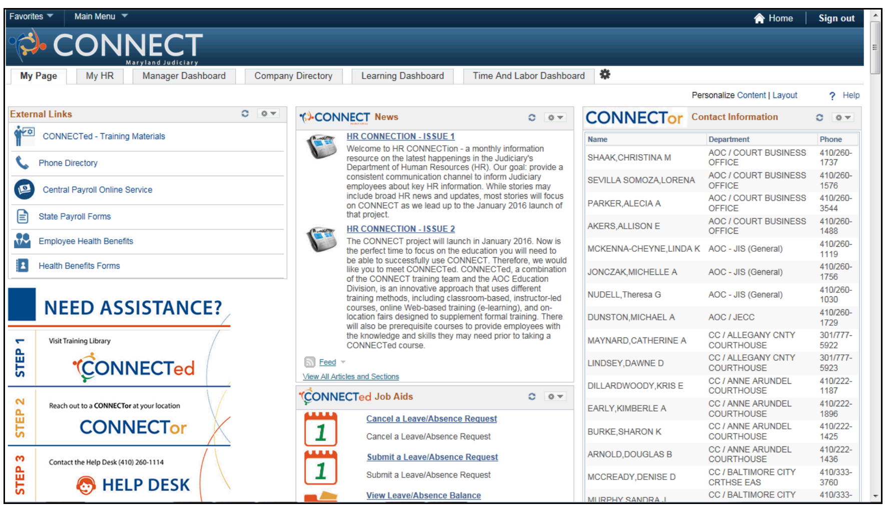


Step	Action	Notes
1.	Click the **Learning Dashboard** tab. Learning Dashboard	
2.	Click the **Supplemental Learning** link. Supplemental Learning	

Step	Action	Notes
3.	Click the **Type** drop-down list. Select...	
4.	Click the **External Reimbursed Learning** list item. External Reimbursed Learning	
5.	Click the **Add Supplemental Learning** button. Add Supplemental Learning	
6.	Click in the **Title** field.	
7.	Enter "**Advanced Excel**" into the **Title** field.	
8.	Click in the **Description** field.	
9.	In this training example, the description (Advanced formulas and pivot tables.) was entered for you.	
10.	Click the **Status** drop-down list. Select...	
11.	Click the **Submit For Approval** list item. Submit For Approval	

Step	Action	Notes
12.	Click in the **Start Date** field. 08/13/2015	
13.	Press **[Backspace]** to clear the field.	
14.	Enter "**08/31/15**" into the **Start Date** field.	
15.	Click in the **End Date** field. 08/13/2015	
16.	Press **[Backspace]** to clear the field.	
17.	Enter "**08/31/15**" into the **End Date** field.	
18.	Click in the **Institution** field.	
19.	Enter "**Skillsoft**" into the **Institution** field.	
20.	Click the **Vertical** scrollbar to move down the page.	
21.	**Note:** Every employee is allotted $2500 annually for tuition reimbursement. The Remaining Cap displays your total reimbursement balance remaining for the calendar year. The Remaining Cap balance will be updated each time you submit a supplemental learning request.	
22.	Click in the **Price** field. 0.00	
23.	Enter the total cost of the course into the Price field. Enter "**175**" into the **Price** field.	
24.	Notice the Remaining Cap balance reflects a deduction of $175. The total went from 2500 to 2325 once the price was entered.	
25.	Enter "**1**" into the **Education Units** field.	
26.	Enter "**13546**" into the **Employee ID** field.	
27.	Enter "**No**" into the **Complete: Yes/No** field.	
28.	Click the **Save** button. Save	

Step	Action	Notes
29.	Notice the message indicating the supplemental learning, Advanced Excel, has a status of Pending Approval. All initial approval requests will be routed to your manager. Once approved by your manager, the request will then automatically be routed to the OPD Manager for final approval. As the requestor, you will be notified by email if your supplemental learning request was approved or denied. Receiving an "Approved" notification from the OPD Manager is your indication to complete the learning event.	
30.	Click the **Home** link. Home	

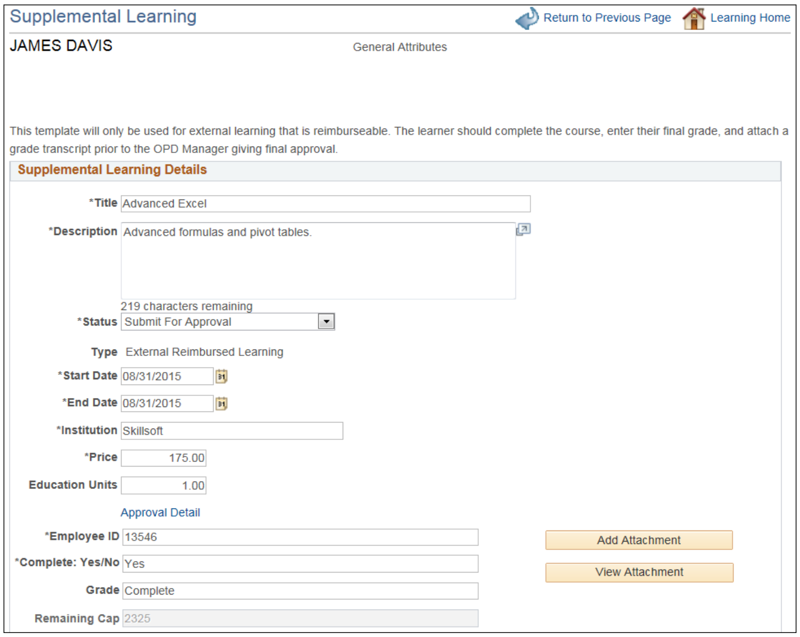


Step	Action	Notes
31.	Click the **Sign out** link. Sign out	
32.	You have completed the topic "Submitting a Supplemental Learning Tuition Reimbursement Request". **End of Procedure.**	

12_21_15_Updating a Completed Supplemental Learning Reimbursement Request

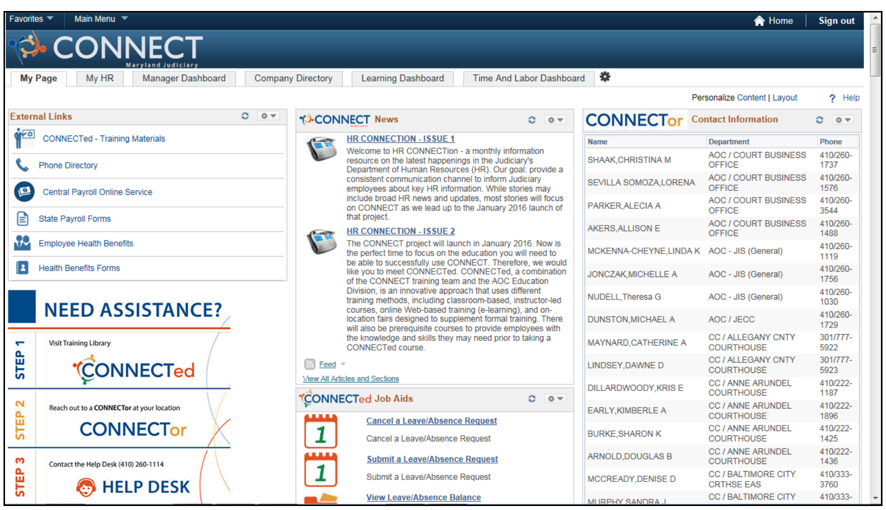
Supplemental learning consists of learning opportunities outside of the CONNECT catalog. This type of learning includes but is not limited to seminars, conferences, academic courses, etc.

Once you have completed the supplemental learning, you can update your record in CONNECT to reflect the completion status, grade, and to upload a certificate of completion. Upon submitting the completed supplemental learning request, the OPD Manager will review the attachment and confirm the completion and grade for this request.

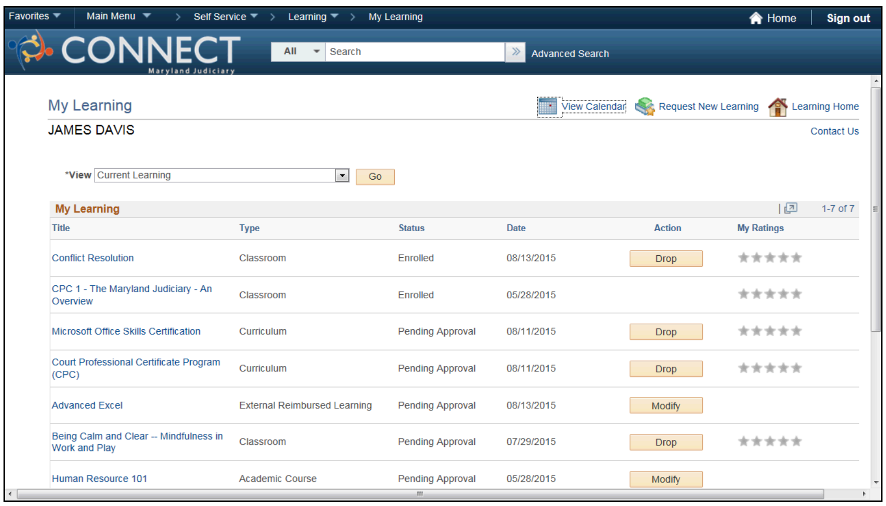


Procedure

In this topic, you will update a supplemental learning request with completion data after you attended the learning event.

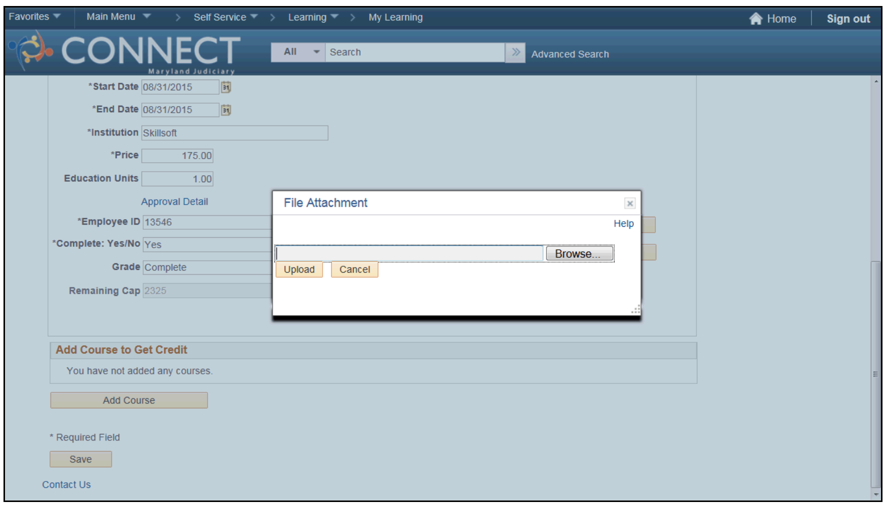


Step	Action	Notes
1.	Click the **Learning Dashboard** tab. Learning Dashboard	
2.	Click the **My Learning** link. My Learning	
3.	Use the My Learning page to locate the supplemental learning record that will be updated.	

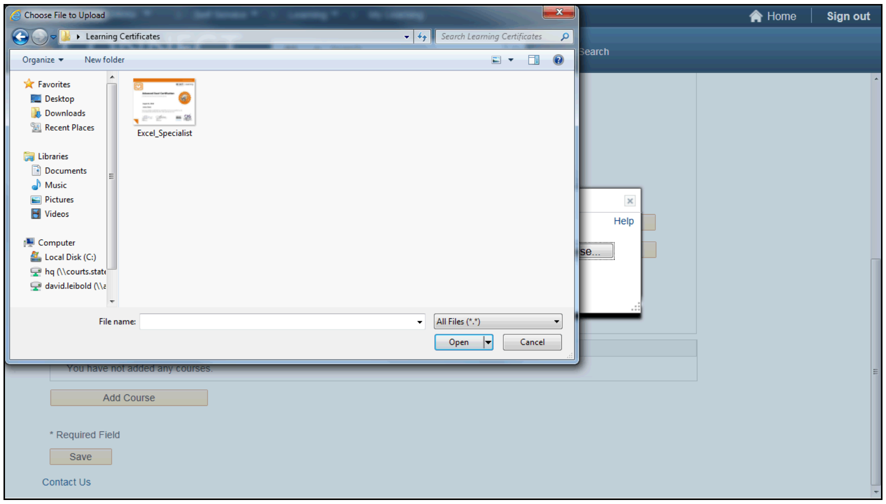


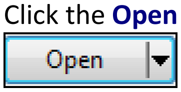
Step	Action	Notes
4.	Click the **Modify** button for the External Reimbursed Learning event "Advanced Excel". Modify	
5.	Click the **Vertical** scrollbar to move down the page.	
6.	Click in the **Complete: Yes/No** field.	
7.	Press **[Backspace]** to clear the field.	
8.	Enter "**Yes**" into the **Complete: Yes/No** field.	
9.	Enter "**Complete**" into the **Grade** field.	
10.	**Note:** Depending on the type of external learning you completed, you might receive a letter grade (A, B, C) or simply a completion status. Enter the grade accordingly.	

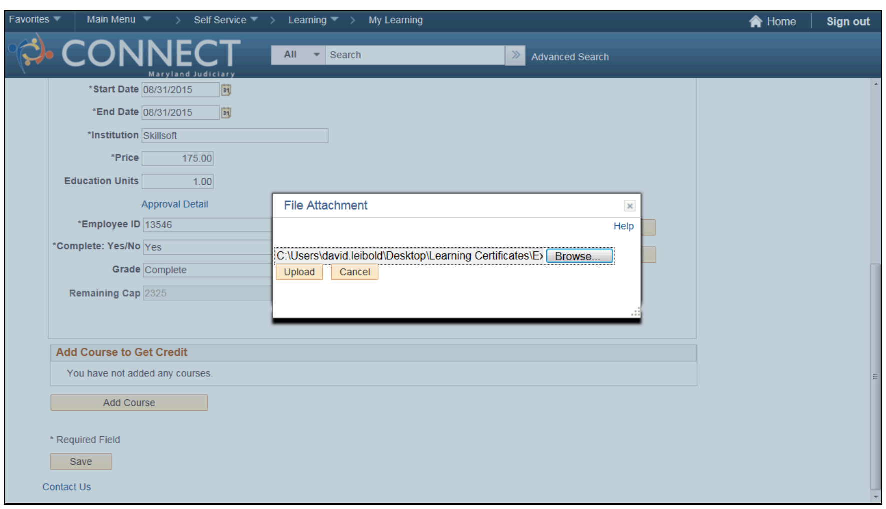
Step	Action	Notes
11.	In order to be reimbursed, the OPD Manager must confirm that you completed the course and received a sufficient grade to meet organizational policy. You must attach a transcript from the issuing institution. **Note:** You will need an electronic copy of the transcript.	
12.	Click the **Add Attachment** button. Add Attachment	



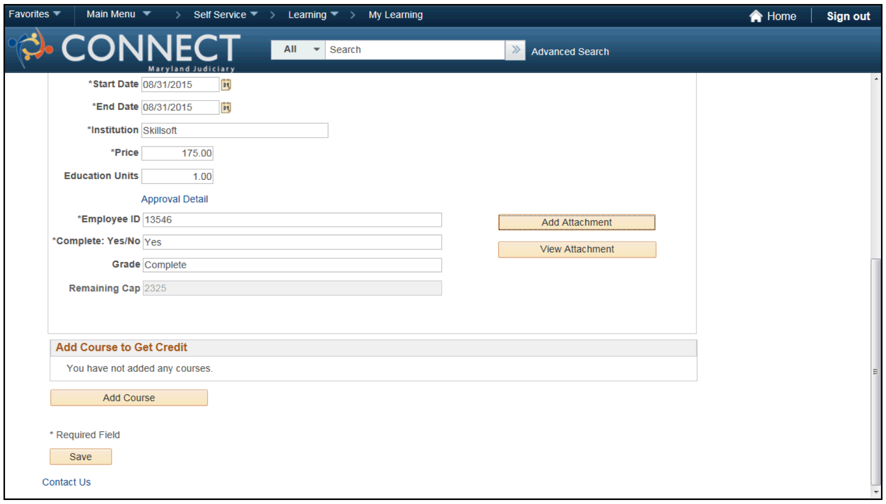
Step	Action	Notes
13.	Click the **Browse** button to locate the transcript on your computer. Browse...	



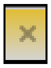
Step	Action	Notes
14.	In this example, the electronic transcript was placed in a folder titled Learning Certificates. Click the **Excel_Specialist** object.	
15.	Click the **Open** button. 	

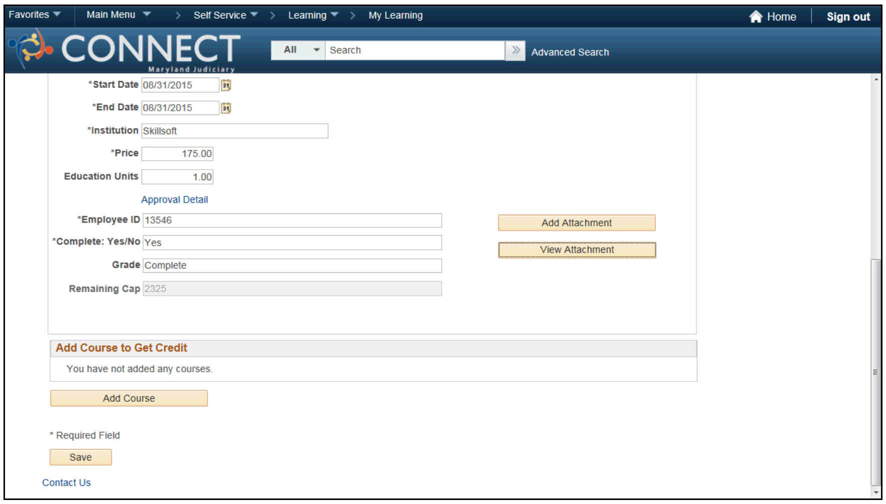


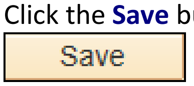
Step	Action	Notes
16.	Click the **Upload** button. 	

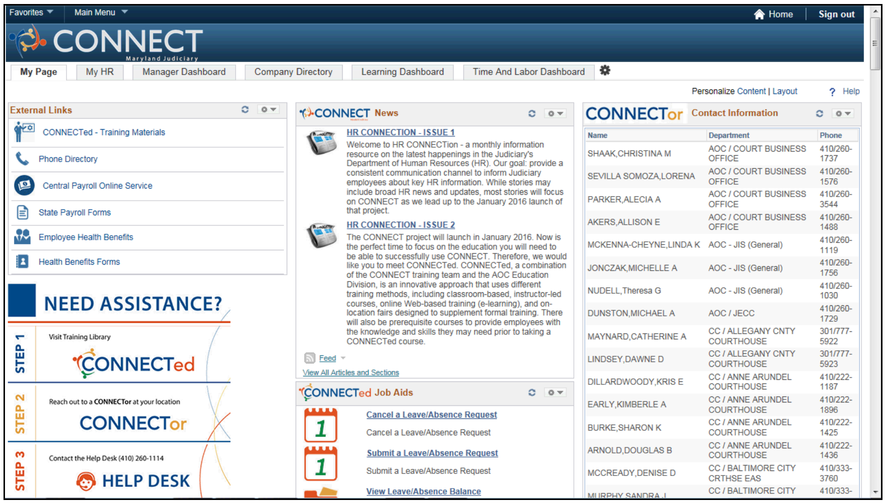


Step	Action	Notes
17.	Click the **View Attachment** button to confirm your transcript was uploaded successfully. View Attachment	
18.	Notice the attachment opened in a new tab at the top of the page. Quickly view the attachment to ensure it is the correct document for this learning record.	

Step	Action	Notes
19.	When you are finished, click the **Close Tab (X)** button to close the attachment. Be sure you are closing the correct tab for the attachment. 	



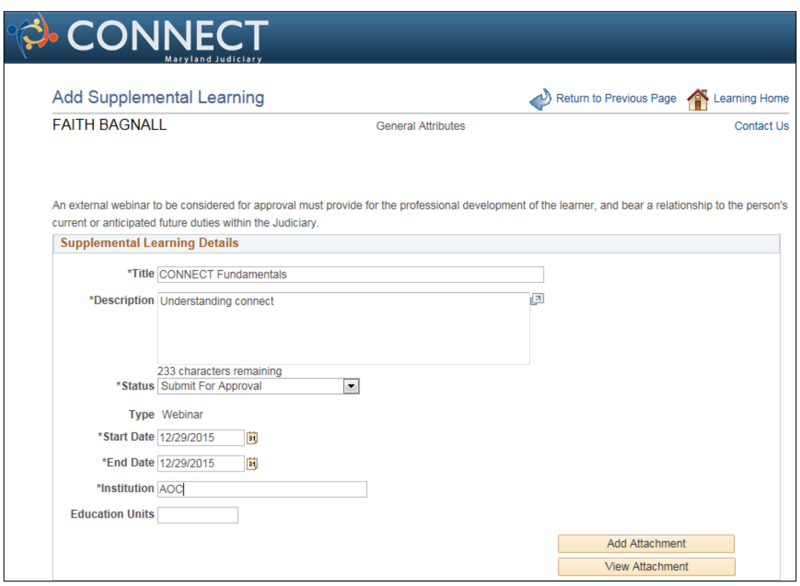
Step	Action	Notes
20.	Click the **Save** button. 	
21.	Notice the message indicating the status is Pending Approval. The OPD Manager will verify your course completion based on the attached documentation. **Once approved by the OPD, you will receive a notification indicating the request was approved. At that point, you can submit an expense form to receive your reimbursement.**	
22.	Click the **Home** link. 	



Step	Action	Notes
23.	Click the **Sign out** link. **Sign out**	
24.	You have completed the topic "Updating a Completed Supplemental Learning Reimbursement Request". **End of Procedure.**	

12_21_15_Submitting a Non-Reimbursed Supplemental Learning Request

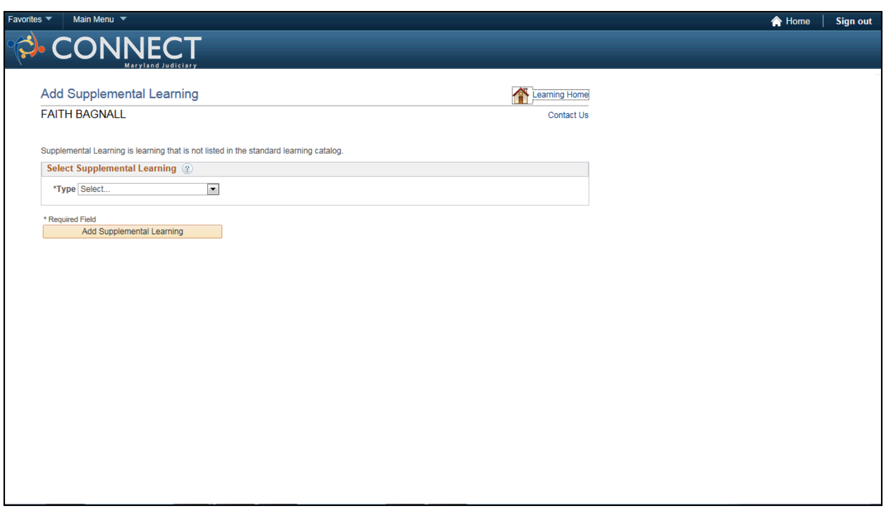
Supplemental learning consists of learning opportunities outside of the CONNECT catalog. This type of learning includes but is not limited to seminars, conferences, academic courses, webinars, etc. Although some supplemental learning is non-reimbursable, it must be approved by your manager.



Procedure

In this topic, you will submit a request for non-reimbursed supplemental learning.

Step	Action	Notes
1.	Click the **Learning Dashboard** tab. Learning Dashboard	
2.	Click the **Supplemental Learning** link. Supplemental Learning	



Step	Action	Notes
3.	Click the **Type** drop-down list. Select...	

Step	Action	Notes
4.	Click the **Webinar** list item. Webinar	
5.	Click the **Add Supplemental Learning** button. Add Supplemental Learning	
6.	Click in the **Title** field.	
7.	Enter "**CONNECT Fundamentals**" into the **Title** field.	
8.	Enter "**Understanding connect**" into the **Description** field.	
9.	All supplemental learning must be submitted for approval.	
10.	Click the **Status** drop-down list. Select...	
11.	Click the **Submit For Approval** list item. Submit For Approval	
12.	Use the Start and End Date fields to enter the dates of the supplemental learning.	
13.	Click in the **Institution** field.	
14.	Enter "**AOC**" into the **Institution** field.	
15.	Click the **Vertical** scrollbar to move down the page.	
16.	Click the **Save** button. Save	
17.	Notice the message indicating the request was submitted for approval.	
18.	Click the **Home** link. Home	

Step	Action	Notes
19.	Click the **Sign out** link. **Sign out**	
20.	You have completed the topic "Submitting a Non-Reimbursed Supplemental Learning Request". **End of Procedure.**	

Participating in Learning Activities

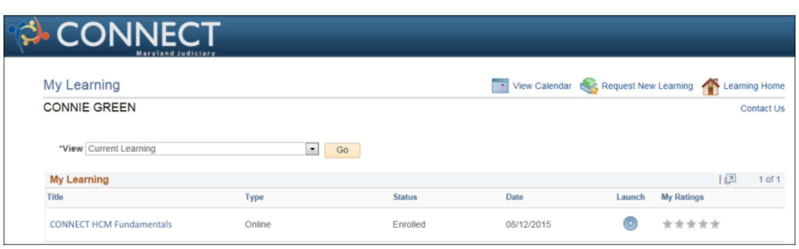
Participate in your instructor-led or web-based learning events.

During this learning module you will review various sections of topics:

- Accessing a Web-Based Course
- Viewing Your Course Details (Progress, Grades, Approvals, Schedule, etc.)
- Understanding and Completing Course Learning Components

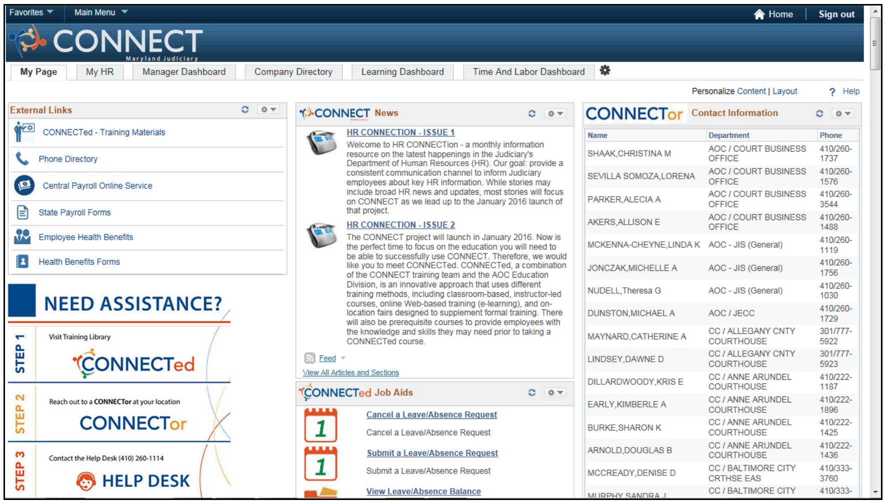
12_21_15_Accessing a Web-Based Course

Web-based courses are courses that can be completed online and can be launched directly from CONNECT.

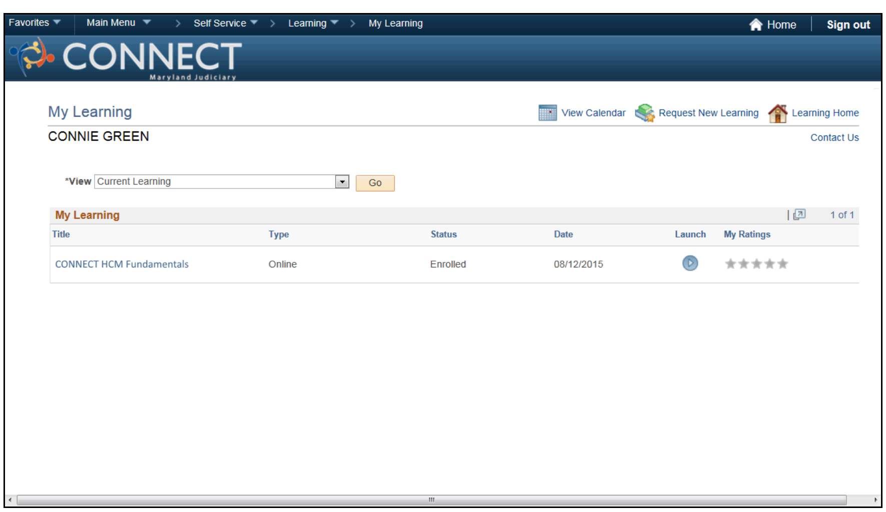


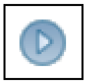
Procedure

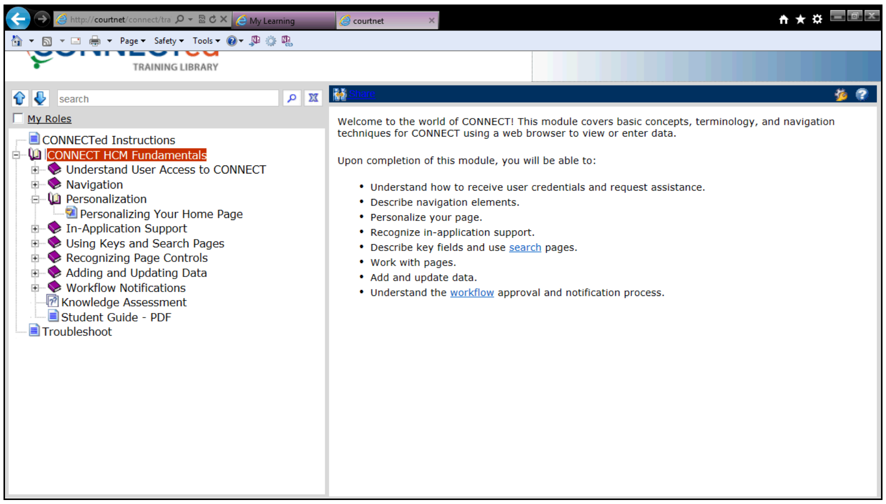
In this topic, you will navigate to your "My Learning" page and launch a web-based course.



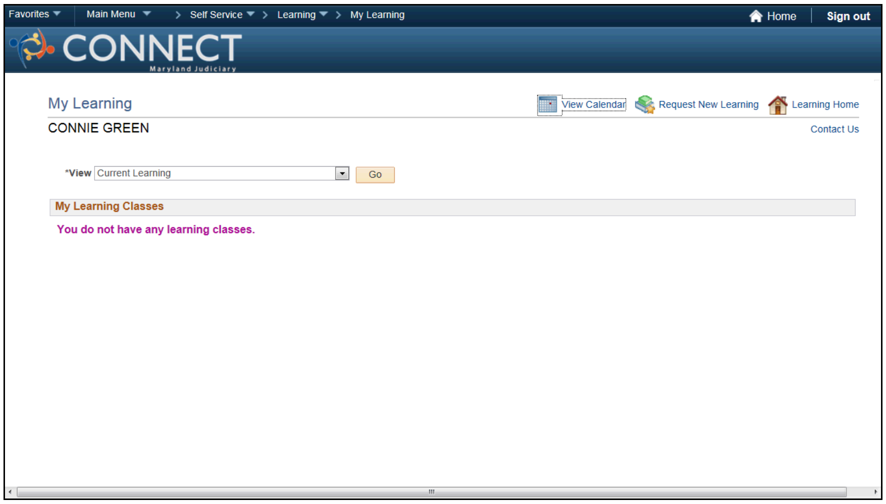
Step	Action	Notes
1.	Click the **Learning Dashboard** tab. Learning Dashboard	
2.	Click the **My Learning** link. My Learning	
3.	Web-based courses are self-paced and can be launched directly from CONNECT. When you click the launch button, the course will likely open in a new window.	

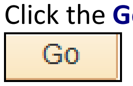


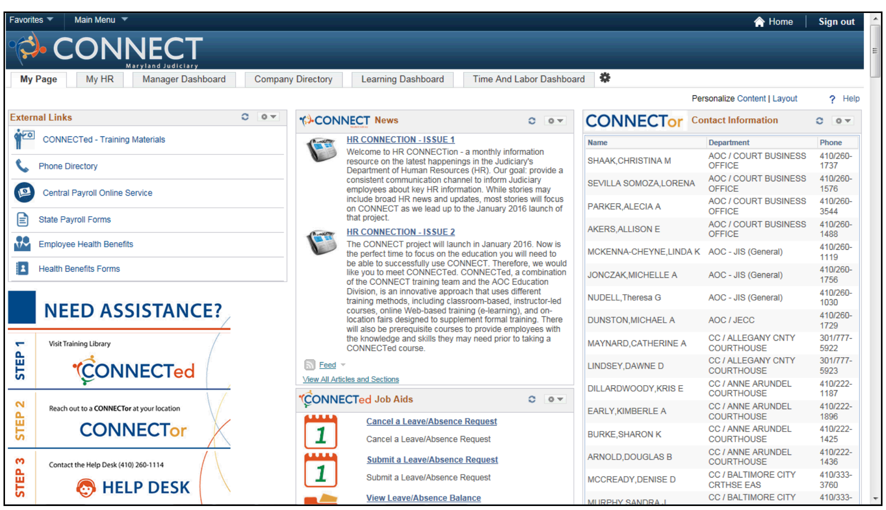
Step	Action	Notes
4.	Click the **Launch** button for the CONNECT HCM Fundamentals course. 	



Step	Action	Notes
5.	Complete the online course as instructed. When you are finished, click the **Close Tab (X)** button to close the online course. 	
6.	Notice the course CONNECT HCM Fundamentals is no longer displayed as part of your current learning. To view the status of the course, change the View to display Completed Learning.	



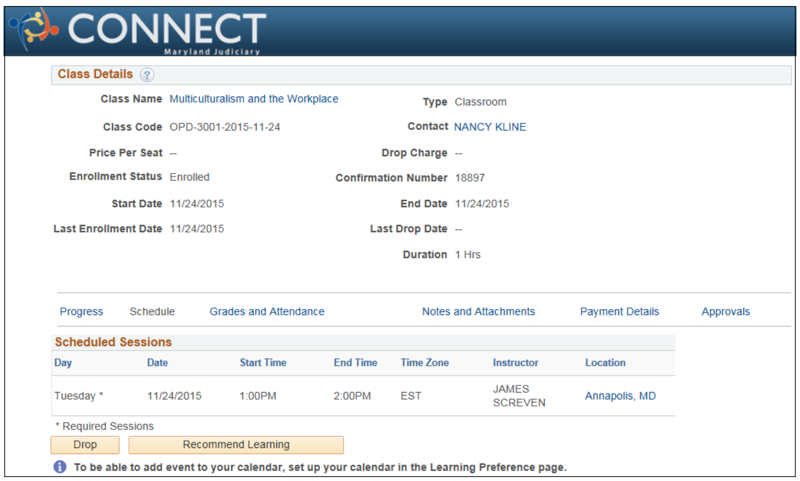
Step	Action	Notes
7.	Click the **View** drop-down list.	
8.	Click the **All Completed Learning** list item.	
9.	Click the **Go** button. 	
10.	Notice the course CONNECT HCM Fundamentals is displayed under All Completed Learning with a status of Completed.	
11.	Click the **Home** link. 	



Step	Action	Notes
12.	Click the **Sign out** link. **Sign out**	
13.	You have completed the topic "Accessing a Web-Based Course". **End of Procedure.**	

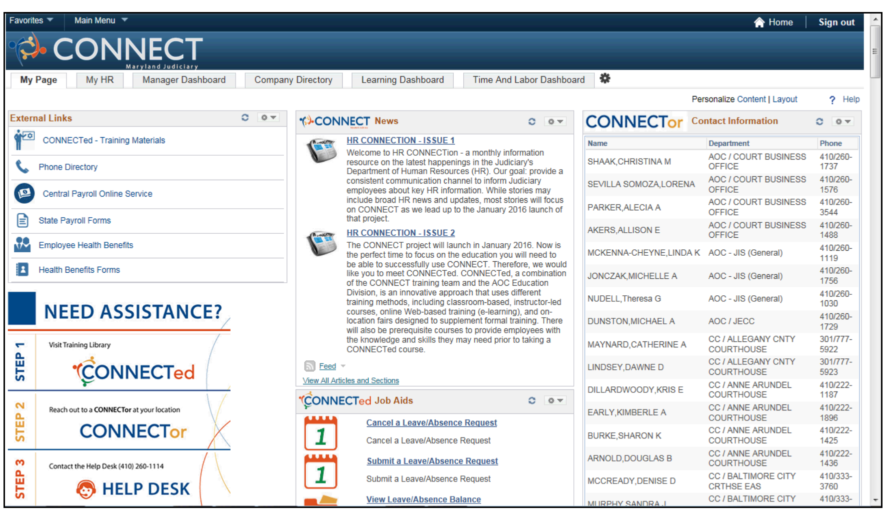
12_21_15_Viewing Your Course Details (Progress, Grades, Approvals, Schedule, etc.)

Once enrolled into a course, you can view your progress, class schedule, grade & attendance, notes & attachments, and approvals.

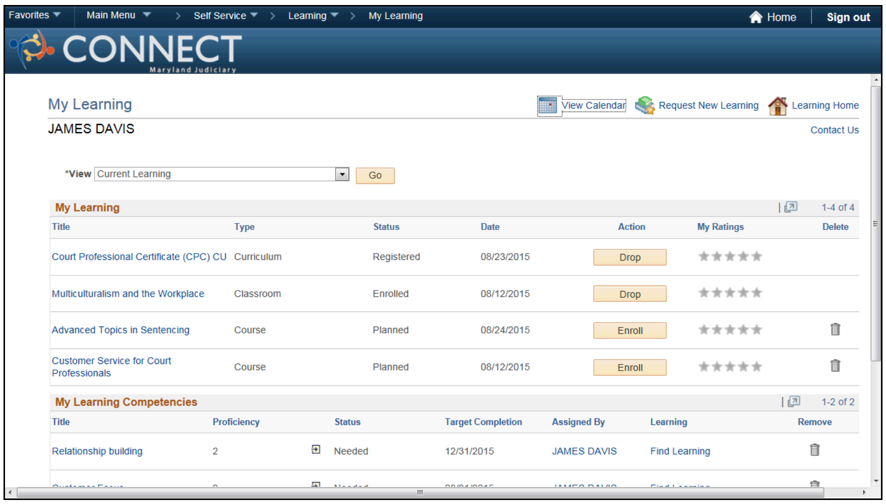


Procedure

In this topic, you will view the details for a course in which you are enrolled.

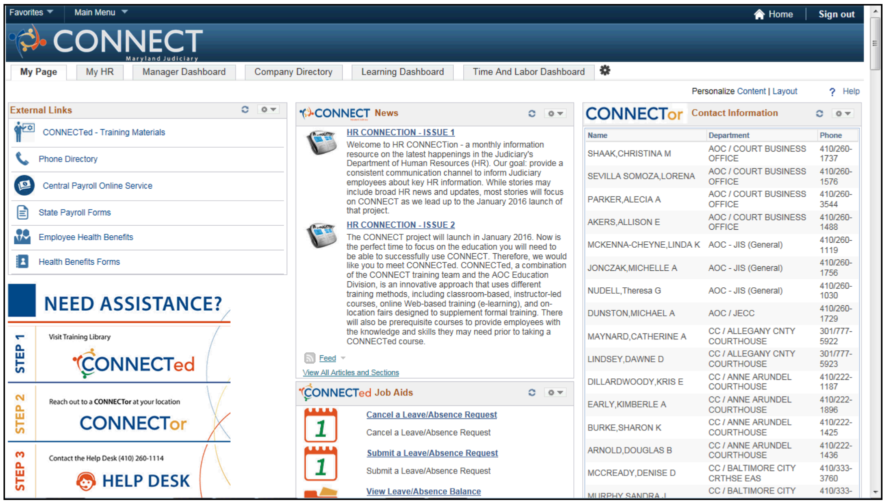


Step	Action	Notes
1.	Click the **Learning Dashboard** tab. Learning Dashboard	
2.	Click the **My Learning** link. My Learning	



Step	Action	Notes
3.	Click the **Multiculturalism and the Workplace** link. Multiculturalism and the Workplace	
4.	Click the **Vertical** scrollbar to move down the page.	
5.	Click the **Schedule** link. Schedule	
6.	View the class and session details.	
7.	Click the **Grades and Attendance** link. Grades and Attendance	
8.	An instructor or administrator will update your progress, attendance, and passing status as you attend the course. You can view these statuses at any time.	
9.	Click the **Notes and Attachments** link. Notes and Attachments	
10.	Any notes or attachments added by the instructor or administrator will be displayed on this page. This class however, does not contain notes or attachments.	

Step	Action	Notes
11.	Click the **Home** link. Home	



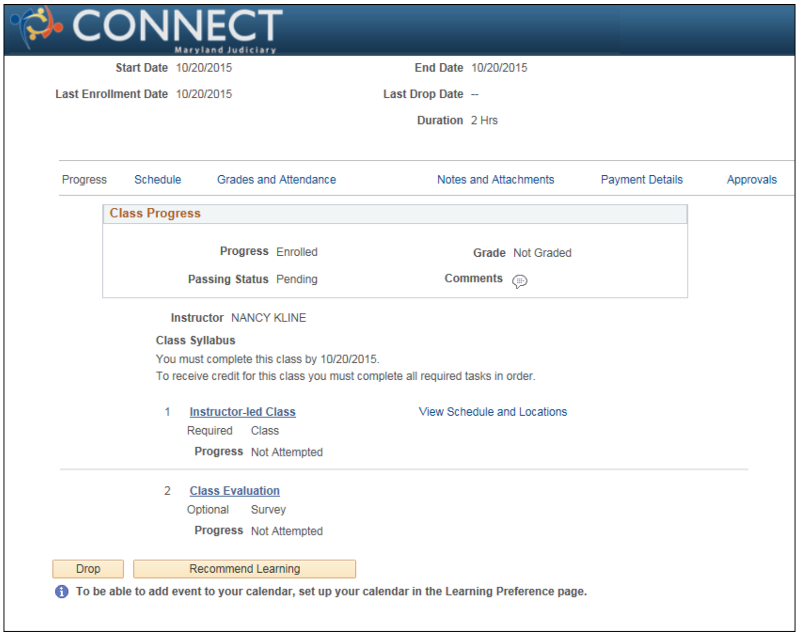
Step	Action	Notes
12.	Click the **Sign out** link. Sign out	
13.	You have completed the topic "Viewing You Course Details (Progress, Grades, Approvals, Schedule, etc.)". **End of Procedure.**	

12_21_15_Understanding and Completing Course Learning Components

Learning components are the building blocks of a course. CONNECT supports 6 basic types of learning components:

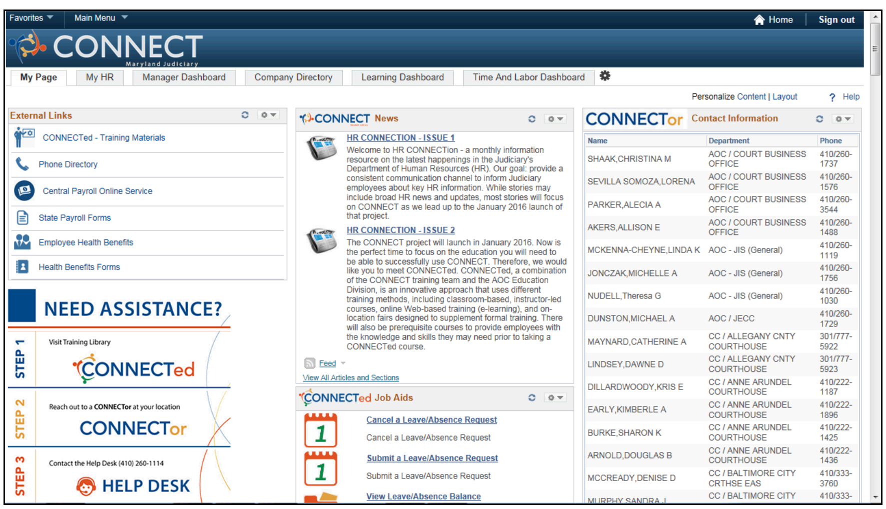
- Web-based
- Session
- Webcast
- Test
- Survey
- Assignment

Each course must have at least 1 learning component but could have more than one. In most cases, you will see courses that either have a class session, web-based component, or a survey used to evaluate the course.

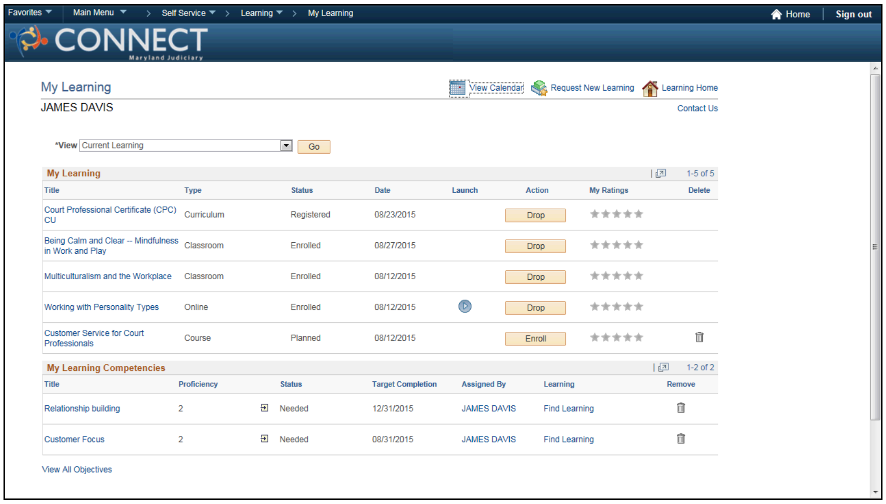


Procedure

In this topic, you will view a course's learning components.

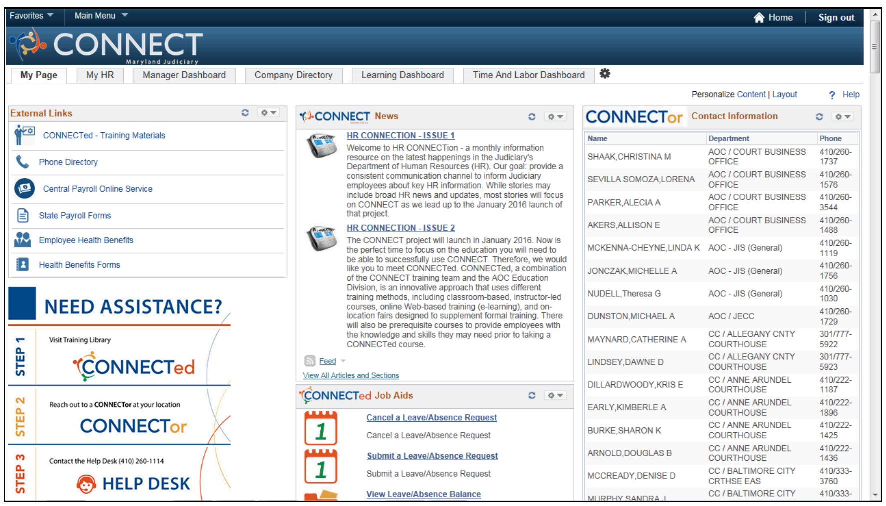


Step	Action	Notes
1.	Click the **Learning Dashboard** tab. Learning Dashboard	
2.	Click the **My Learning** link. My Learning	



Step	Action	Notes
3.	Click the **Being Calm and Clear -- Mindfulness in Work and Play** link. Being Calm and Clear -- Mindfulness in Work and Play	
4.	Click the **Vertical** scrollbar to move down the page.	
5.	Notice this course has two learning components: • Instructor-led Class • Class Evaluation You must satisfy the requirements for each component in order to receive credit for the course. In this example, the instructor-led class is required but the class evaluation is optional.	
6.	In some cases, you might need to complete the first component before you can start the second component. In this example, you would have to complete the class before you could complete the evaluation.	
7.	Click the **Instructor-led Class** link. Instructor-led Class	
8.	You can view the completion details for each component that defines the course. Completion details for instructor led classes will be entered by the instructor or learning administrator based on your participation in the class.	

Step	Action	Notes
9.	Click the **Return to Previous Page** link. Return to Previous Page	
10.	Click the **Class Evaluation** link. Class Evaluation	
11.	View the completion details for the class evaluation. Online components such as surveys and web-based courses will be updated automatically as you launch and complete the component.	
12.	Click the **Return to Previous Page** link. Return to Previous Page	
13.	Click the **Home** link. Home	



Step	Action	Notes
14.	Click the **Sign out** link. Sign out	
15.	You have completed the topic "Understanding and Completing Course Learning Components". **End of Procedure.**	

My Learning

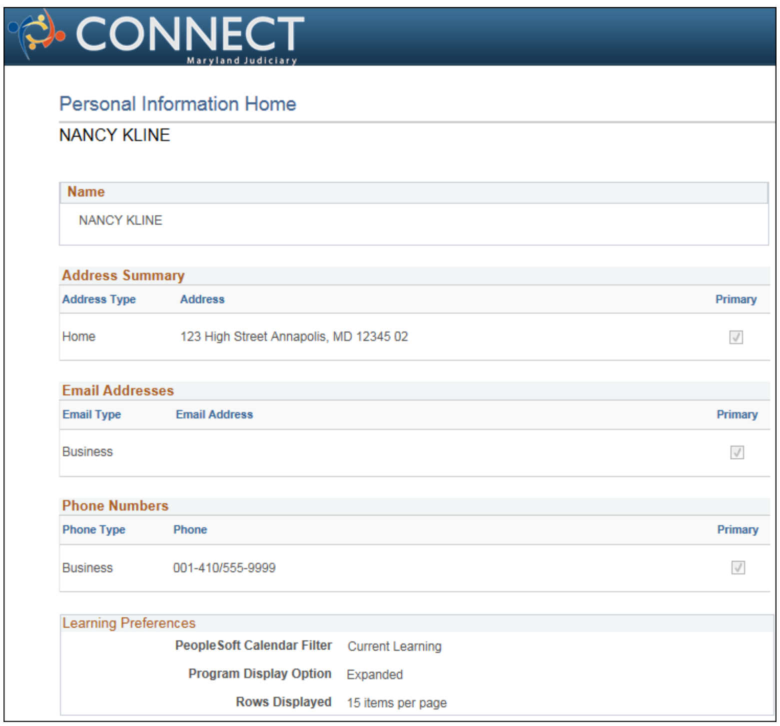
Use the My Learning page to view all your learning transcripts, perform actions such as drop and enroll, and print certificates of completion for selected courses.

During this learning module you will review various sections of topics:

- Viewing the Personal Information Home Page
- Viewing Learning Transcripts & Printing a Certificate of Completion
- Dropping a Self-Enrolled Course from My Learning
- Requesting a New Class for an Existing Course
- Sending an Ad-Hoc Email to a Class Administrator

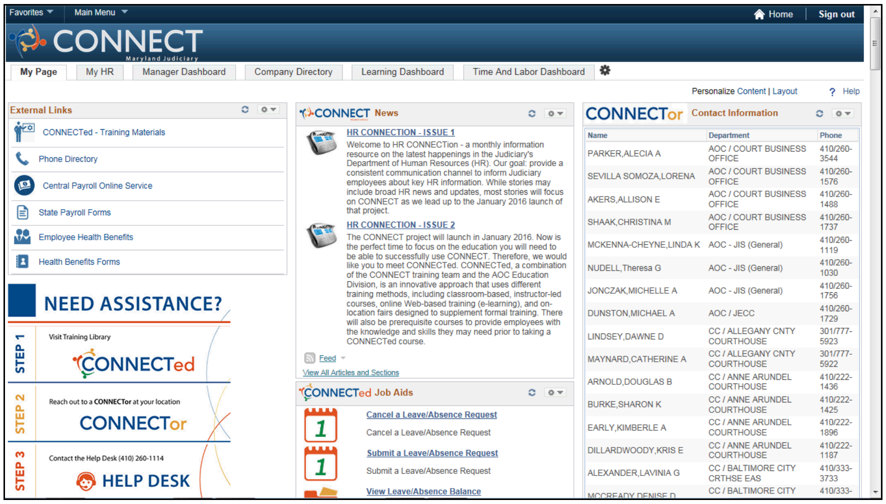
12_21_15_Viewing the Personal Information Home Page

You can view your personal information in the CONNECT Learning system. Any changes to your personal information however, must be made in the CONNECT HR system.

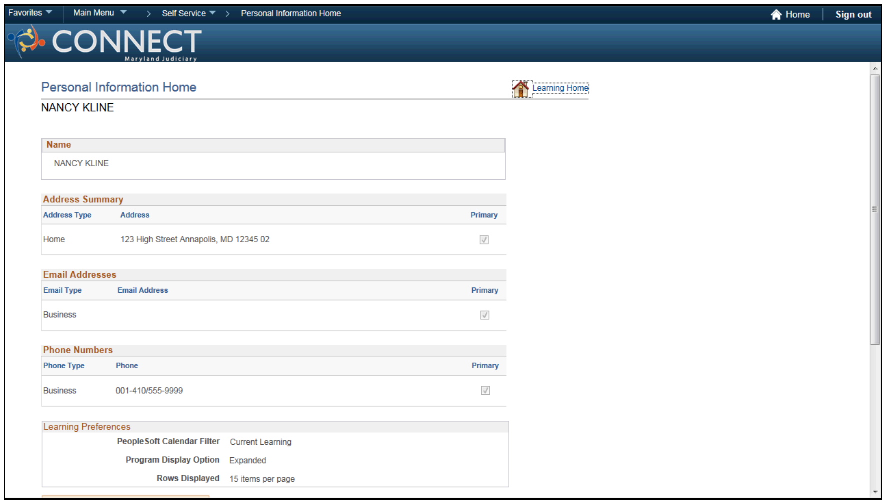


Procedure

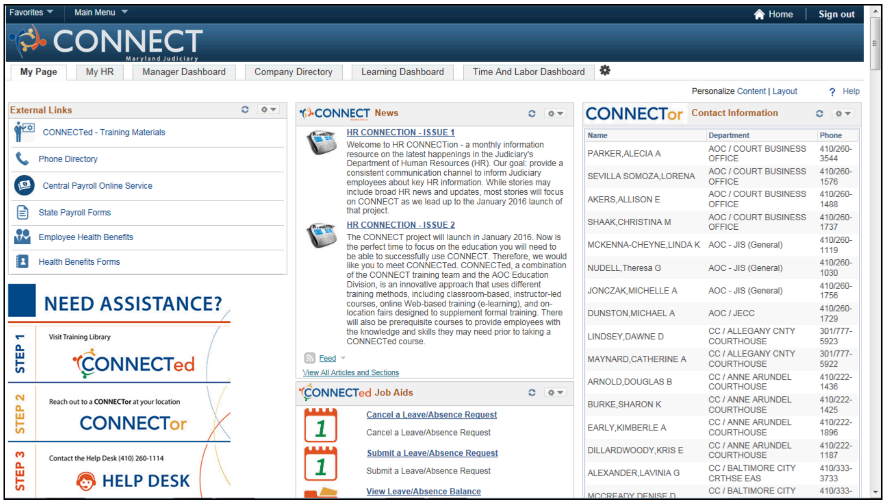
In this topic, you will view your personal information page in the CONNECT learning section.



Step	Action	Notes
1.	Click the **Main Menu** button. Main Menu	
2.	Click the **ELM Systems** menu. ELM Systems	
3.	Click the **Self Service** menu. Self Service	
4.	Click the **Personal Information Home** menu. Personal Information Home	
5.	Note: This a view only page. Your personal information on this page was fed from the CONNECT HR system. Any updates that need to be made to your personal data must be performed in the CONNECT HR system.	



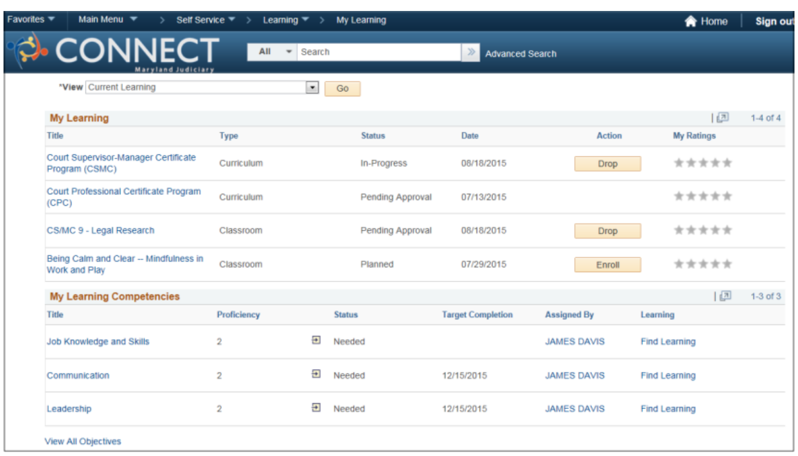
Step	Action	Notes
6.	Click the **Vertical** scrollbar to move down the page.	
7.	Some of the data on this page was masked for privacy.	
8.	Click the **Update Learner Preferences** button. Update Learner Preferences	
9.	When you search the catalog for courses or programs, CONNECT is set to automatically display the "Basic Search" page which limits your search criteria. If desired, you can change this setting to "Advanced Search" which will automatically display the advanced search fields when you access the catalog. For this example, do not change the setting.	
10.	Click the **Cancel** button. Cancel	
11.	Click the **Home** link. Home	



Step	Action	Notes
12.	Click the **Sign out** link. **Sign out**	
13.	You have completed the topic "Viewing the Personal Information Home Page". **End of Procedure.**	

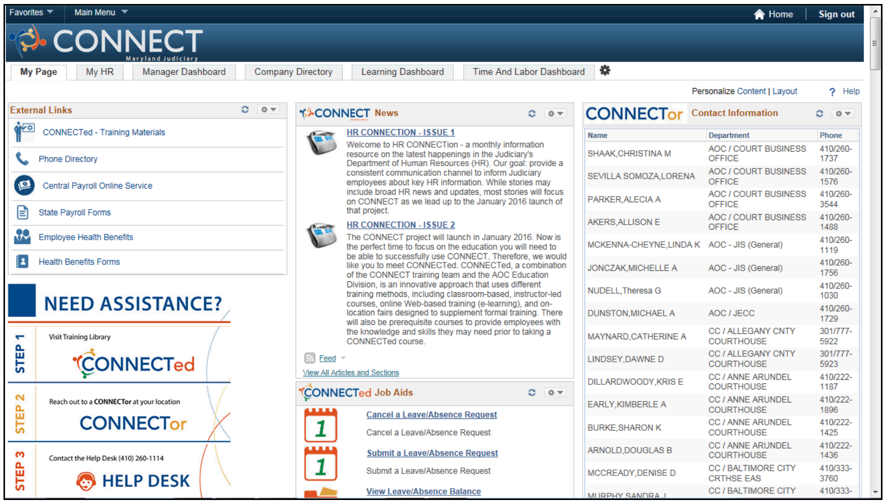
12_21_15_Viewing Learning Transcripts & Printing a Certificate of Completion

Use the My Learning page to view all your learning transcripts, perform actions such as drop and enroll, and print certificates of completion for selected courses.

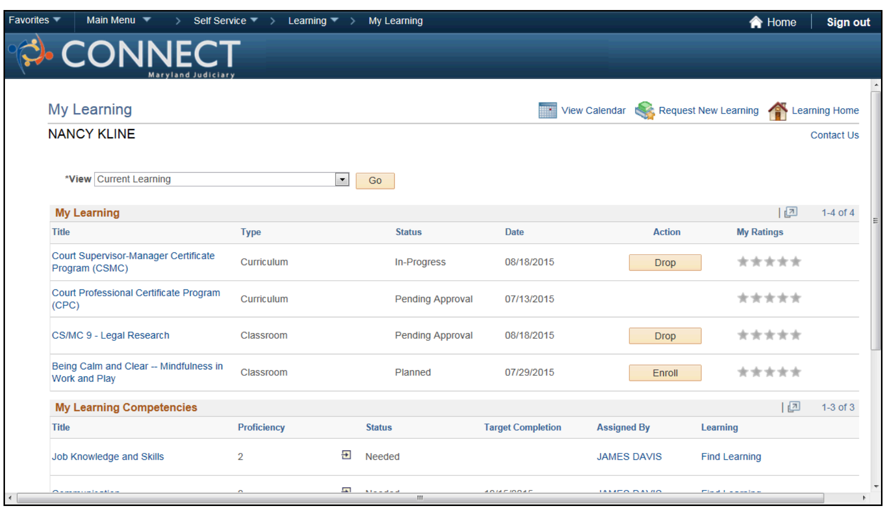


Procedure

In this topic, you will view your learning transcripts and print a certificate of completion for a completed course.

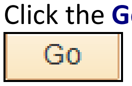


Step	Action	Notes
1.	Click the **Learning Dashboard** tab. Learning Dashboard	
2.	Click the **My Learning** link. My Learning	

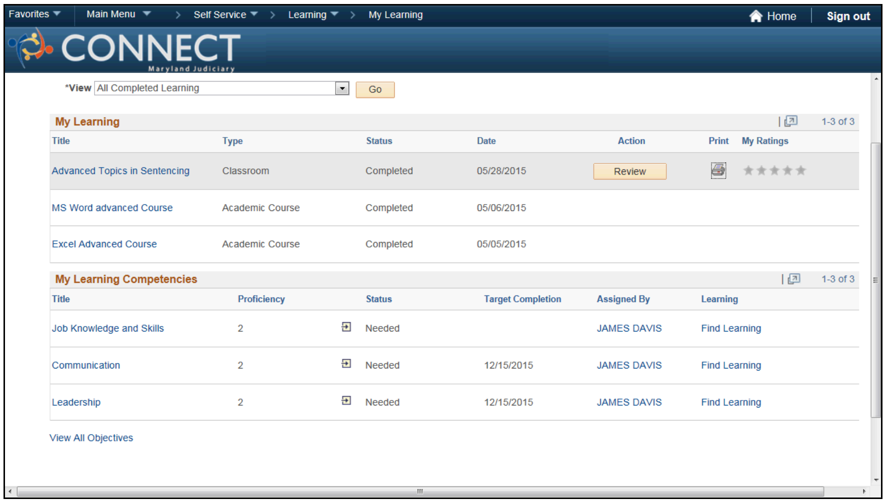


Step	Action	Notes
3.	Click the **Vertical** scrollbar to move down the page.	

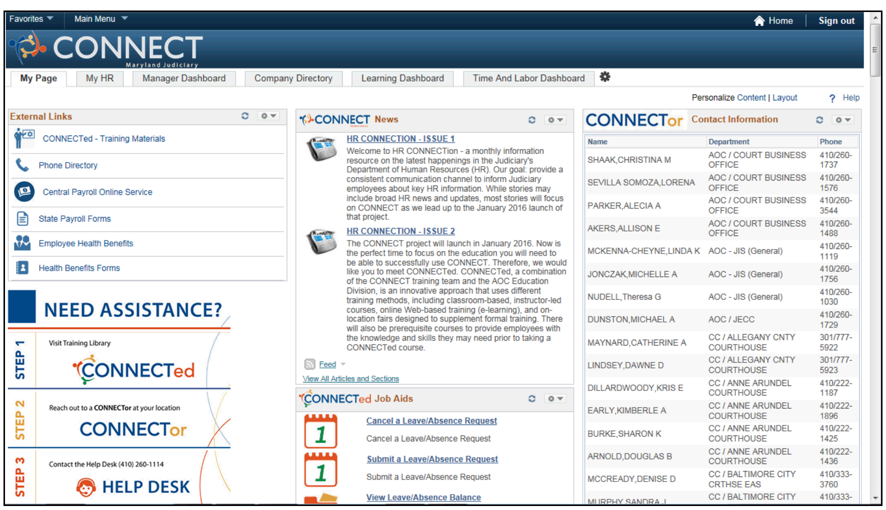
Step	Action	Notes
4.	By default, the My Learning page displays your current learning and competencies. Current learning consists of courses and programs that you are currently involved with whether they are planned, pending approval, enrolled, in-progress, etc.	
5.	In addition to viewing your learning activities on the My Learning page, you can perform certain actions. You can click any word in blue to view additional information. For example, clicking a course title will display more information about the course. You can also use the action buttons to drop or enroll into a course or program.	
6.	Click the **Court Supervisor-Manager Certificate Program (CSMC)** link to view additional course information. Court Supervisor-Manager Certificate Program (CSMC)	
7.	When finished, click the **Return to Previous Page** link to return to the My Learning page. Return to Previous Page	
8.	You can use the View drop-down list to change the view from Current Learning to something else. Options include: • Completed learning • Dropped learning • All learning within the last 90 days • All completed learning for the calendar year • All learning, any type and status • Requested learning	
9.	Click the **View** drop-down list.	
10.	Click the **All Dropped Learning** list item.	
11.	Click the **Go** button. Go	
12.	All dropped learning is displayed.	
13.	Click the **View** drop-down list.	
14.	Click the **All completed learning this calendar year** list item.	

Step	Action	Notes
15.	Click the **Go** button. 	
16.	All learning that was completed during the current calendar year is displayed.	
17.	Click the **View** drop-down list.	
18.	Click the **Requested Learning** list item.	
19.	Click the **Go** button. 	
20.	All submitted learning requests are displayed.	
21.	Click the **View** drop-down list.	
22.	Click the **All Completed Learning** list item.	
23.	Click the **Go** button. 	
24.	If you see a print icon for a specific learning item, you can click the icon to print a certificate of completion for that item. In this example, the print icon is not available for the MS Word Advanced Course and the Excel Advanced Course since these are supplemental learning and were completed outside of CONNECT.	
25.	Click the **Print** button for Advanced Topics in Sentencing. 	
26.	Use the toolbar at the bottom of the page to print or save the certificate as desired.	

Step	Action	Notes
27.	When finished, click the **Close (X)** button to close the certificate. 	



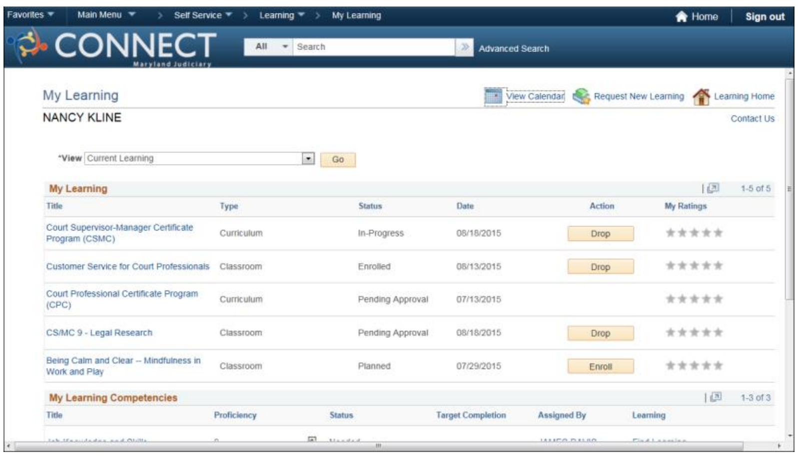
Step	Action	Notes
28.	Click the **Home** link. 	



Step	Action	Notes
29.	Click the **Sign out** link. **Sign out**	
30.	You have completed the topic "Viewing Learning Transcripts and Printing a Certificate of Completion". **End of Procedure.**	

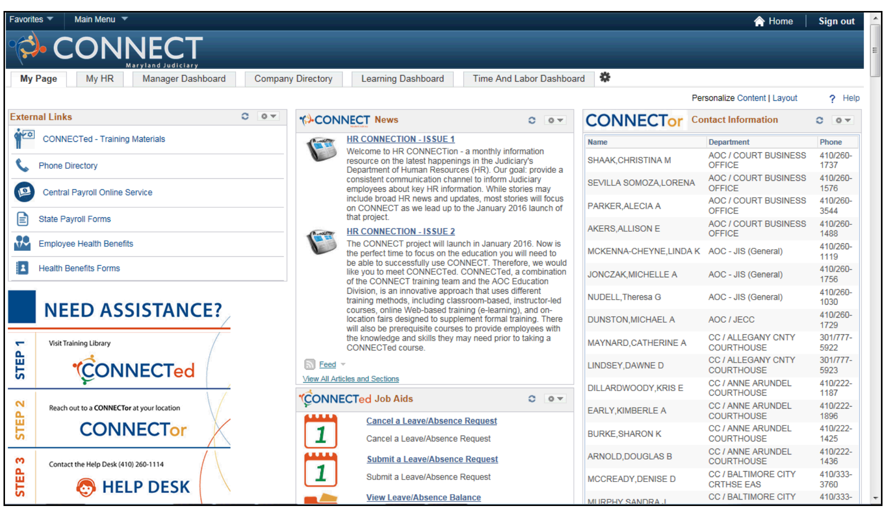
12_21_15_Dropping a Self-Enrolled Course from My Learning

From the My Learning page in CONNECT, you can drop courses and programs that have been self-enrolled by you. You cannot drop courses or programs that have been assigned by your manager or a learning administrator.

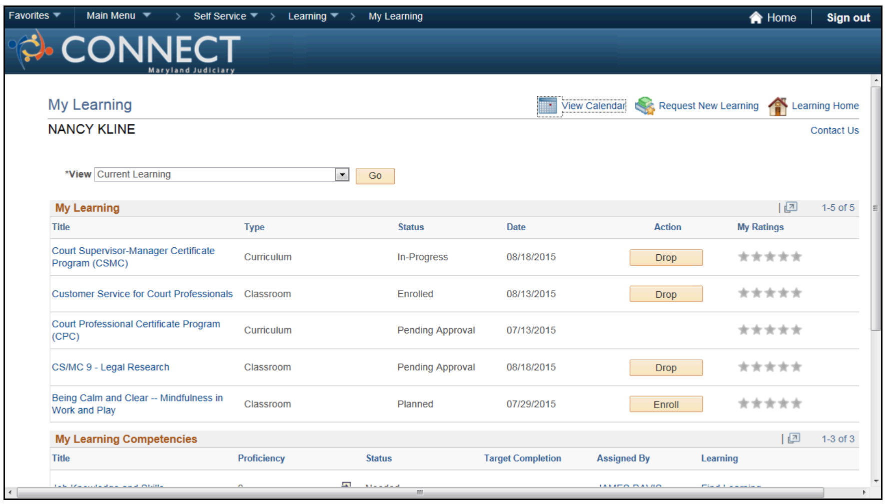


Procedure

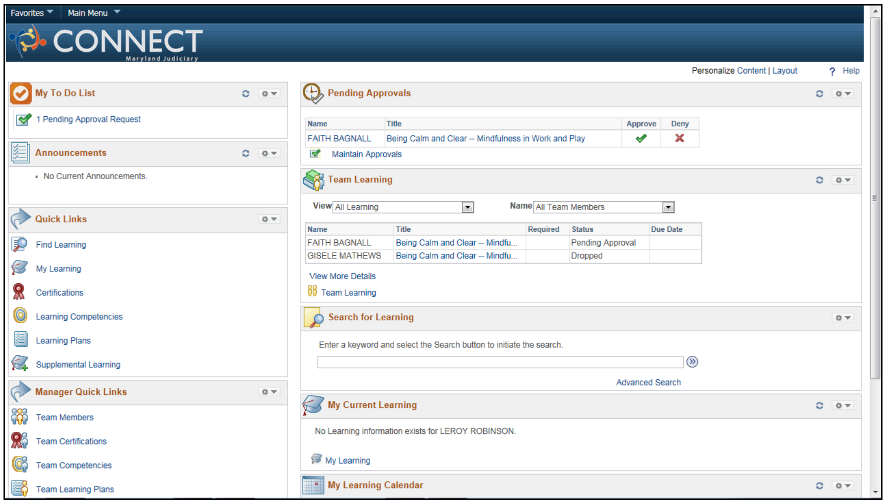
In this topic, you will drop a self-enrolled course.



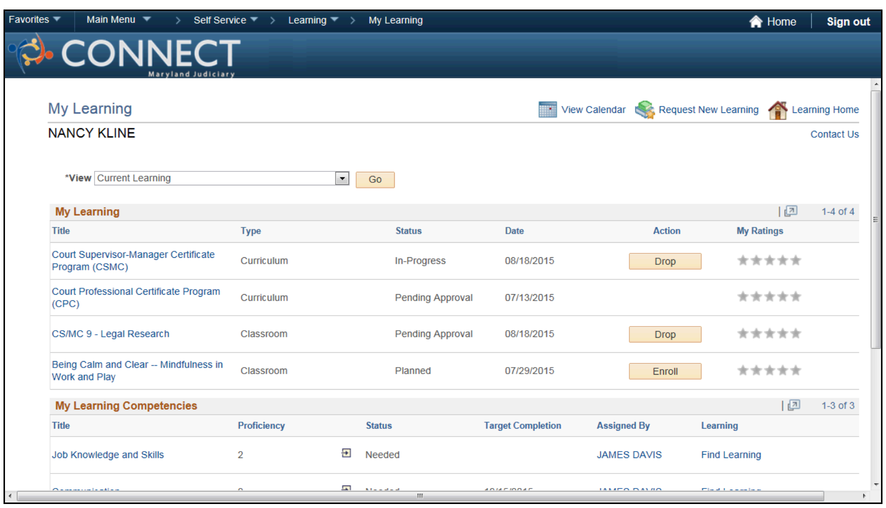
Step	Action	Notes
1.	Click the **Learning Dashboard** tab. Learning Dashboard	
2.	Click the **My Learning** link. My Learning	
3.	**Note:** You can only drop a course or program that was self-enrolled by you. You cannot drop a course or program that was assigned by your manager or a learning administrator.	



Step	Action	Notes
4.	Click the **Drop** button for the course "Customer Service for Court Professionals". Drop	
5.	Click the **Drop** button to confirm the action. Drop	
6.	Notice the message indicating the drop was successful.	
7.	Click the **Learning Home** link. Learning Home	

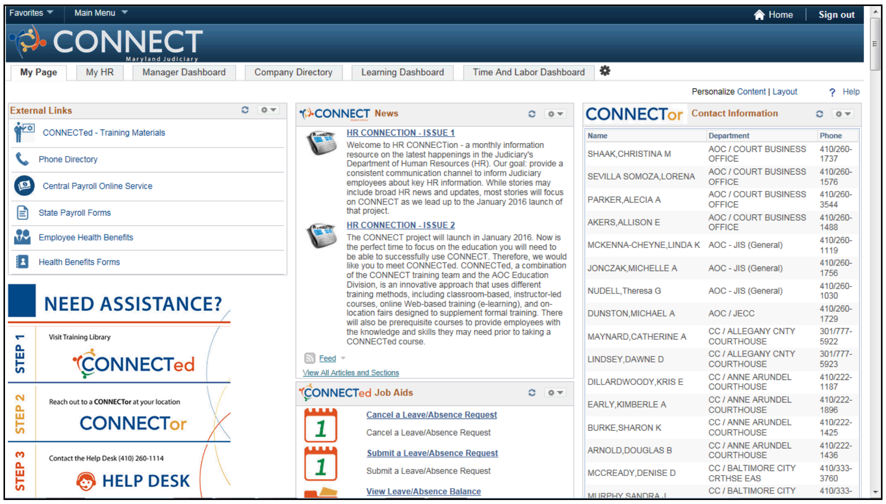


Step	Action	Notes
8.	Click the **My Learning** link. My Learning	
9.	By changing the current view, you can see all learning items that have been dropped.	



Step	Action	Notes
10.	Click the **View** drop-down list.	
11.	Click the **All Dropped Learning** list item.	
12.	Click the **Go** button. Go	

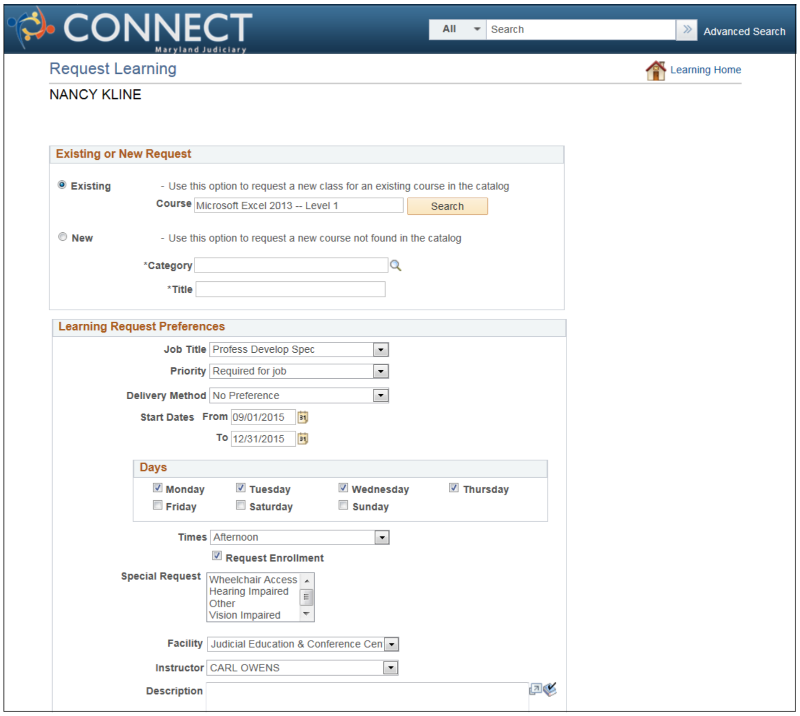
Step	Action	Notes
13.	Notice the course that was just dropped (Customer Service for Court Professionals) is displayed with a status of "Dropped".	
14.	Click the **Home** link. 	



Step	Action	Notes
15.	Click the **Sign out** link. 	
16.	You have completed the topic "Dropping a Self-Enrolled Course from My Learning". **End of Procedure.**	

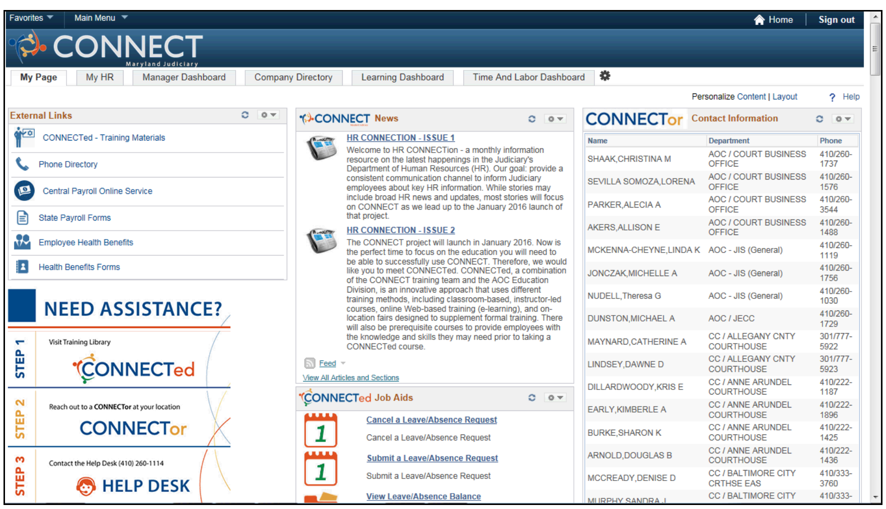
12_21_15_Requesting a New Class for an Existing Course

Learning requests enable you to request new courses and classes if they are not in the CONNECT catalog or if classes are full or waitlisted. You can enter desired preferences for the course or class such as dates, times, locations, etc. It is important to note however, submitting the request does not guarantee that the requested learning will be offered.



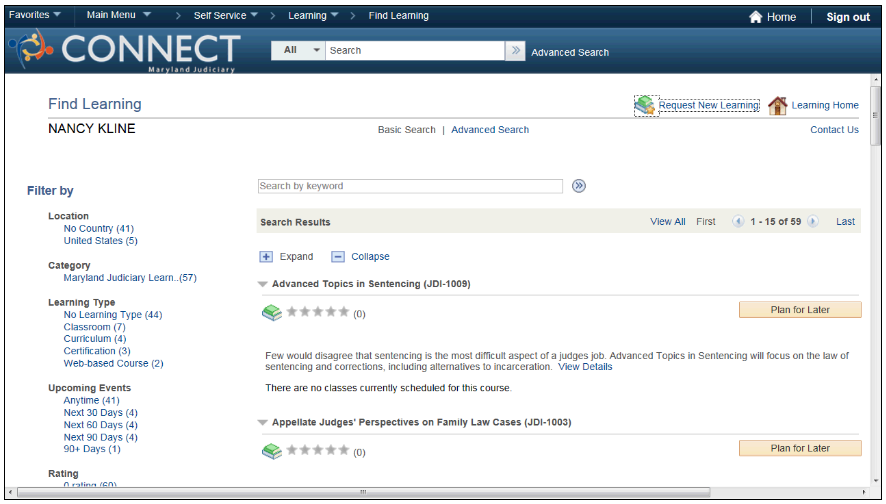
Procedure

In this topic, you will search the learning catalog for a specific class, realize the class doesn't exist, then request the class to be created.



Step	Action	Notes
1.	Click the **Learning Dashboard** tab. Learning Dashboard	

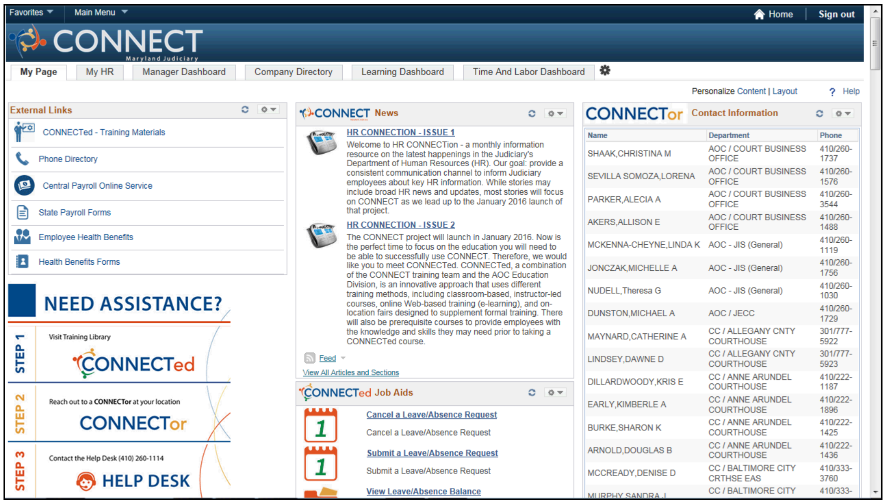
Step	Action	Notes
2.	Click the **Find Learning** link. Find Learning	
3.	**Note:** Before submitting a request for a new course or class, it is important to search the catalog first to ensure the desired course/class doesn't currently exist.	



Step	Action	Notes
4.	Click in the **Search by keyword** field.	
5.	Enter "**excel**" into the **Search by keyword** field.	
6.	Click the **Search** button.	
7.	Click the **Vertical** scrollbar to move down the page.	
8.	Notice there are several Excel courses in the catalog but none of the courses have scheduled classes.	
9.	Click the **Vertical** scrollbar to move back up the page.	
10.	Click the **Request New Learning** link. Request New Learning	
11.	The Learning Request function provides the ability to either request a new class for an existing course or request a new course. In this example, you will request a new class for the Level 1 Microsoft Excel course.	

Step	Action	Notes
12.	Click in the **Course** field.	
13.	Enter "**excel**" into the **Course** field.	
14.	Click the **Search** button. Search	
15.	Click the **Select** button for the course in which you are requesting the class. Select	
16.	Notice the course you selected is populated in the Course field.	
17.	The Learning Request Preferences allow you to specify your desired preferences for the class such as: • Delivery method • Date range • Days of the week • Facility • Instructor Remember, these are your desired preferences but does not guarantee that a learning administrator will create the class based solely on these preferences.	
18.	Click the **Priority** drop-down list. No Preference	
19.	Click the **Required for job** list item. Required for job	
20.	Click the **Delivery Method** drop-down list. No Preference	
21.	Click the **Classroom** list item. Classroom	
22.	Click in the **Start Dates From** field.	
23.	Enter "**09/01/2015**" into the **Start Dates From** field.	
24.	Click in the **Start Dates To** field.	
25.	Enter "**12/31/2015**" into the **Start Dates To** field.	
26.	Click the **Vertical** scrollbar to move down the page.	

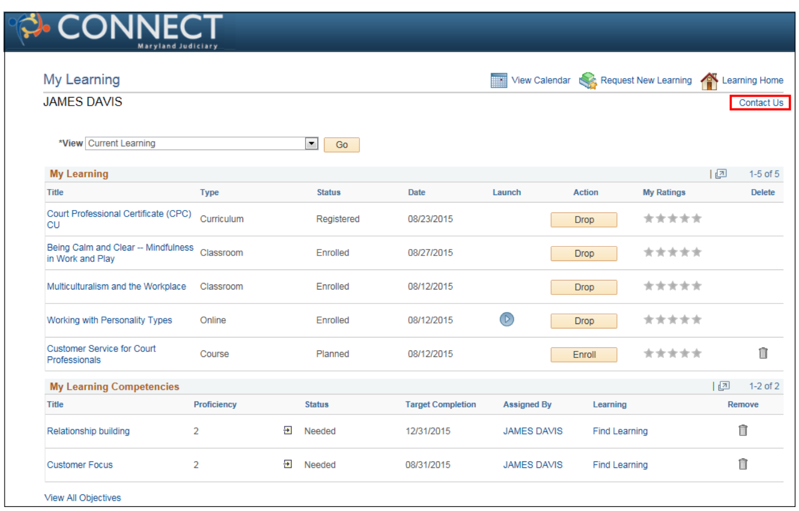
Step	Action	Notes
27.	Click the **Monday** option. Monday	
28.	Click the **Tuesday** option. Tuesday	
29.	Click the **Wednesday** option. Wednesday	
30.	Click the **Thursday** caret. Thursday	
31.	Click the **Times** drop-down list. No Preference	
32.	Click the **Afternoon** list item. Afternoon	
33.	Click the **Request Enrollment** option. Request Enrollment	
34.	**Note:** By selecting Request Enrollment, you are requesting the person creating the class to enroll you afterwards.	
35.	Click the **Facility** drop-down list.	
36.	Click the **Judicial Education & Conference Center** list item. Judicial Education & Conference Center	
37.	Click the **Submit Request** button. Submit Request	
38.	Notice the message indicating the request was submitted successfully.	
39.	Click the **Home** link. Home	



Step	Action	Notes
40.	Click the **Sign out** link. **Sign out**	
41.	You have completed the topic "Requesting a New Class for an Existing Course". **End of Procedure.**	

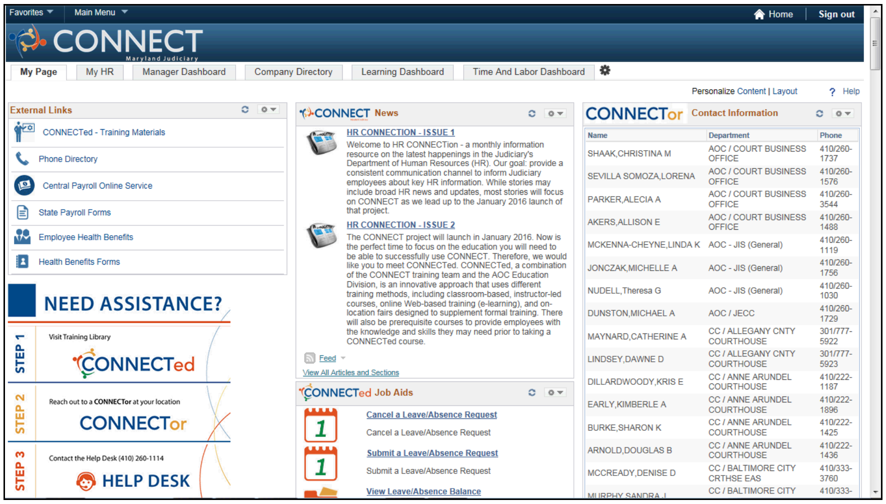
12_21_15_Sending an Ad-Hoc Email to a Class Administrator

From within CONNECT, you can send an ad-hoc email to a learning administrator or the AOC Education Division.

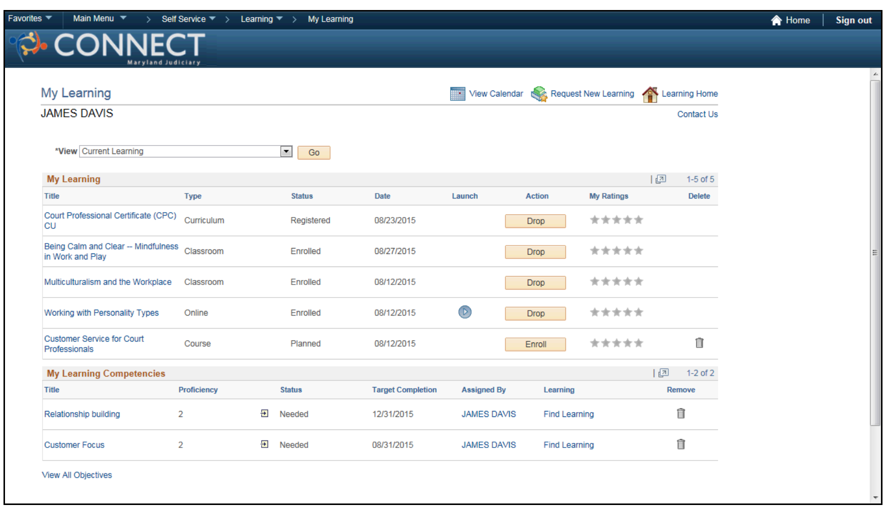


Procedure

In this topic, you will learn how to send an ad-hoc email from CONNECT to a learning administrator or the AOC Education Division.

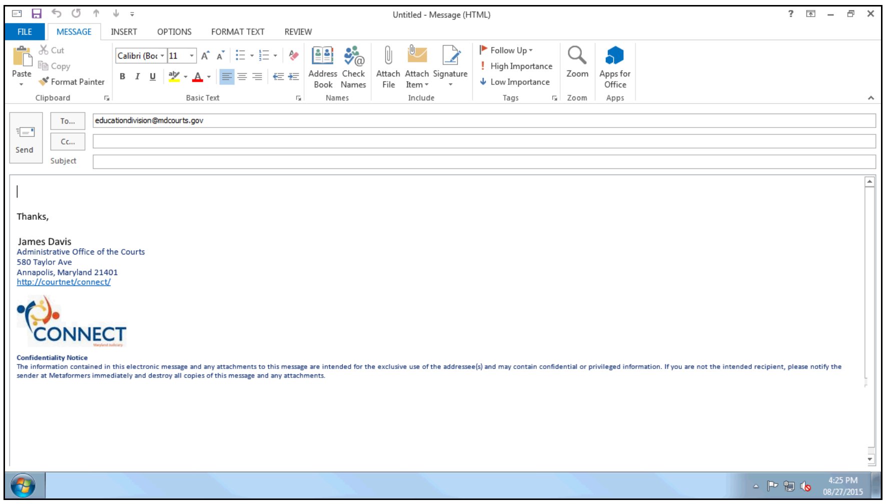


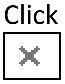
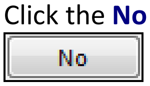
Step	Action	Notes
1.	Click the **Learning Dashboard** tab. Learning Dashboard	
2.	Click the **My Learning** link. My Learning	
3.	Anywhere you see "Contact Us" in the CONNECT Learning System, you can click the link to send an email to the MD Courts Education Division.	

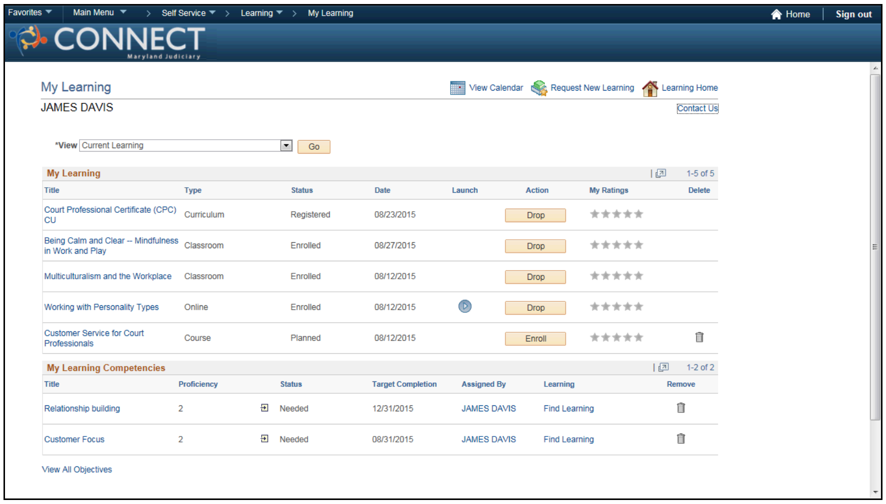


Step	Action	Notes
4.	Click the **Contact Us** link. Contact Us	

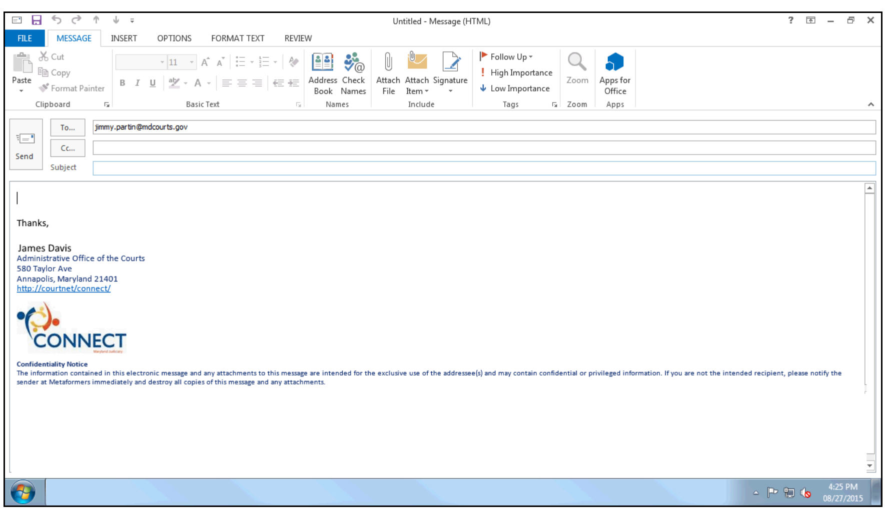
Step	Action	Notes
5.	Notice Outlook opens with the Education Division email address automatically populated.	
6.	Compose your email to the Education Division by entering a Subject and the contents of the email as desired.	



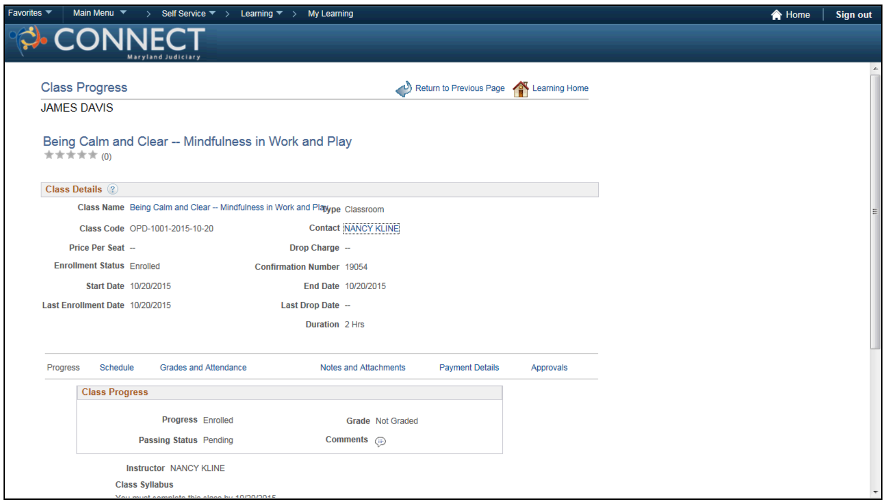
Step	Action	Notes
7.	In this example, you will not actually send the email. Click the **Close** button. 	
8.	Click the **No** button. 	



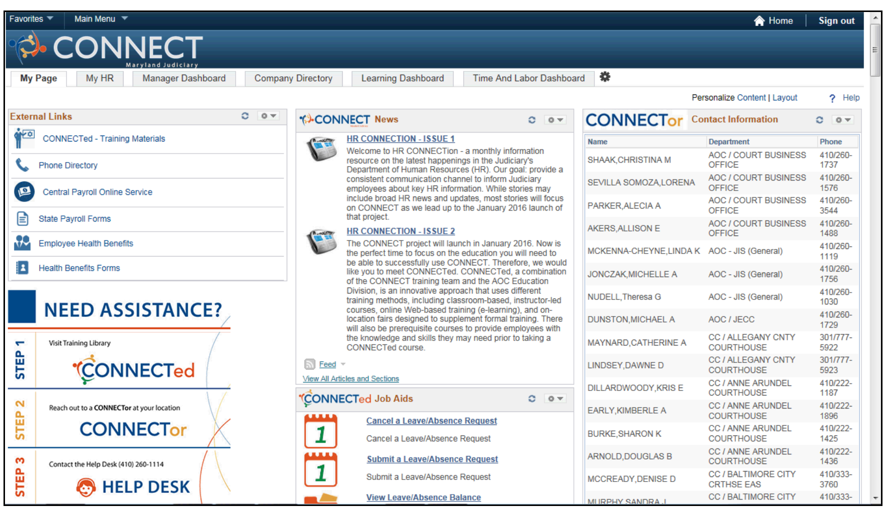
Step	Action	Notes
9.	Click the **Being Calm and Clear -- Mindfulness in Work and Play** link. Being Calm and Clear -- Mindfulness in Work and Play	
10.	If you prefer to contact a specific Learning Administrator as opposed to contacting the Education Division, you can click the Contact name on the Class Progress page.	
11.	Click the **Jimmy Partin** link. Jimmy Partin	
12.	Notice Jimmy's email automatically populated in the "To" field.	



Step	Action	Notes
13.	Click the **Close** button.	
14.	Click the **No** button. No	



Step	Action	Notes
15.	Click the **Home** link. Home	



Step	Action	Notes
16.	Click the **Sign out** link. gn out	
17.	You have completed the topic "Sending an Ad-Hoc Email to a Class Administrator". **End of Procedure.**	

Applying for Jobs

Through CONNECT self-service, employees can view job postings and apply for jobs online.

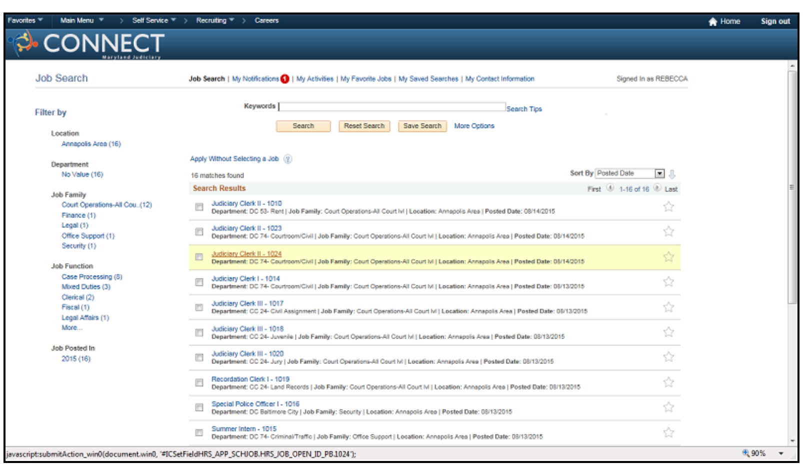
Upon completion of this module, you will be able to:

- Apply for a job
- Save job search criteria
- Save jobs to favorites
- Withdraw an application
- Accept or reject a job offer
- Send a job to a friend
- Refer a friend
- Notify applicants of jobs

12_21_15_Searching and Applying for a Job

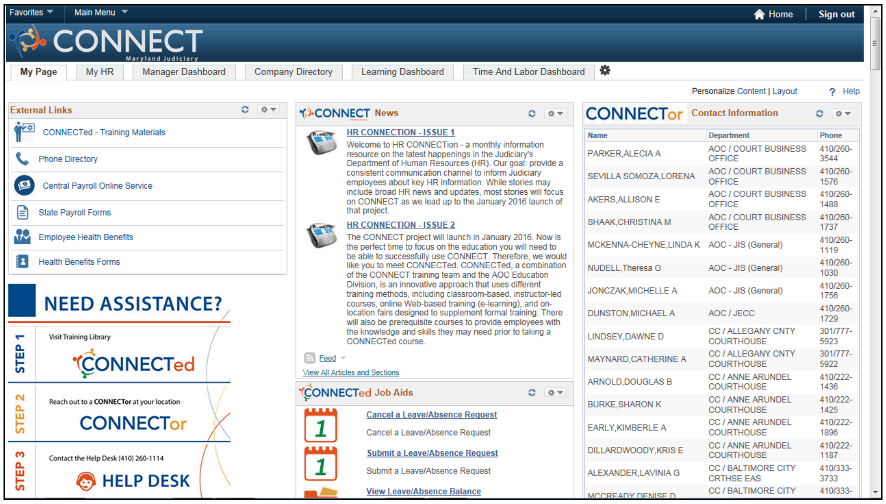
Applying for a Job -Internal Employee

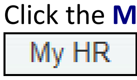
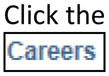
As a current employee you have the ability to search jobs though the self-service careers page and apply online. As a current employee CONNECT will automatically include your basic information such as, name, address, email, phone numbers, etc., to your application and therefore simplifying your process.

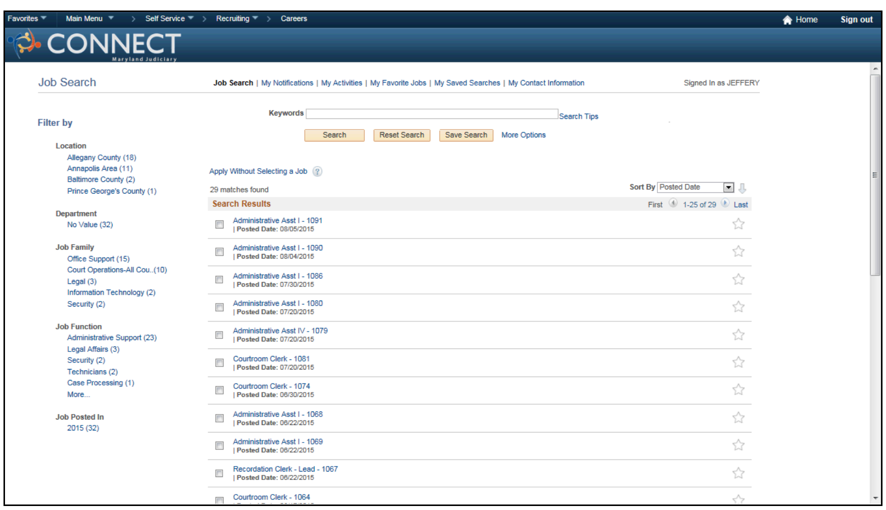


Procedure

In this topic, you will access the Careers page and apply for a position.

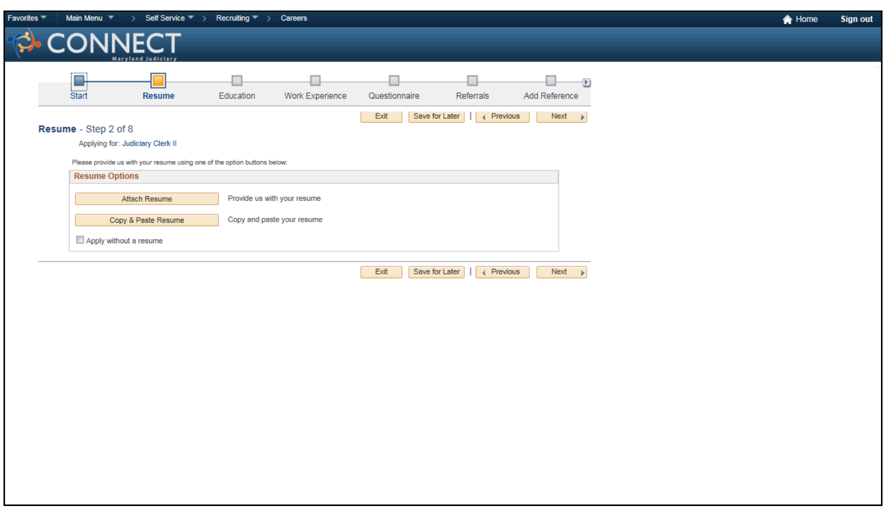


Step	Action	Notes
1.	Click the **My HR** tab. 	
2.	Click the **Careers** link. 	

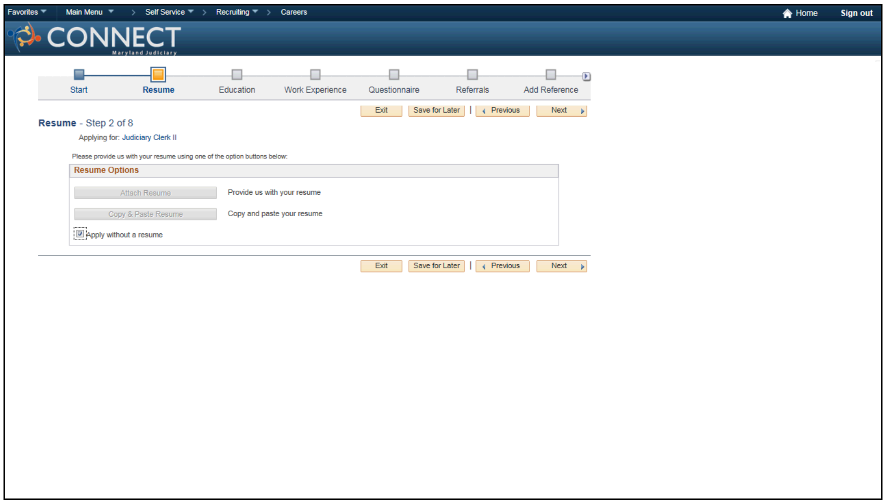


Step	Action	Notes
3.	Click in the **Keywords** field.	

Step	Action	Notes
4.	Enter "**Clerk**" into the **Keywords** field.	
5.	Click the **Search** button. Search	
6.	Click the **Vertical** scroll bar to move down the page.	
7.	Click the **Judiciary Clerk - 1010** link. Judiciary Clerk II - 1010	
8.	Click the **Apply** button. Apply	
9.	Click the **Checkbox** indicating you have read and agreed to the above terms and agreements.	
10.	Click the **Next** button. Next	
11.	When applying for a job, you can attach a resume, copy and paste your resume, or apply without a resume. Please note that if you attach or paste your existing resume, you will still be guided through each section of the application (education, work experience, etc.) to enter your details.	

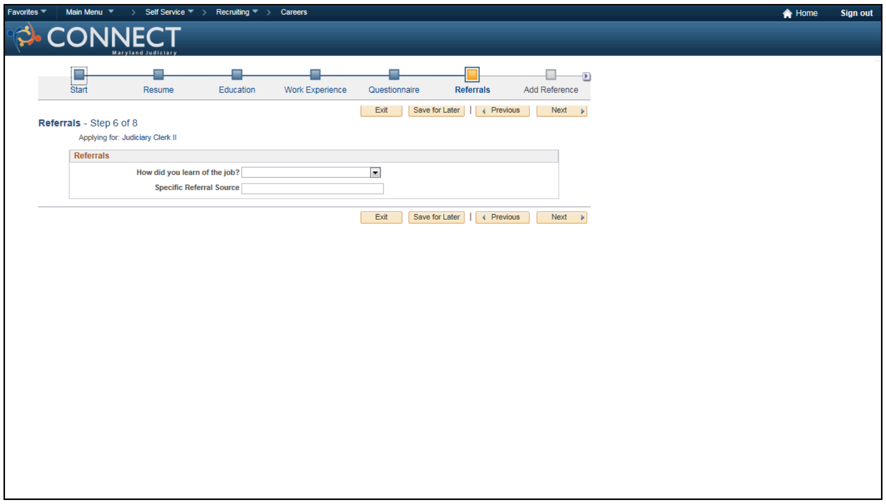


Step	Action	Notes
12.	Click the **Apply without a resume** object.	

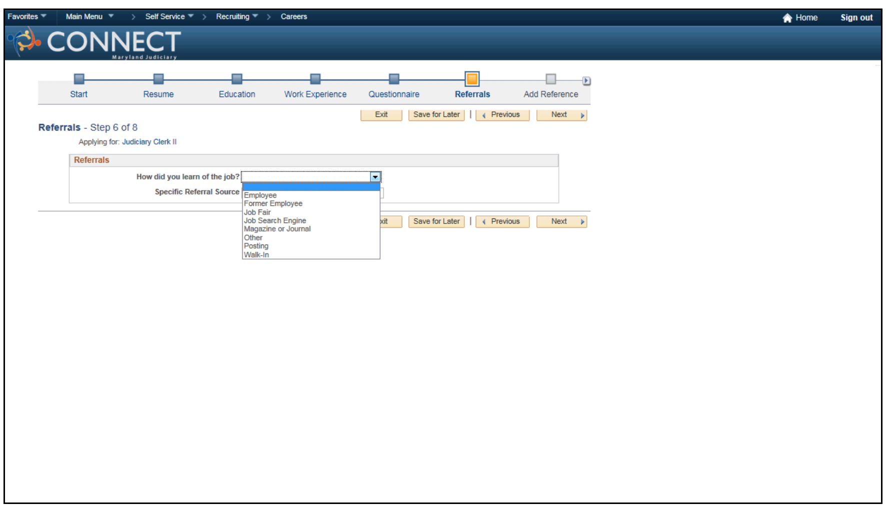


Step	Action	Notes
13.	Click the **Next** button. Next	
14.	Click the **Add Degrees** button. Add Degrees	
15.	Click in the **Date Acquired** field. 09/08/2015	
16.	Press **[Backspace]** to clear the field.	
17.	Enter "**05/31/2005**" into the **Date Acquired** field.	
18.	Click in the **Degree** field.	
19.	Enter "**bs**" into the **Degree** field.	
20.	Click the **BS** object. BS	
21.	Click the **Save** button. Save	
22.	Click the **Next** button. Next	
23.	Click the **Add Work Experience** button. Add Work Experience	
24.	Enter "**03/13/2006**" into the **Start Date** field.	
25.	Click in the **Employer** field.	
26.	Enter "**Admin Office of the Courts**" into the **Employer** field.	

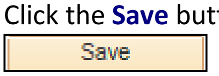
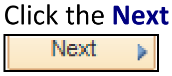
Step	Action	Notes
27.	Click in the **Ending Job Title** field.	
28.	Enter "**Employee Relations Clerk**" into the **Ending Job Title** field.	
29.	Click in the **Supervisor** field.	
30.	Enter "**Davy Glenn**" into the **Supervisor** field.	
31.	Click in the **Supervisor Email** field.	
32.	Enter "**davy.glenn@aoc.gov**" into the **Supervisor Email** field.	
33.	Click in the **Supervisor Phone** field.	
34.	Enter "**410-260-0000**" into the **Supervisor Phone** field.	
35.	The "OK to contact" checkbox will be auto selected.	
36.	Click in the **Description** field.	
37.	Enter "**Employee Relations Clerk duties as assigned.** " into the **Description** field.	
38.	Click the **Save** button. Save	
39.	Click the **Next** button. Next	
40.	Not all Jobs will have the same questionnaire. Some may have only one question, some may have up to five questions. In this example, there is only one question.	
41.	Click the **Yes** option.	
42.	Click the **Next** button. Next	

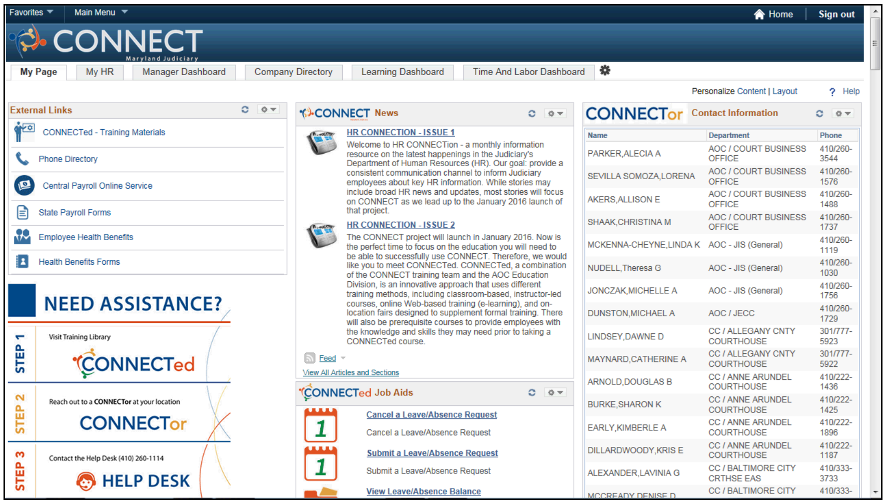


Step	Action	Notes
43.	Click the button to the right of the **How did you learn of the job?** field.	



Step	Action	Notes
44.	Click the **Posting** list item. Posting	
45.	Click the **Next** button. Next	
46.	Click the **Add Reference** button. Add Reference	

Step	Action	Notes
47.	The "Add Reference" page will autopopulate the Reference Type to "Professional". Please make the correct selection for "Reference Type".	
48.	Enter "**Joan Daewood**" into the **Reference Name** field.	
49.	Click in the **Title** field.	
50.	Enter "**Manager**" into the **Title** field.	
51.	Click in the **Employer** field.	
52.	Enter "**Acme Company**" into the **Employer** field.	
53.	Click in the **Phone** field.	
54.	Enter "**410-555-6632**" into the **Phone** field.	
55.	Click in the **Email Address** field.	
56.	Enter "**joan.daewood@123.com**" into the **Email Address** field.	
57.	Click the **Save** button. 	
58.	Click the **Next** button. 	
59.	Click the **Submit Application** button. 	
60.	Once you have submitted your application, CONNECT will not allow you to edit it for that specific job.	
61.	Click the **Home** link. 	



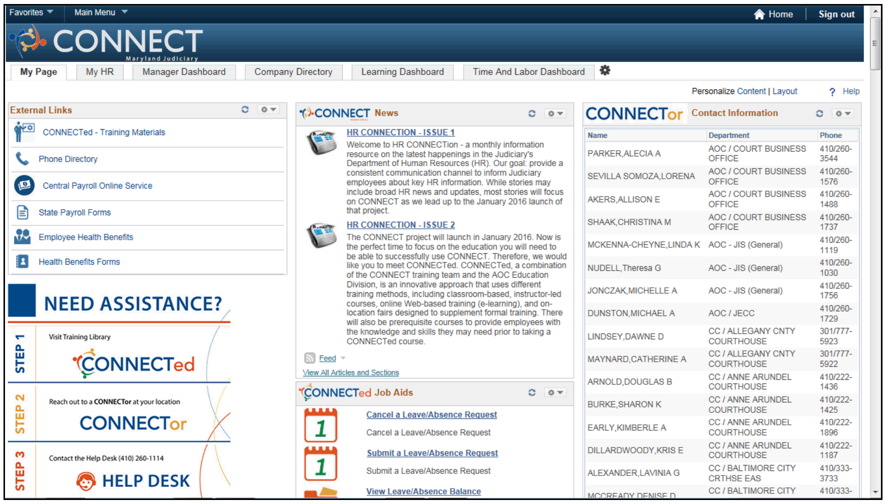
Step	Action	Notes
62.	Click the **Sign out** link. **Sign out**	
63.	You have completed the topic "Searching and Applying for a Job". **End of Procedure.**	

12_21_15_Save Job Search Criteria

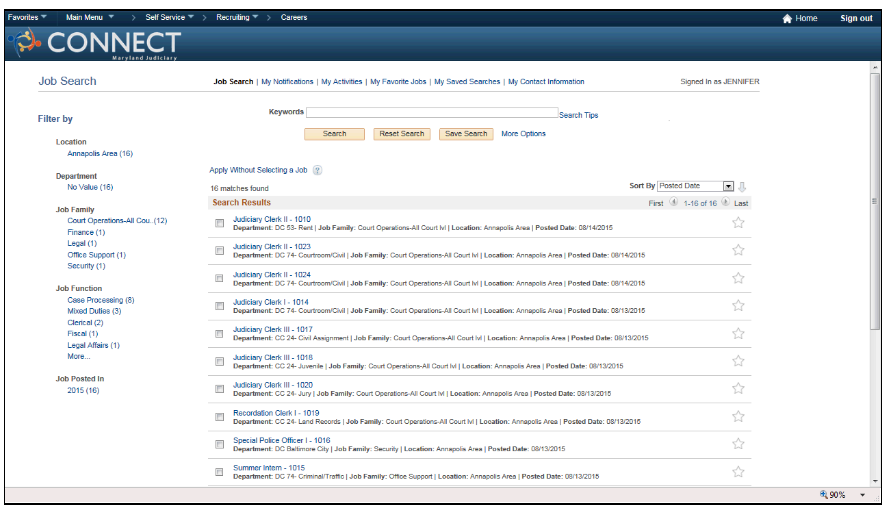
You can perform job searches in CONNECT, save the search criteria to be used at a later date, and be notified via email if a new job is posted that meets your saved search criteria.

Procedure

In this topic, you will search for a job and save your search criteria to be used at a later date.

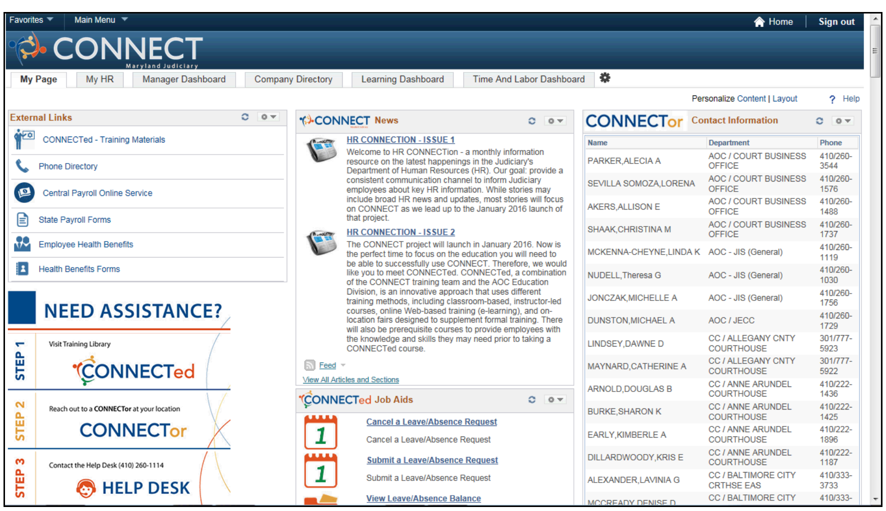


Step	Action	Notes
1.	Click the **My HR** tab. My HR	
2.	Click the **Careers** link. Careers	



Step	Action	Notes
3.	Enter "**clerk iii**" into the **Keywords** field.	
4.	Click the **Search** button. Search	
5.	Click the **Save Search** button. Save Search	

Step	Action	Notes
6.	Notice there is an existing search that was created at a different time.	
7.	Click in the **Name My Search** field.	
8.	Enter "**Clerk III**" into the **Name My Search** field.	
9.	You can choose to be notified when a new job is posted that meets your search criteria.	
10.	Click the **Notify me when new jobs meet my criteria** checkbox. Notify me when new jobs meet my criteria	
11.	Your email will populate automatically when you select the Notify me checkbox.	
12.	Click the **Save Search** button. Save Search	
13.	There are now 2 searches saved.	
14.	To access your saved searches later, click the My Saved Searches link. This link is visible on most of the Career pages in CONNECT.	
15.	Click the **Home** link. Home	

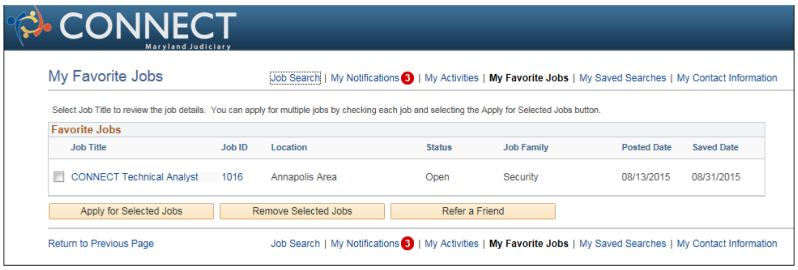


Step	Action	Notes
16.	Click the **Sign out** link. Sign out	

Step	Action	Notes
17.	You have completed the topic "Save a Job Search Criteria". **End of Procedure.**	

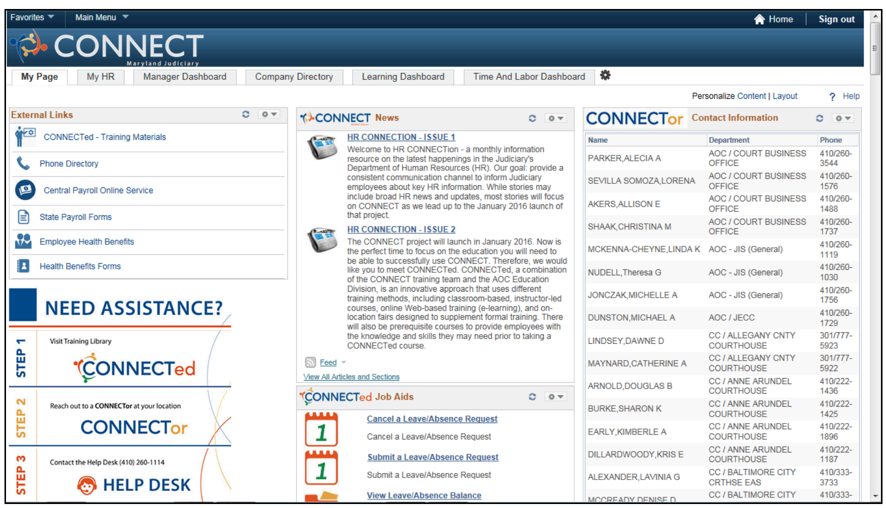
12_21_15_Saving Jobs to Favorites

CONNECT allows you to save your favorite jobs.

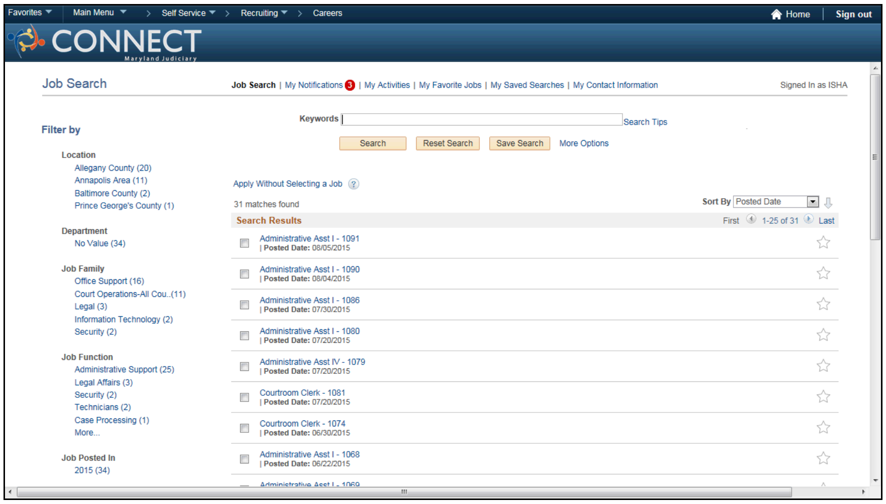


Procedure

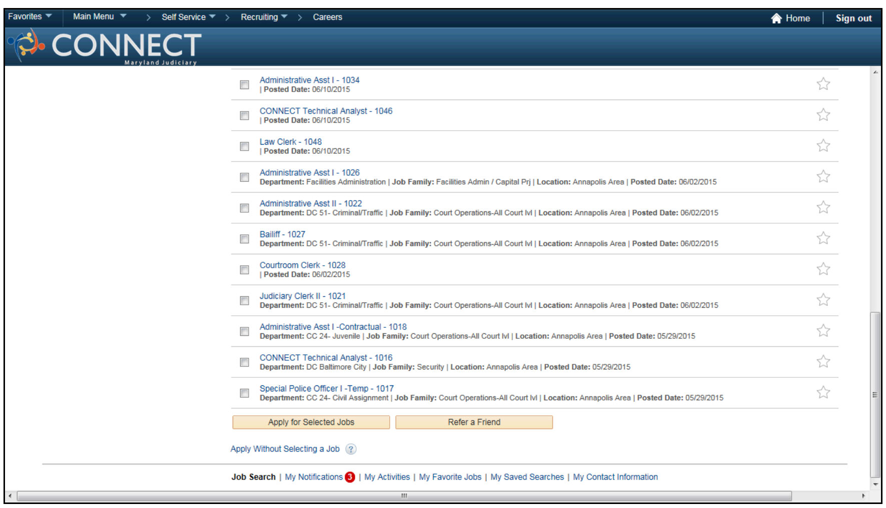
In this topic, you will save a job opening to your Favorites.

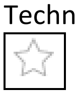


Step	Action	Notes
1.	Click the **My HR** tab. My HR	
2.	Click the **Careers** link. Careers	

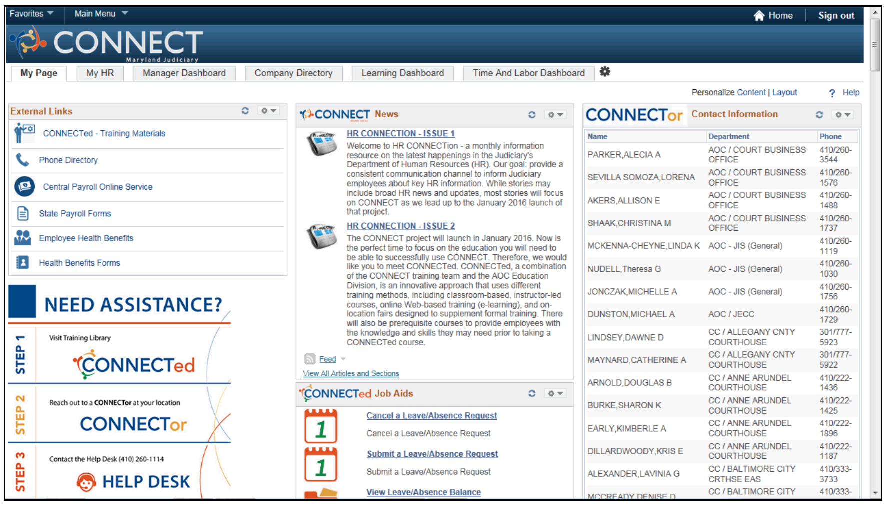


Step	Action	Notes
3.	Click the **Vertical** scrollbar to move down the page.	



Step	Action	Notes
4.	Click the **Add to My Favorite Jobs** button for the CONNECT Technical Analyst position. 	
5.	When selected and added to your Favorites, the Star turns yellow.	
6.	Click the **My Favorite Jobs** link. My Favorite Jobs	
7.	Notice the job saved to your Favorites.	

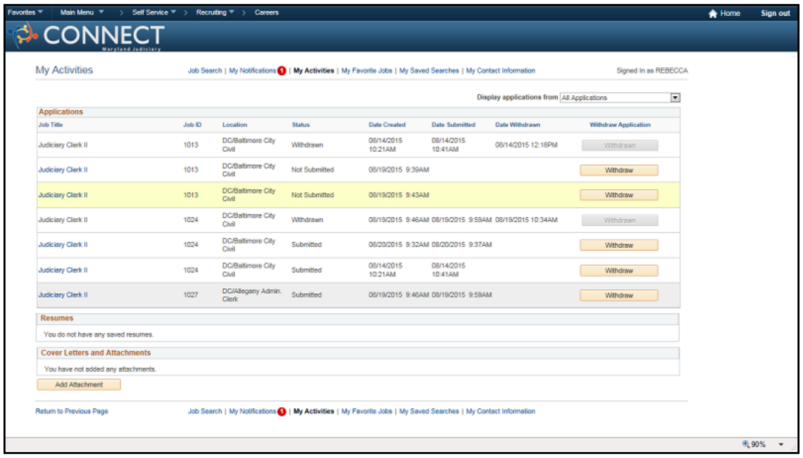
Step	Action	Notes
8.	To access your Favorite jobs later, click the My Favorite Jobs link. This link is visible on most of the Career pages in CONNECT.	
9.	Click the **Home** link. Home	



Step	Action	Notes
10.	Click the **Sign out** link. Sign out	
11.	You have completed the topic "Saving Jobs to Favorites". **End of Procedure.**	

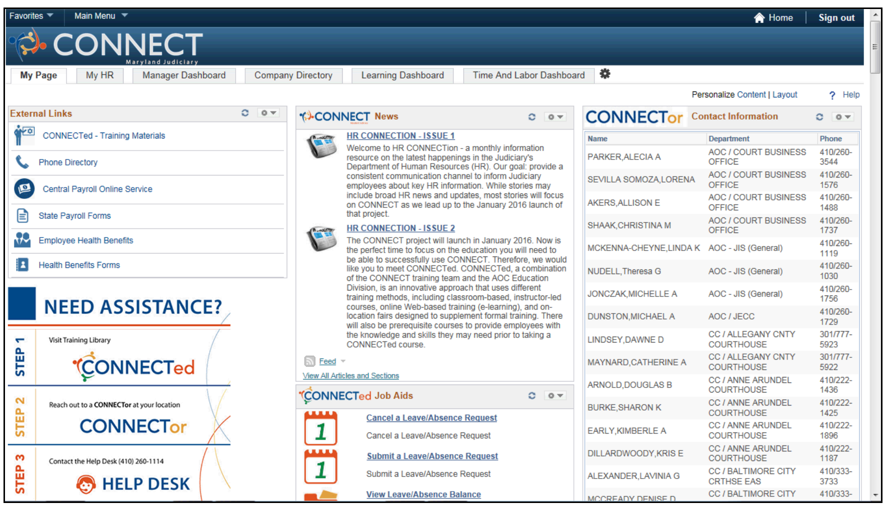
12_21_15_Withdrawing Your Job Application

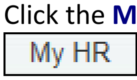
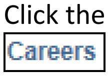
If you no longer wish to be considered for a job, you can withdraw your application.

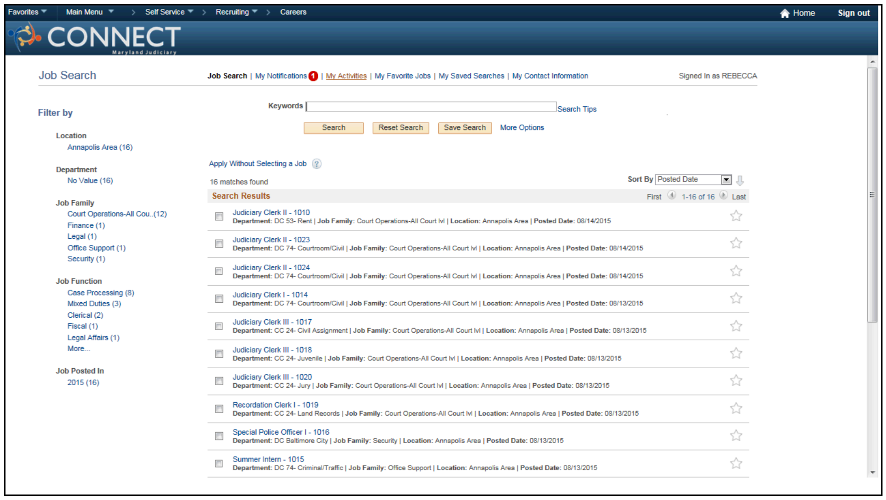


Procedure

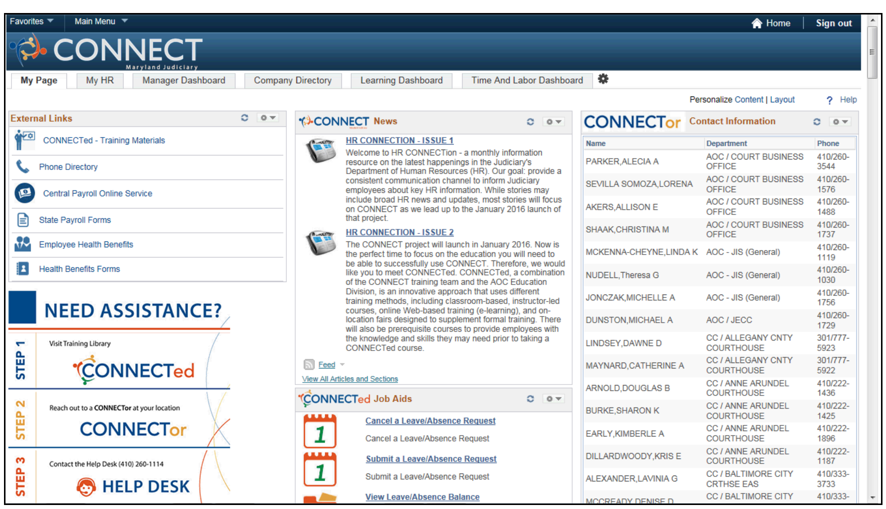
In this topic, you will withdraw an application that you previously created.



Step	Action	Notes
1.	Click the **My HR** tab.  	
2.	Click the **Careers** link.  	



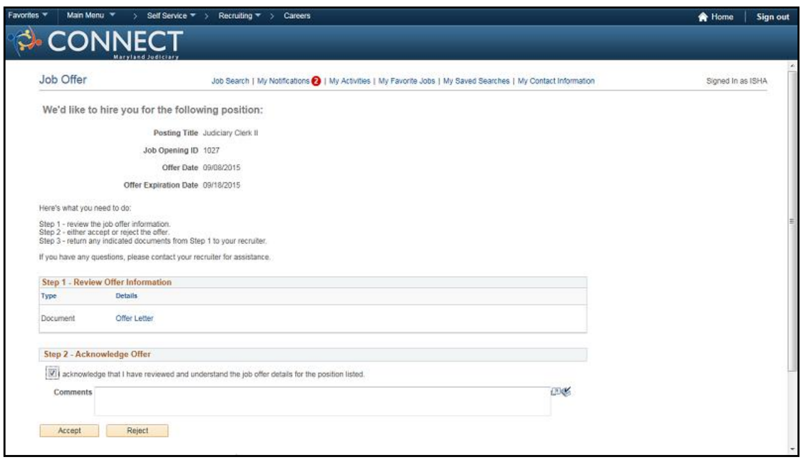
Step	Action	Notes
3.	Click the **My Activities** link. My Activities	
4.	The "My Activities" page displays your applications and their current statuses.	
5.	Click the **Withdraw** button for the specific job in which you wish to withdraw. Withdraw	
6.	Click the **OK** button. OK	
7.	Notice the status of the application is now withdrawn.	
8.	Click the **Home** link. Home	



Step	Action	Notes
9.	Click the **Sign out** link. **Sign out**	
10.	You have completed the topic "Withdrawing Your Job Application". **End of Procedure.**	

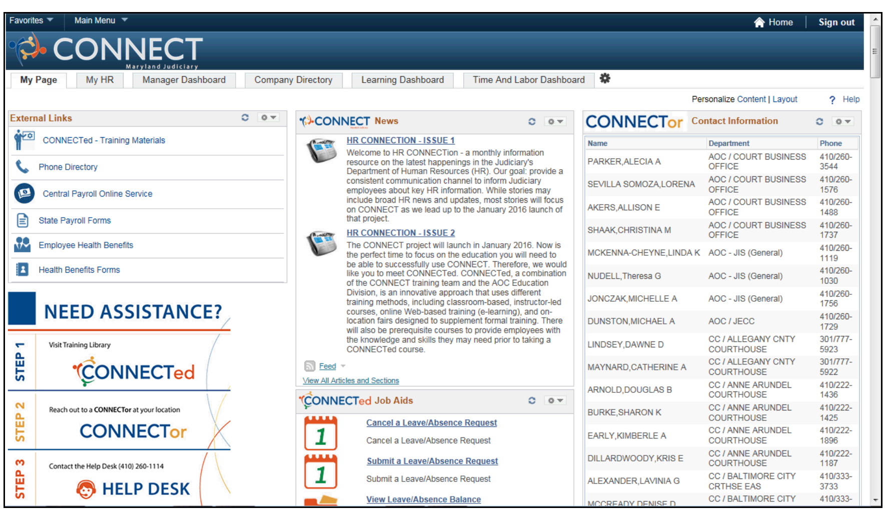
12_21_15_Accepting or Rejecting a Job Offer

You will receive a notification if a job offer is extended by the AOC. From within CONNECT, you can view the offer letter, acknowledge that you have reviewed the offer, and accept or reject the offer.

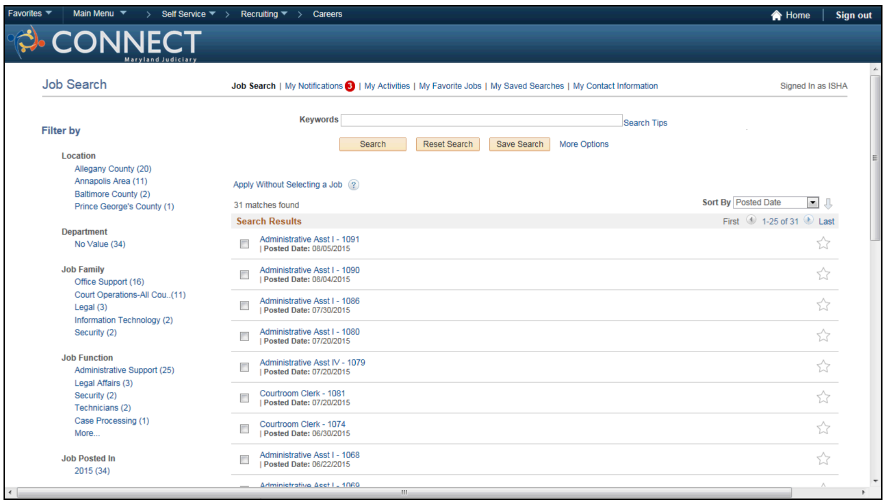


Procedure

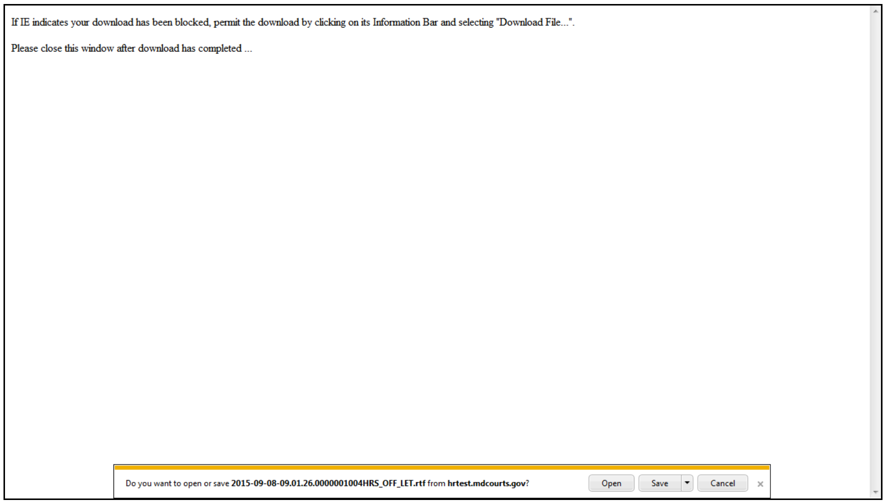
In this topic, you will accept a job offer.

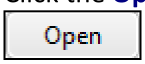


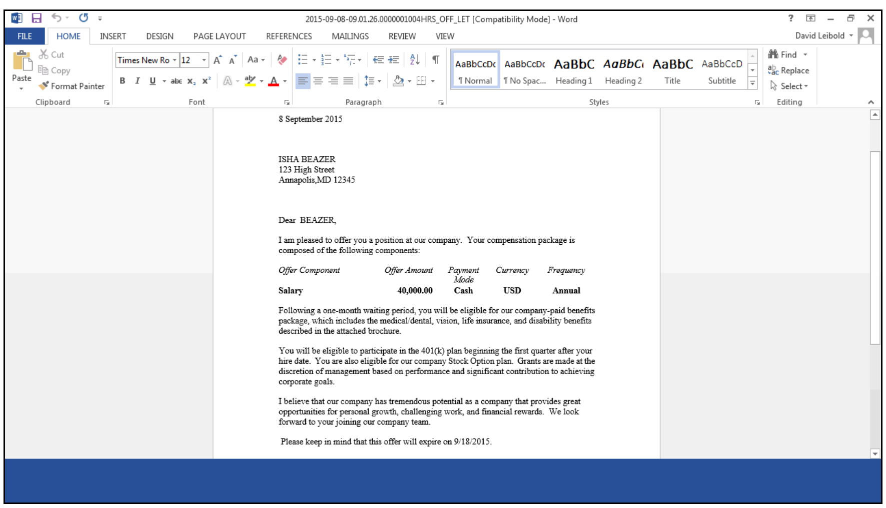
Step	Action	Notes
1.	Click the **My HR** tab. My HR	
2.	Click the **Careers** link. Careers	



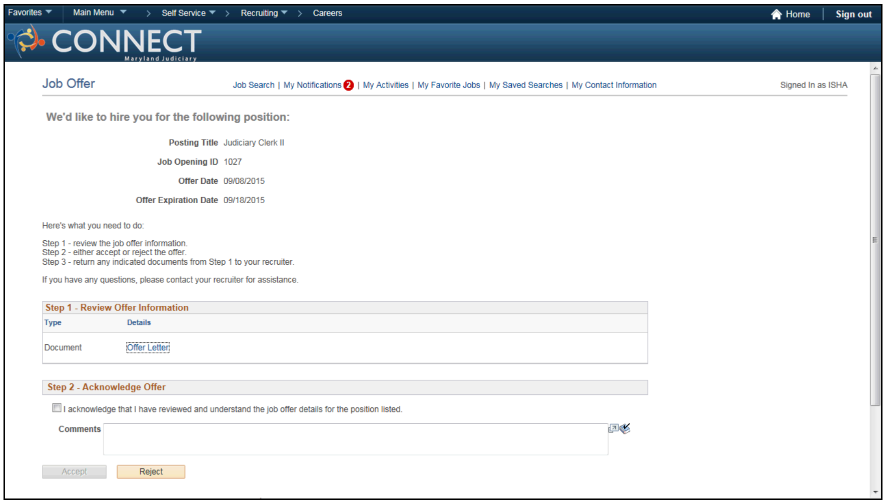
Step	Action	Notes
3.	Click the **My Notifications** link. My Notifications 3	
4.	If you have received a job offer, you will see a job offer notification	
5.	Click the **You have a job offer: Judiciary Clerk II (Job ID 1027)** link. You have a job offer: Judiciary Clerk II (Job ID 1027)	
6.	To view the details of the job offer, click the **Offer Letter** link. Offer Letter	



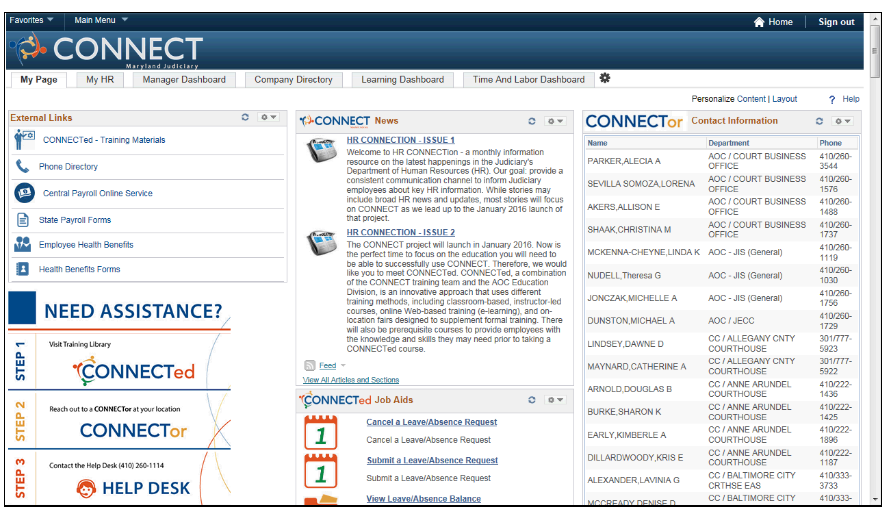
Step	Action	Notes
7.	Click the **Open** button to open the offer letter attachment. 	
8.	In this example, the offer letter opened in Microsoft Word. You can save, print, or close the document as desired.	



Step	Action	Notes
9.	Click the **Close (X)** button to close the document when you are finished. 	



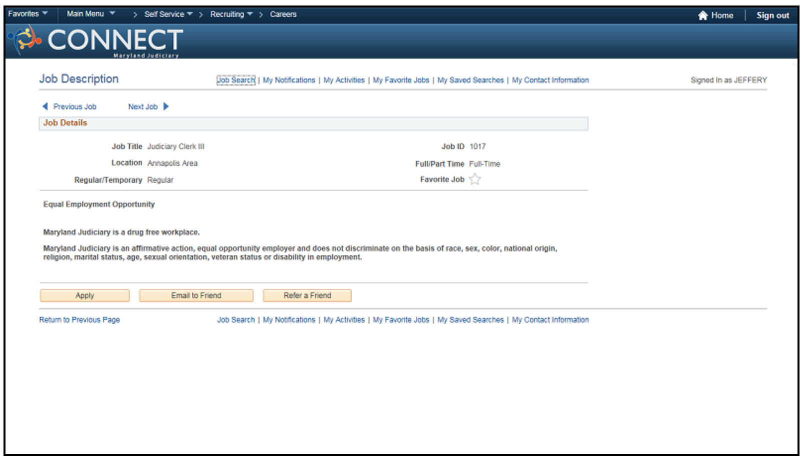
Step	Action	Notes
10.	Click the **Acknowledgement** checkbox.	
11.	At this point, you can either Accept or Reject the job offer.	
12.	For this example, click the **Accept** button. Accept	
13.	Click the **OK** button. OK	
14.	Notice the message indicating you have accepted the offer.	
15.	Click the **Home** link. Home	



Step	Action	Notes
16.	Click the **Sign out** link. **Sign out**	
17.	You have completed the topic "Accepting or Rejecting a Job Offer". **End of Procedure.**	

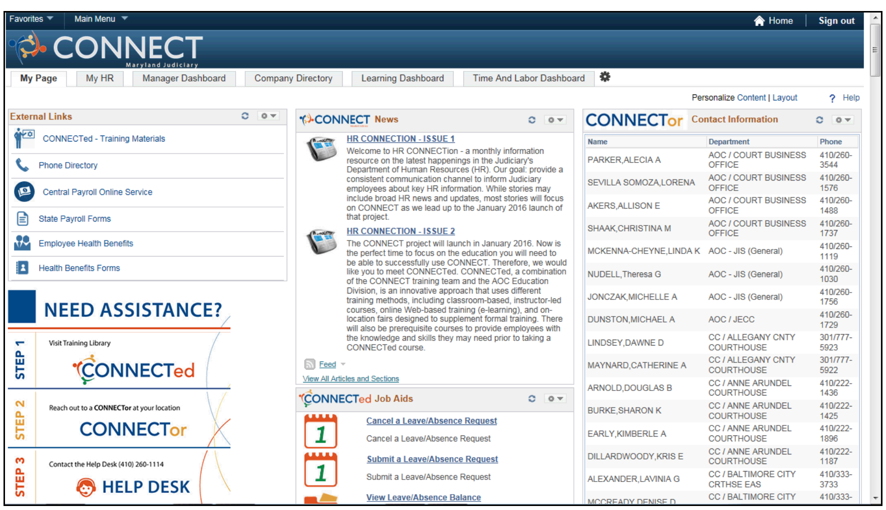
12_21_15_Sending a Job to a Friend

Send a job opening to a friend.

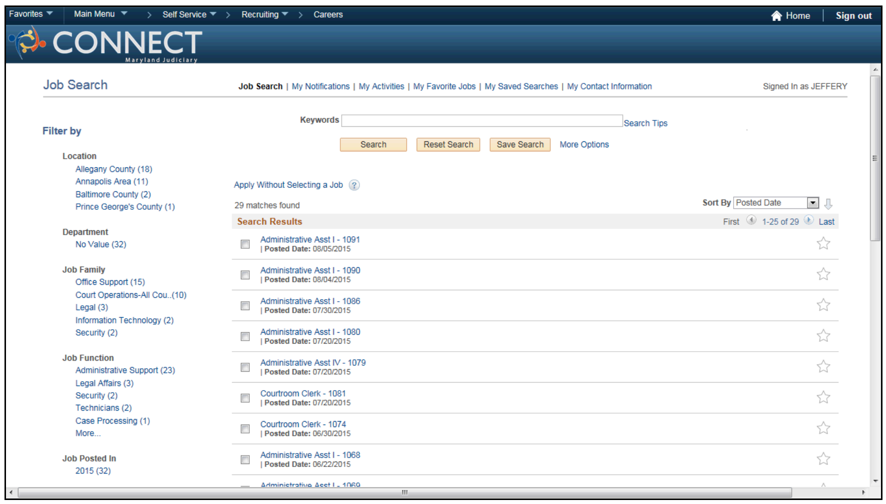


Procedure

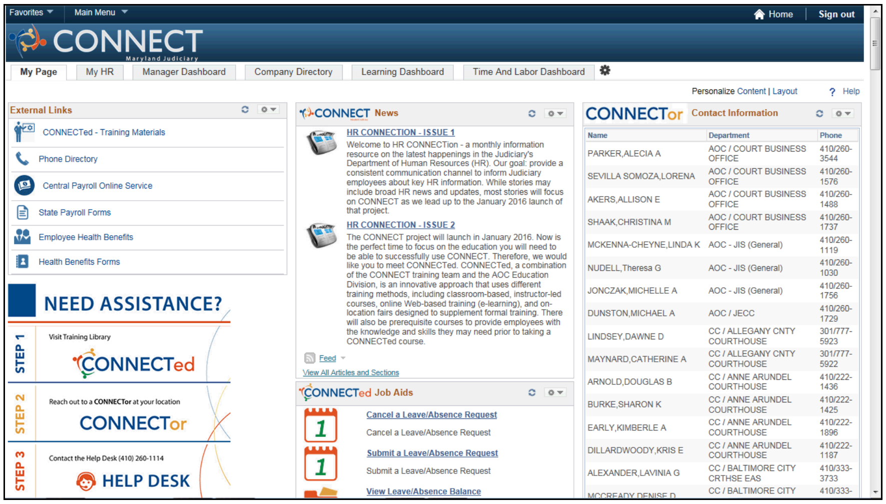
In this topic, you will email a job opening to a friend.



Step	Action	Notes
1.	Click the **My HR** tab. My HR	
2.	Click the **Careers** link. Careers	
3.	Select the job you want to send to a friend.	



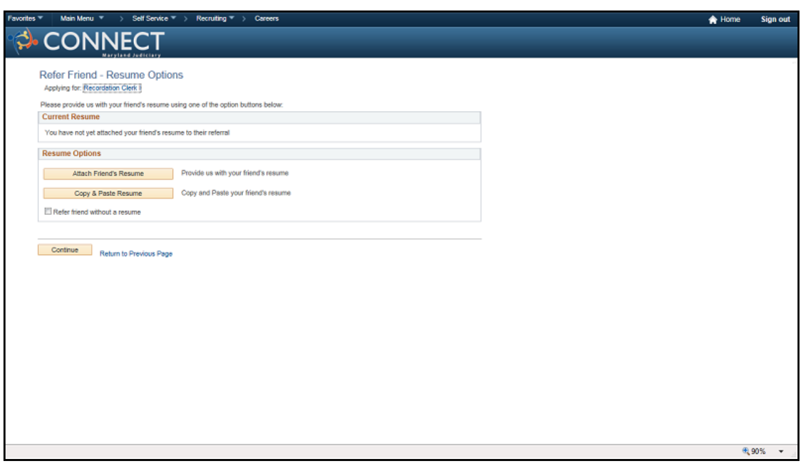
Step	Action	Notes
4.	Click the **Vertical** scrollbar to move down the page.	
5.	Click the **Judiciary Clerk III - 1017** link. Judiciary Clerk III - 1017	
6.	Click the **Email to Friend** button. Email to Friend	
7.	Click in the **To** field.	
8.	Enter "**lilly.jones@email.com**" into the **To** field.	
9.	Click the **Send** button. Send	
10.	Click the **Home** link. Home	



Step	Action	Notes
11.	Click the **Sign out** link. **Sign out**	
12.	You have completed the topic "Sending a Job to a Friend". **End of Procedure.**	

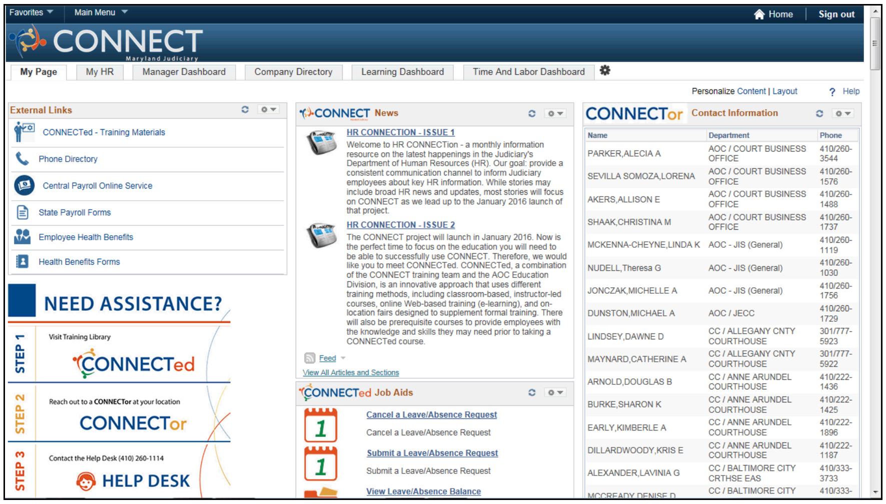
12_21_15_Referring Friends by Providing Contact Info and Resume

CONNECT allows you to refer friends for specific jobs within the Judiciary. To refer a friend, simply select the job, include a resume if you have one, enter your friend's contact information, and submit the referral.

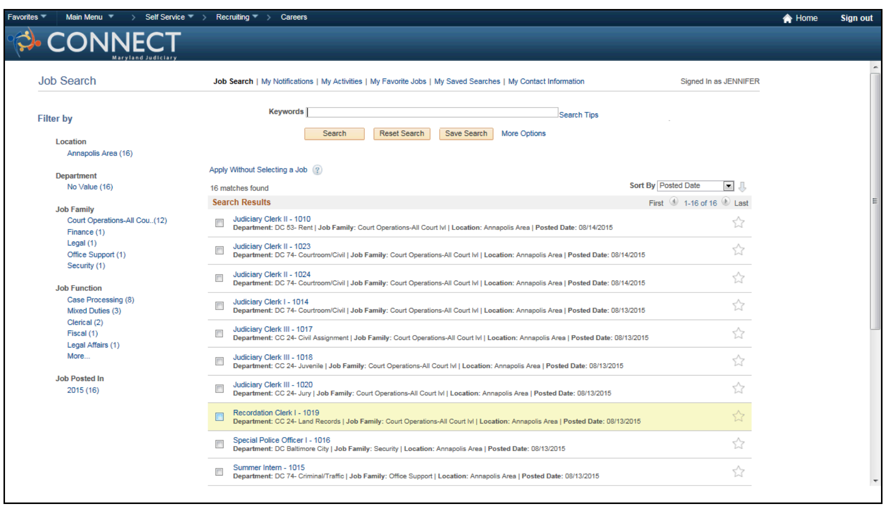


Procedure

In this topic, you will refer a friend to an AOC recruiter for a specific job.

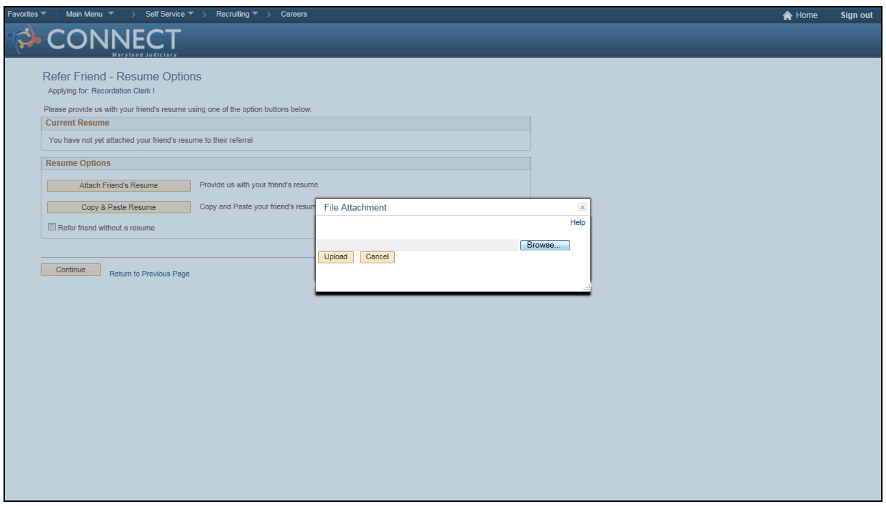


Step	Action	Notes
1.	Click the **My HR** tab. My HR	
2.	Click the **Careers** link. Careers	
3.	Select the job for which you are referring your friend.	

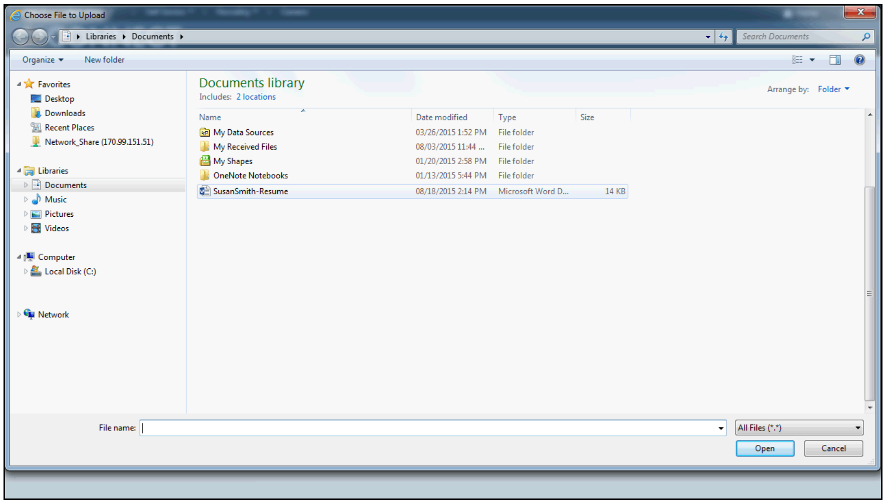


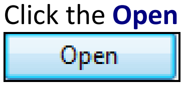
Step	Action	Notes
4.	Click the **Recordation Clerk I - 1019** option.	
5.	Click the **Vertical** scrollbar to move down the page.	

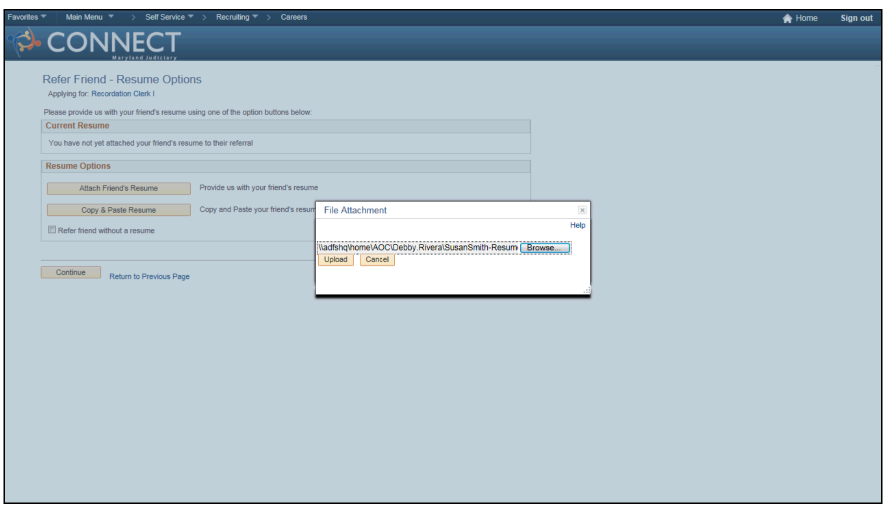
Step	Action	Notes
6.	Click the **Refer a Friend** button. Refer a Friend	
7.	You can refer a friend with or without their resume. In this example, you will attach your friend's resume.	
8.	Click the **Attach Friend's Resume** button. Attach Friend's Resume	



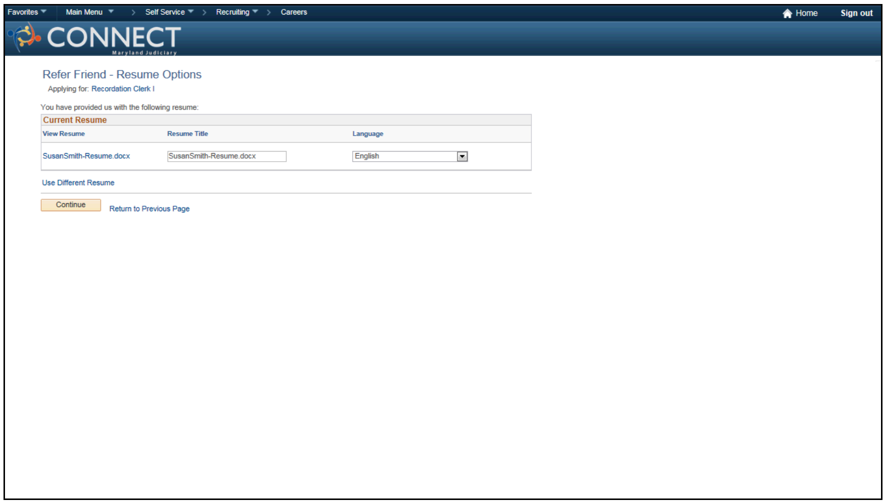
Step	Action	Notes
9.	Click the **Browse** button to browse to the location where your friend's resume is located. Browse...	



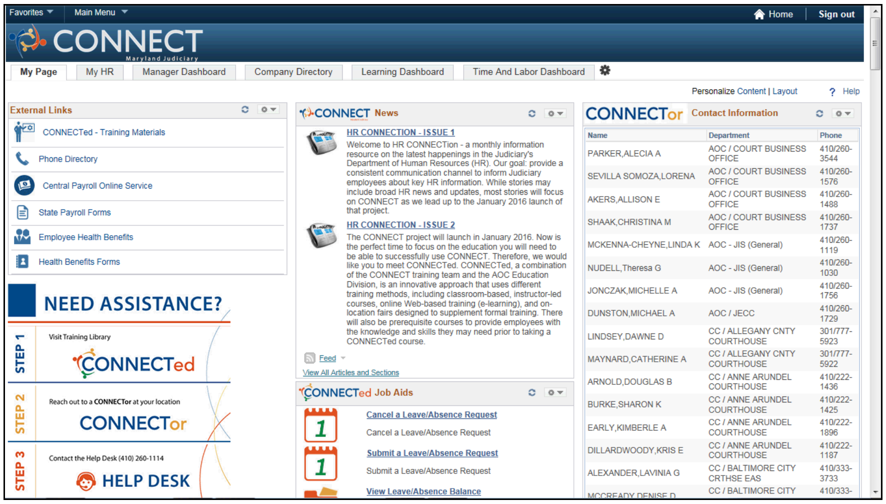
Step	Action	Notes
10.	Click the **SusanSmith-Resume** list item.	
11.	Click the **Open** button. 	



Step	Action	Notes
12.	Click the **Upload** button. 	
13.	Notice Susan's resume is now attached.	



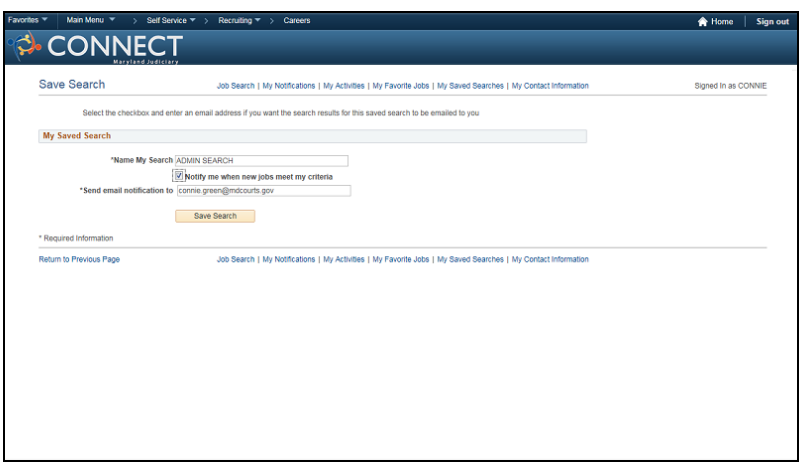
Step	Action	Notes
14.	Click the **Continue** button. Continue	
15.	Enter your friend's primary contact information.	
16.	Click in the **First Name** field.	
17.	Enter "**Susan**" into the **First Name** field.	
18.	Click in the **Last Name** field.	
19.	Enter "**Smith**" into the **Last Name** field.	
20.	Click in the **Email Address** field.	
21.	Enter "**susansmith12@email.com**" into the **Email Address** field.	
22.	Click the **Email Type** drop-down list. Select...	
23.	Click the **Home** list item. Home	
24.	Click the **Save and Submit** button. Save and Submit	
25.	Notice the message indicating you have successfully referred your friend for a job.	
26.	Click the **Home** link. Home	



Step	Action	Notes
27.	Click the **Sign out** link. **Sign out**	
28.	You have completed the topic "Referring Friends by Providing Contact Info and Resume". **End of Procedure.**	

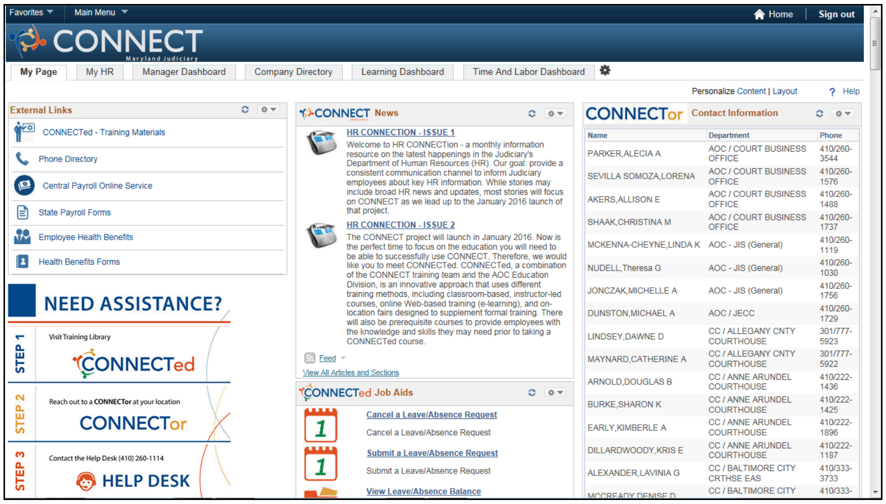
12_21_15_Notify Applicants of Jobs

When creating and saving a job search in CONNECT, you can indicate that you want the system to notify you by email if a new job is posted that meets your search criteria.

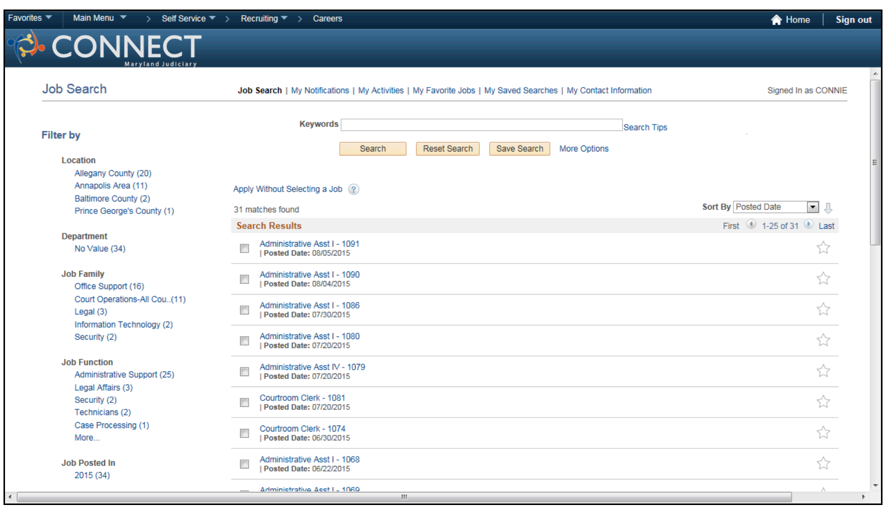


Procedure

In this topic, you will save a job search and indicate that you want to be notified by email if a new job is posted that meets your job search criteria.

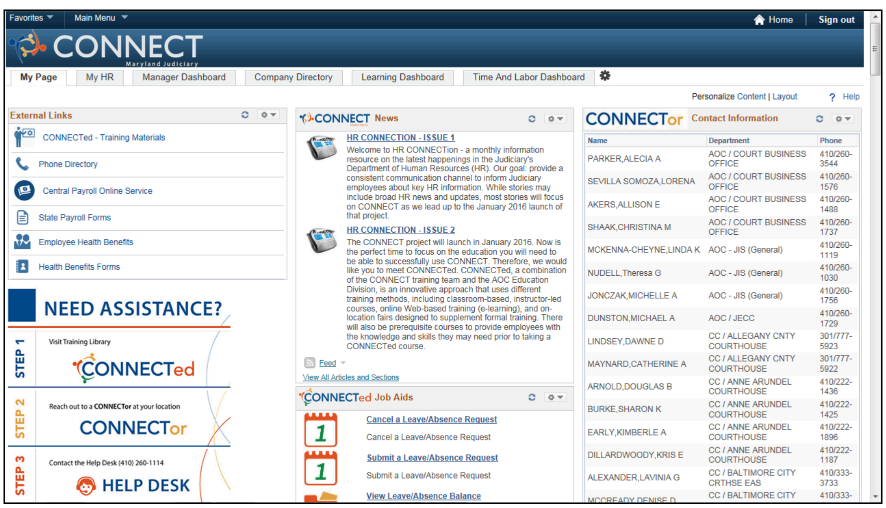


Step	Action	Notes
1.	Click the **My HR** tab. My HR	
2.	Click the **Careers** link. Careers	



Step	Action	Notes
3.	Click in the **Keywords** field.	
4.	Enter "**Administrative**" into the **Keywords** field.	
5.	Click the **Search** button. Search	

Step	Action	Notes
6.	Click the **Save Search** button. Save Search	
7.	Click in the **Name My Search** field.	
8.	Enter "**Admin Search**" into the **Name My Search** field.	
9.	Click the **Notify me when new jobs meet my criteria** checkbox. Notify me when new jobs meet my criteria	
10.	When a new job is posted that meets your job search criteria, you will be notified by email about the job posting. In this example, a new job posting containing the keyword "Administrative" will trigger the notification.	
11.	Notice when you click the "Notify me" checkbox, your email address automatically appears in the email notification field.	
12.	Click the **Save Search** button. Save Search	
13.	Click the **Home** link. Home	



Step	Action	Notes
14.	Click the **Sign out** link. Sign out	
15.	You have completed the topic "Notify Applicants of Jobs". **End of Procedure.**	

Evaluating Performance

CONNECT's performance evaluation process is designed to assess and plan your performance to meet current and future job requirements.

The performance evaluation process consists of 2 key components:

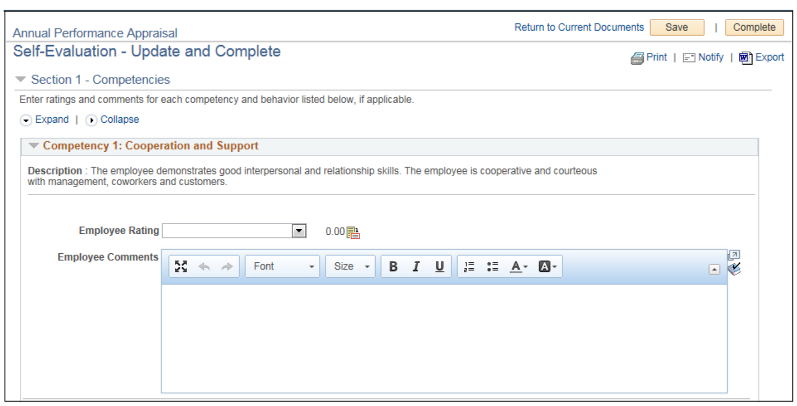
- The Annual Performance Appraisal
- The Performance Improvement Plan

Upon completion of this module you will be able to:

- Completing the Annual Performance Appraisal (Non-Manager Employee)
- Completing the Annual Performance Appraisal (Managerial Employee with Direct Reports)
- Reviewing & Acknowledging the Annual Performance Appraisal
- Acknowledging the Performance Improvement Plan
- Reviewing Completed Performance Documents
- Managing Employee Performance Notes

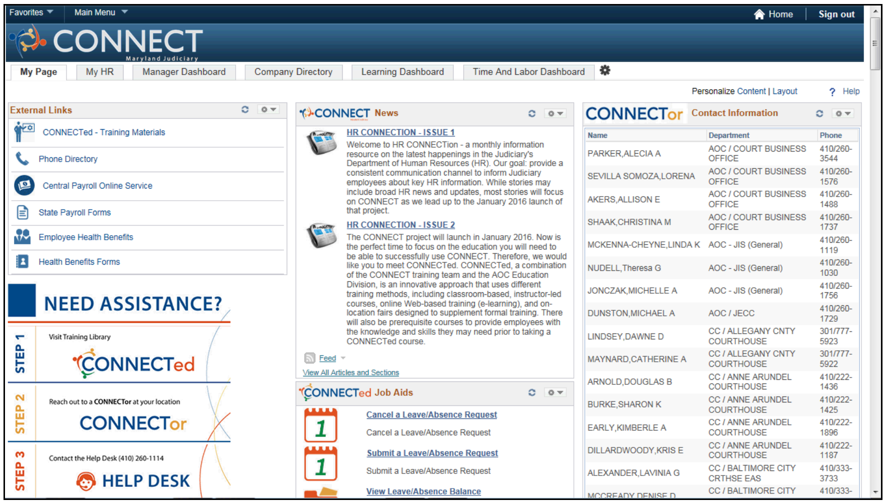
12_21_15_Completing the Annual Performance Appraisal (Non-Manager Employee)

Employees can access online performance evaluation documents, complete their self evaluation, and submit the appraisal for review and approval by their manager.

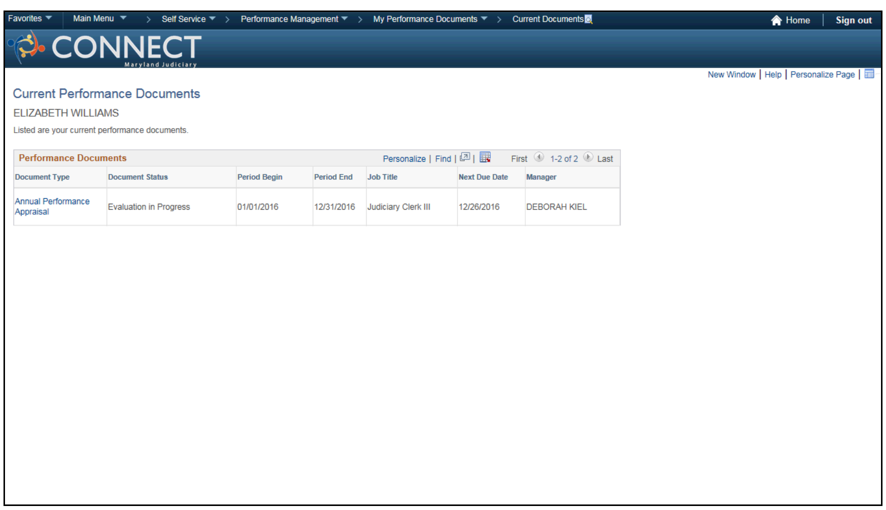


Procedure

In this topic, you will rate yourself on 5 competencies, enter comments to support your rating, and submit the evaluation for review and approval.

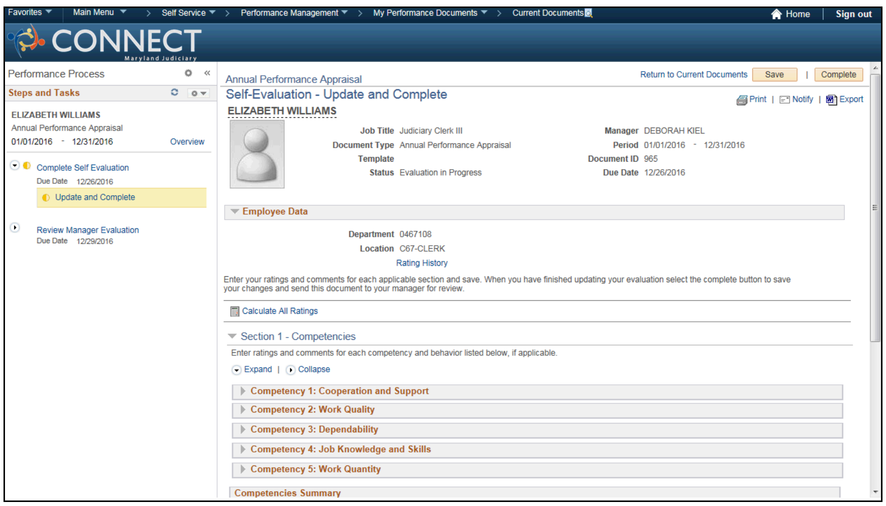


Step	Action	Notes
1.	Click the **My HR** tab. My HR	
2.	Click the **Current Documents** link. Current Documents	

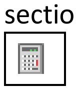


Step	Action	Notes
3.	Click the **Annual Performance Appraisal** link. Annual Performance Appraisal	
4.	Notice the steps instructing the employee to complete the self evaluation by 12/26/15.	

Step	Action	Notes
5.	In this example, the indicator is yellow indicating the self evaluation is not complete. The indicator will turn green when the self evaluation is complete.	



Step	Action	Notes
6.	Click the **Expand** link to view all the competency details for this evaluation. Expand	
7.	Click the **Vertical** scrollbar to move down the page.	
8.	Click the **Employee Rating** drop-down list.	
9.	Click the **Meets Standards** list item. Meets Standards	
10.	Click in the **Employee Comments** field.	
11.	It is recommended that you enter comments to support each of your ratings. In the CONNECT system, you will type your comments into the Comments field. For the purposes of training however, comments to support this rating have been entered for you.	
12.	Click the **Vertical** scrollbar to move down the page.	
13.	Click the **Employee Rating** drop-down list.	

Step	Action	Notes
14.	Click the **Exceeds Standards** list item. Exceeds Standards	
15.	Click in the **Employee Comments** field.	
16.	Comments to support this rating have been entered for you.	
17.	Click the **Vertical** scrollbar to move down the page.	
18.	Click the **Employee Rating** drop-down list.	
19.	Click the **Meets Standards** list item. Meets Standards	
20.	Click in the **Employee Comments** field.	
21.	Comments to support this rating have been entered for you.	
22.	Click the **Vertical** scrollbar to move down the page.	
23.	Click the **Employee Rating** drop-down list.	
24.	Click the **Exceeds Standards** list item. Exceeds Standards	
25.	Click in the **Employee Comments** field.	
26.	Comments to support this rating have been entered for you.	
27.	Click the **Vertical** scrollbar to move down the page.	
28.	Click the **Employee Rating** drop-down list.	
29.	Click the **Exceeds Standards** list item. Exceeds Standards	
30.	Click in the **Employee Comments** field.	
31.	Comments to support this rating have been entered for you.	
32.	Click the **Calculate Rating** button in the Competencies Summary section. 	
33.	Notice the overall rating was automatically calculated based on the ratings you assigned to each competency.	
34.	Click the **Vertical** scrollbar to move down the page.	
35.	Click in the **Employee Comments** field.	
36.	Comments to support the overall rating have been entered for you.	

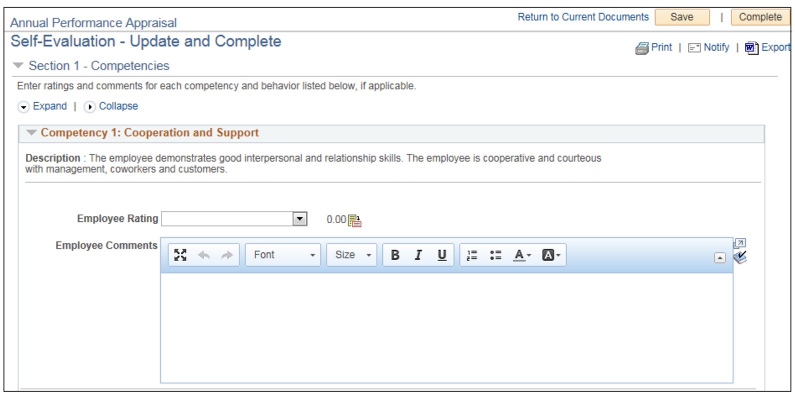
Step	Action	Notes
37.	Click the **Save** button. Save	
38.	Click the **Complete** button. Complete	
39.	Click the **Confirm** button. Confirm	
40.	Notice the indicator is green indicating you have completed the self evaluation.	
41.	Click the **View** link. View	
42.	Click the **Expand** link. Expand	
43.	Notice you can view the section details but cannot edit these details since it was submitted to your manager for review.	
44.	Click the **Vertical** scrollbar to move down the page.	
45.	Review the remaining details as desired.	
46.	Click the **Home** link. Home	

Step	Action	Notes
47.	Click the **Sign out** link. Sign out	

Step	Action	Notes
48.	You have completed the topic "Completing the Annual Performance Appraisal (Non-Manager Employee)". **End of Procedure.**	

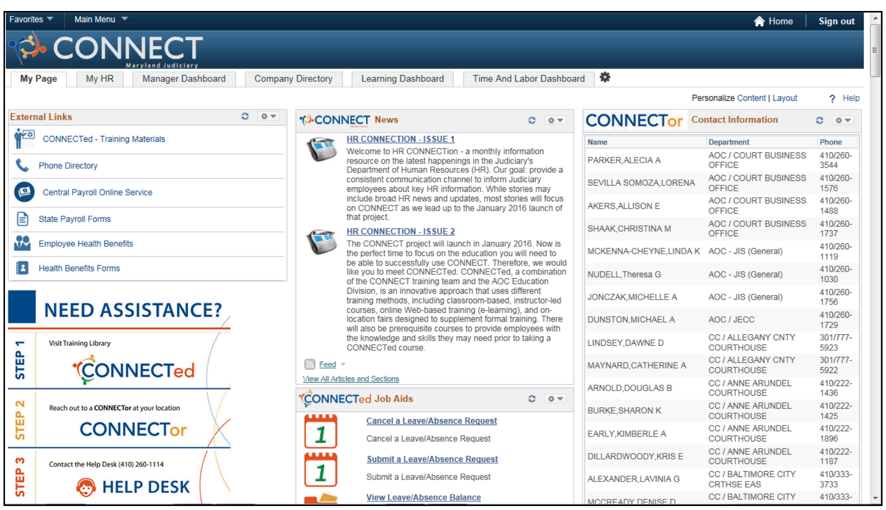
12_21_15_Completing the Annual Performance Appraisal (Managerial Employee with Direct Reports)

Employees can access online performance evaluation documents, complete their self evaluation, and submit the appraisal for review and approval by their manager.



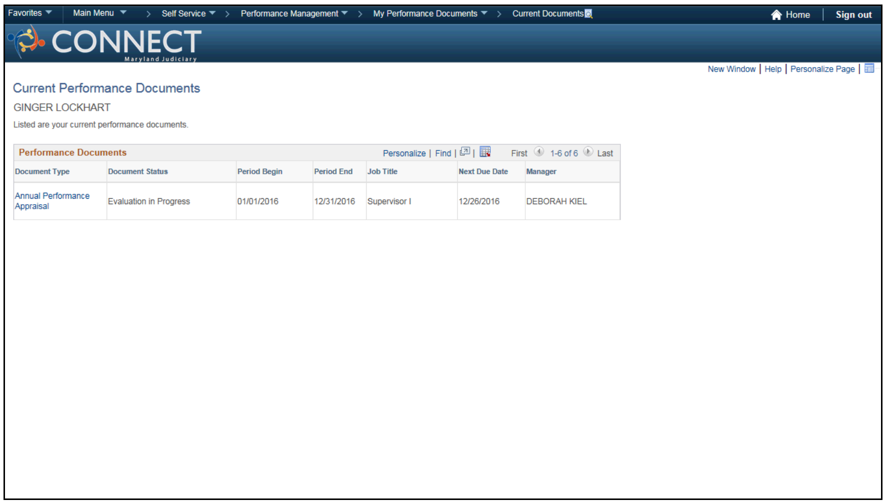
Procedure

In this topic, you will rate yourself on 7 competencies, enter comments to support your rating, and submit the evaluation for review and approval.

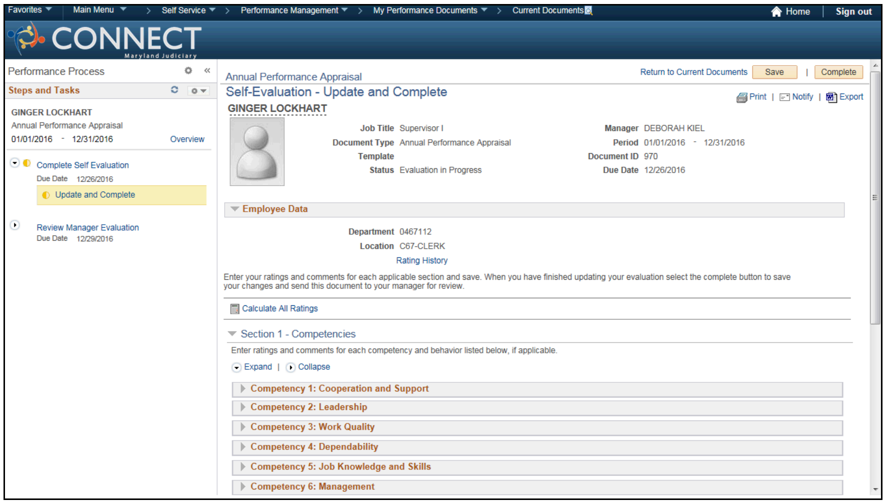


Step	Action	Notes
1.	Click the **My HR** tab. My HR	

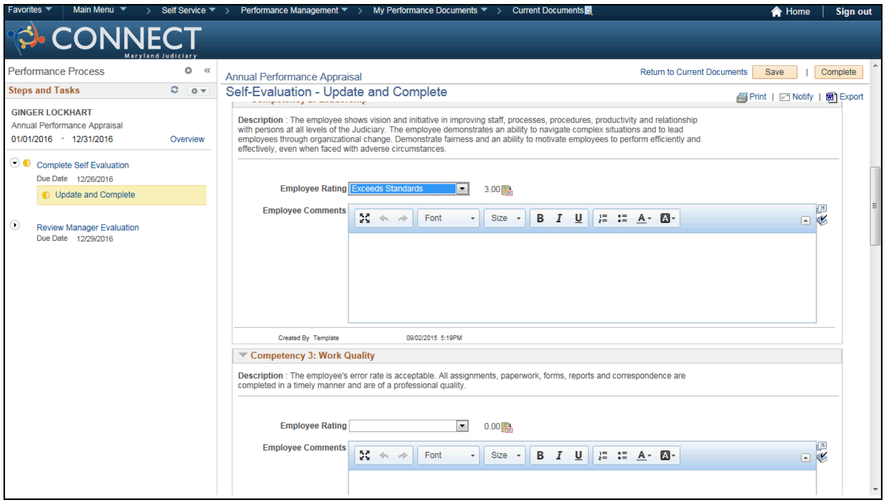
Step	Action	Notes
2.	Click the **Current Documents** link. Current Documents	



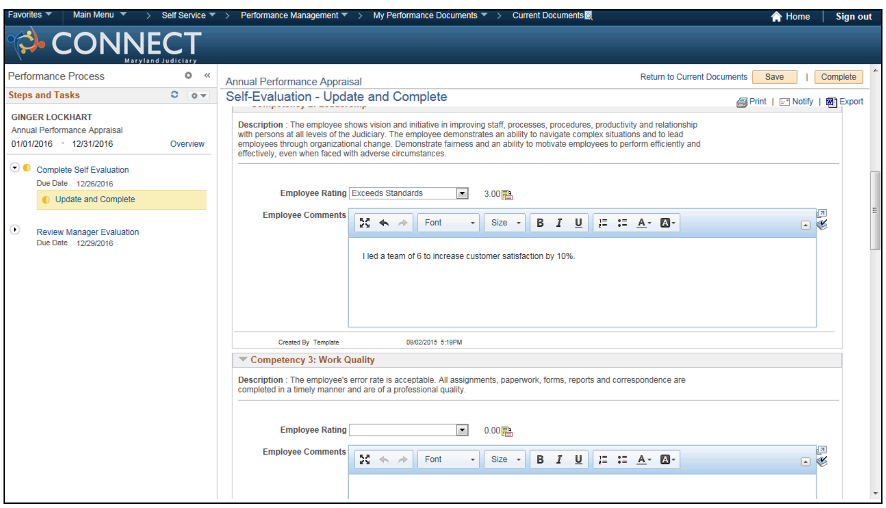
Step	Action	Notes
3.	Click the **Annual Performance Appraisal** link. Annual Performance Appraisal	
4.	Notice the steps instructing the employee to complete the self evaluation by 12/26/15.	
5.	In this example, the indicator is yellow indicating the self evaluation is not complete. The indicator will turn green when the self evaluation is complete.	



Step	Action	Notes
6.	Click the **Expand** link to view all the competency details for this evaluation. Expand	
7.	Click the **Vertical** scrollbar to move down the page.	
8.	Click the **Employee Rating** drop-down list.	
9.	Click the **Meets Standards** list item. Meets Standards	
10.	Click in the **Employee Comments** field.	
11.	It is recommended that you enter comments to support each of your ratings. In the CONNECT system, you will type your comments into the Comments field. For the purposes of training however, comments to support this rating have been entered for you.	
12.	Click the **Vertical** scrollbar to move down the page.	
13.	Click the **Employee Rating** drop-down list.	
14.	Click the **Exceeds Standards** list item. Exceeds Standards	



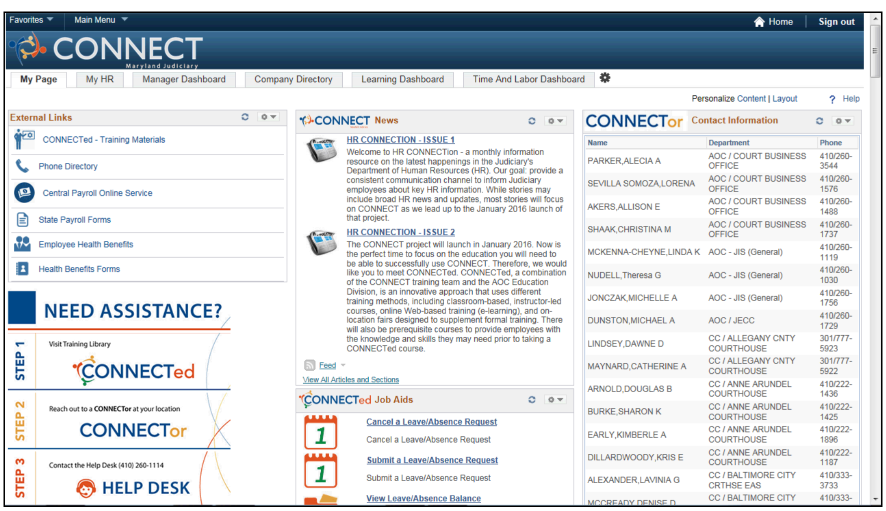
Step	Action	Notes
15.	Click in the **Employee Comments** field.	
16.	Comments to support this rating have been entered for you.	



Step	Action	Notes
17.	Click the **Vertical** scrollbar to move down the page.	
18.	Click the **Employee Rating** drop-down list.	
19.	Click the **Exceeds Standards** list item. Exceeds Standards	
20.	Click in the **Employee Comments** field.	
21.	Comments to support this rating have been entered for you.	

Step	Action	Notes
22.	Click the **Vertical** scrollbar to move down the page.	
23.	Click the **Employee Rating** drop-down list.	
24.	Click the **Meets Standards** list item. Meets Standards	
25.	Click in the **Employee Comments** field.	
26.	Comments to support this rating have been entered for you.	
27.	Click the **Vertical** scrollbar to move down the page.	
28.	Click the **Employee Rating** drop-down list.	
29.	Click the **Exceeds Standards** list item. Exceeds Standards	
30.	Click in the **Employee Comments** field.	
31.	Comments to support this rating have been entered for you.	
32.	Click the **Vertical** scrollbar to move down the page.	
33.	Click the **Employee Rating** drop-down list.	
34.	Click the **Meets Standards** list item. Meets Standards	
35.	Click in the **Employee Comments** field.	
36.	Comments to support this rating have been entered for you.	
37.	Click the **Vertical** scrollbar to move down the page.	
38.	Click the **Employee Rating** drop-down list.	
39.	Click the **Exceeds Standards** list item. Exceeds Standards	
40.	Click in the **Employee Comments** field.	
41.	Comments to support this rating have been entered for you.	
42.	Click the **Calculate Rating** button in the Competencies Summary section.	
43.	Notice the overall rating was automatically calculated based on the ratings you assigned to each competency.	
44.	Click in the **Employee Comments** field.	

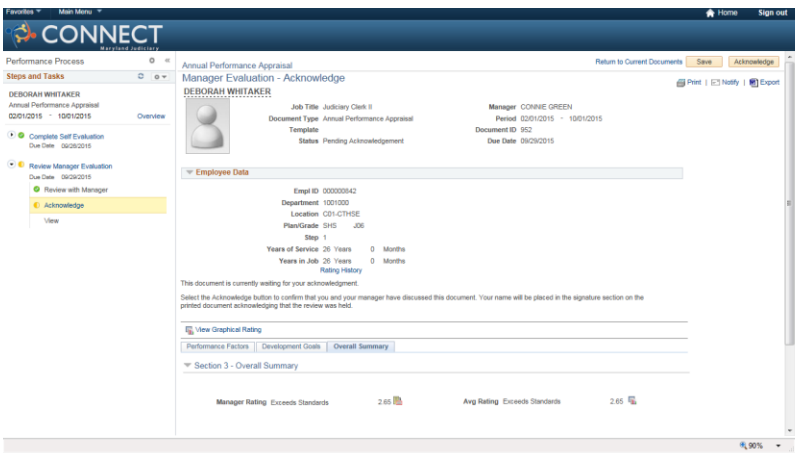
Step	Action	Notes
45.	Comments to support the overall rating have been entered for you.	
46.	Click the **Save** button. Save	
47.	Click the **Complete** button. Complete	
48.	Click the **Confirm** button. Confirm	
49.	Notice the indicator is green indicating you have completed the self evaluation.	
50.	Click the **View** link. View	
51.	Click the **Expand** link. Expand	
52.	Notice you can view the section details but cannot edit these details since it was submitted to your manager for review.	
53.	Click the **Vertical** scrollbar to move down the page.	
54.	Review the remaining details as desired.	
55.	Click the **Home** link. Home	



Step	Action	Notes
56.	Click the **Sign out** link. **Sign out**	
57.	You have completed the topic "Completing the Annual Performance Appraisal (Employee with Direct Reports)". **End of Procedure.**	

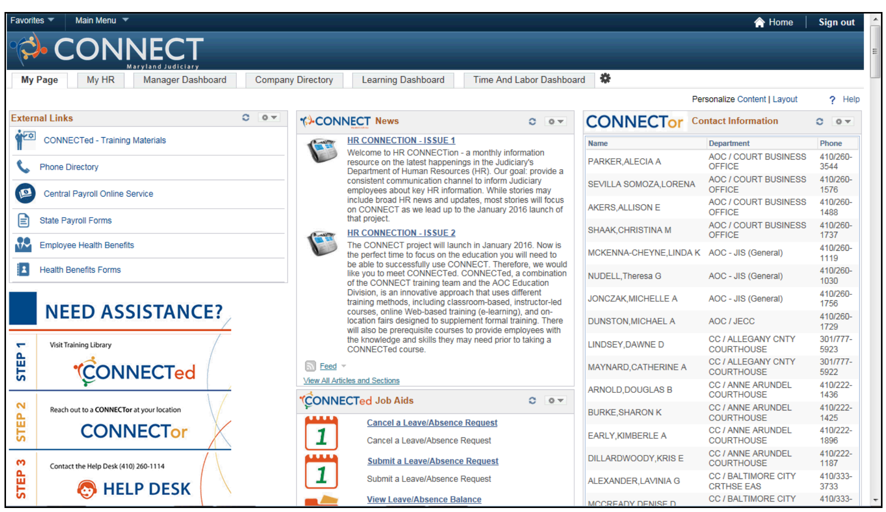
12_21_15_Reviewing & Acknowledging the Annual Performance Appraisal

Once the appraisal has been reviewed and updated by the Manager, the employee will confirm acknowledgement of the completed appraisal.

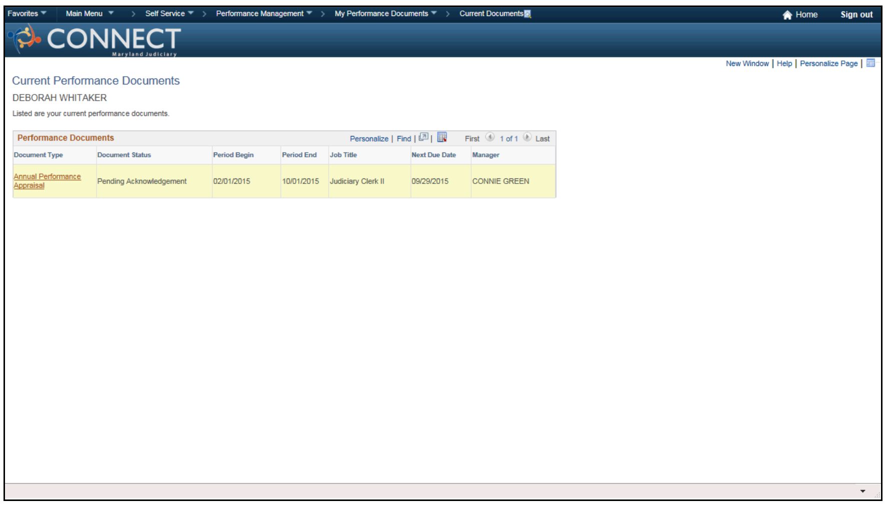


Procedure

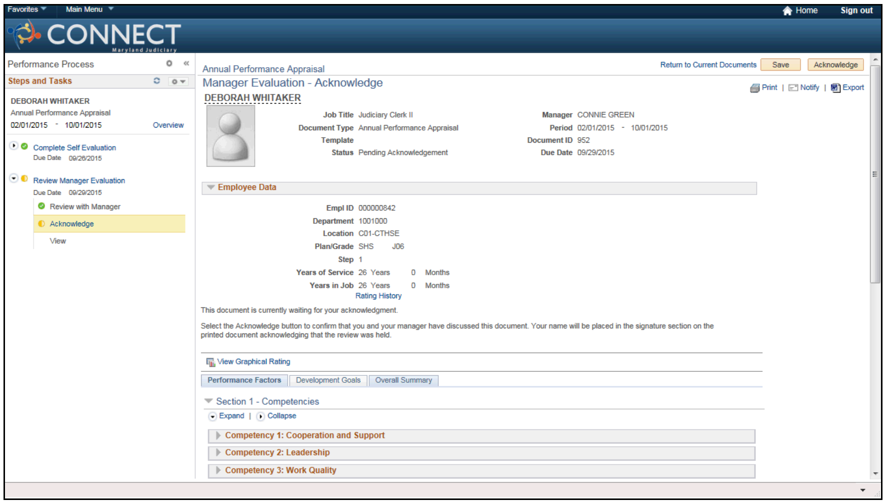
In this topic, you will review your manager's rating for your performance appraisal and acknowledge you have received the completed appraisal.



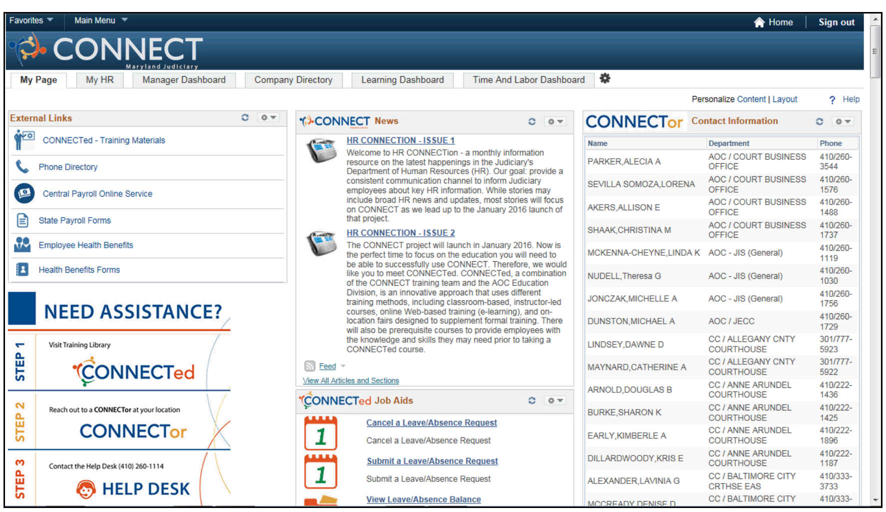
Step	Action	Notes
1.	Click the **My HR** tab. My HR	
2.	Click the **Current Documents** link. Current Documents	
3.	Notice the document status is Pending Acknowledgement.	



Step	Action	Notes
4.	Click the **Annual Performance Appraisal** link. Annual Performance Appraisal	
5.	Notice the Overview section indicates you have completed the self evaluation and your manager has reviewed and responded with their feedback.	



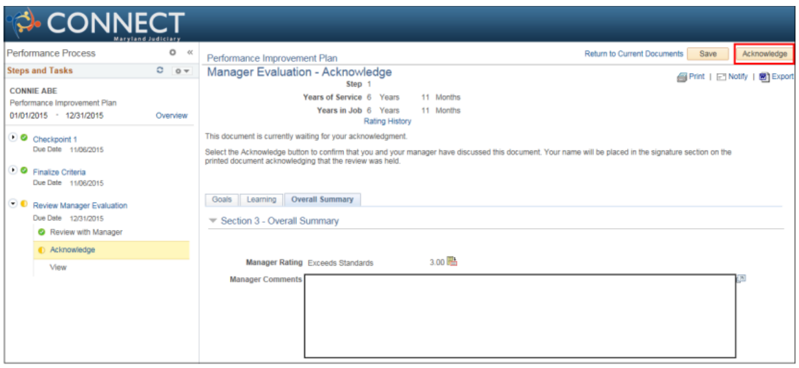
Step	Action	Notes
6.	Click the **Overall Summary** tab. Overall Summary	
7.	Review your manager's ratings.	
8.	Click the **Acknowledge** button to acknowledge you have received and reviewed the completed evaluation. Acknowledge	
9.	Click the **Confirm** button. Confirm	
10.	You have acknowledged your annual performance appraisal. Click the **Home** link. Home	



Step	Action	Notes
11.	Click the **Sign out** link. **Sign out**	
12.	You have completed the topic "Reviewing and Acknowledging the Annual Performance Appraisal". **End of Procedure.**	

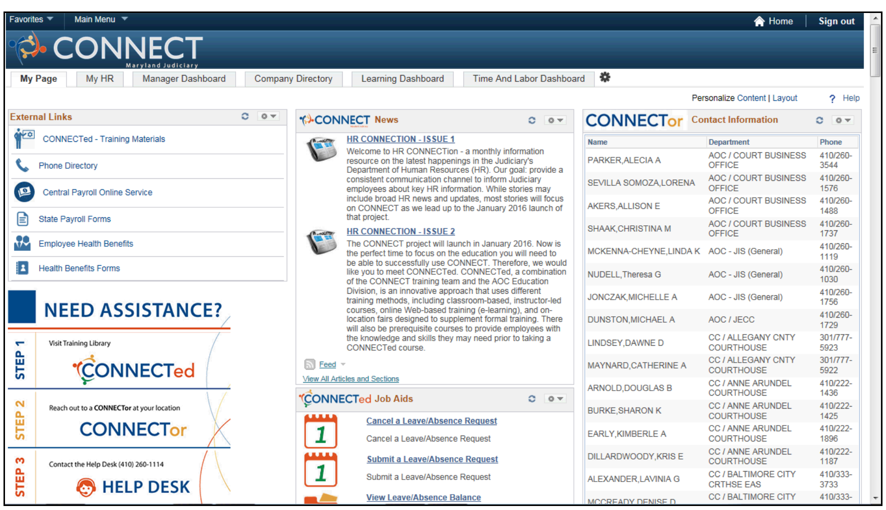
12_21_15_Acknowledging the Performance Improvement Plan

Acknowledging your performance improvement plan (PIP).

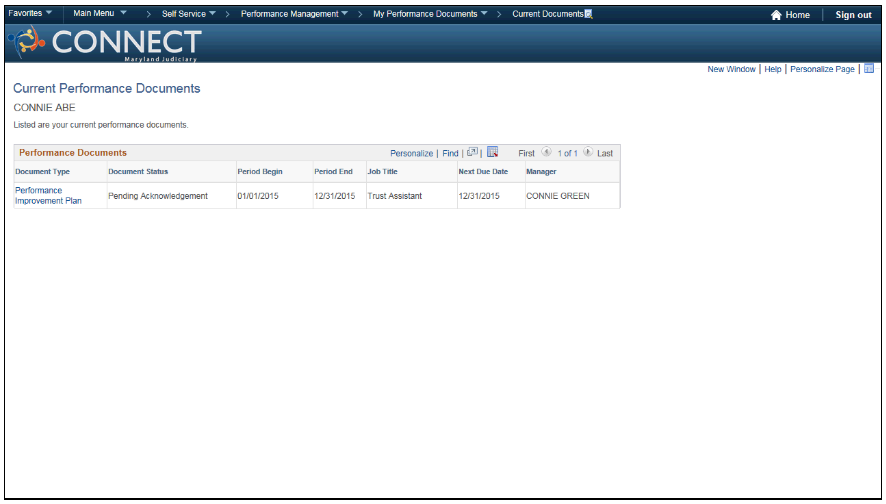


Procedure

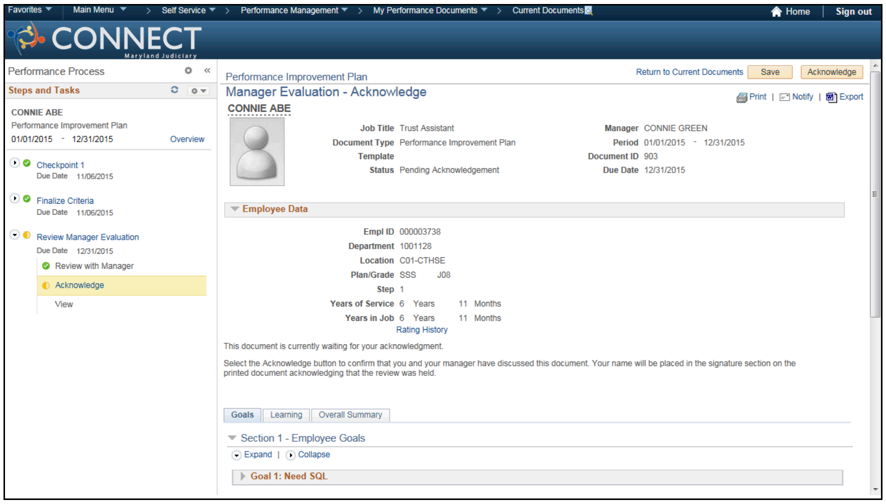
In this topic, you will review your Performance Improvement Plan and acknowledge that you have reviewed it with your manager.



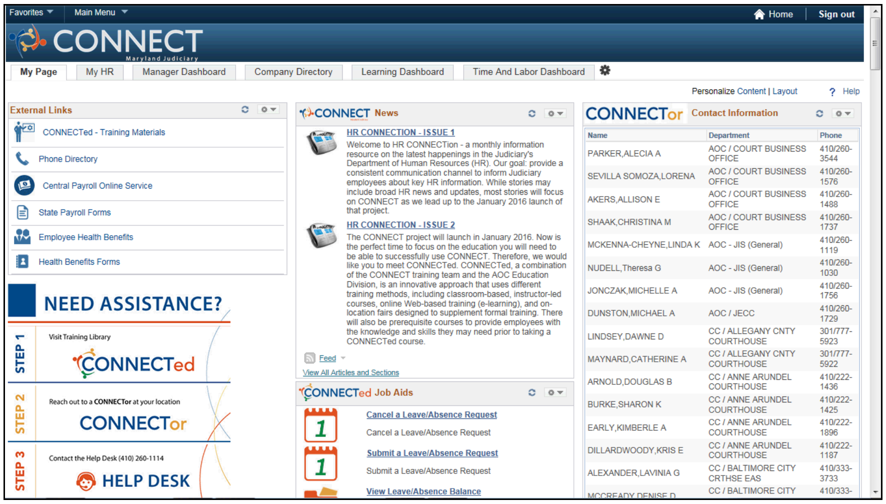
Step	Action	Notes
1.	Click the **My HR** tab. My HR	
2.	Click the **Current Documents** link. Current Documents	

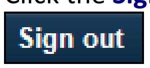


Step	Action	Notes
3.	Click the **Performance Improvement Plan** link. Performance Improvement Plan	
4.	Notice the "Acknowledge" indicator is yellow. Once you have acknowledged the performance improvement plan, the indicator will turn green.	



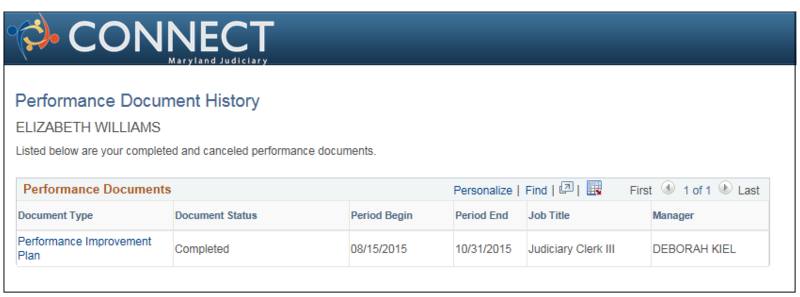
Step	Action	Notes
5.	Click the **Vertical** scrollbar to move down the page.	
6.	Review the Manager Rating.	
7.	Click the **Learning** tab. Learning	
8.	Review the Manager Rating.	
9.	Click the **Overall Summary** tab. Overall Summary	
10.	Review the Manager Rating.	
11.	Click the **Acknowledge** button. Acknowledge	
12.	Click the **Confirm** button. Confirm	
13.	Notice the "Acknowledge" indicator is now green.	
14.	Click the **Home** link. Home	



Step	Action	Notes
15.	Click the **Sign out** link. 	
16.	You have completed the topic "Acknowledging the Performance Improvement Plan". **End of Procedure.**	

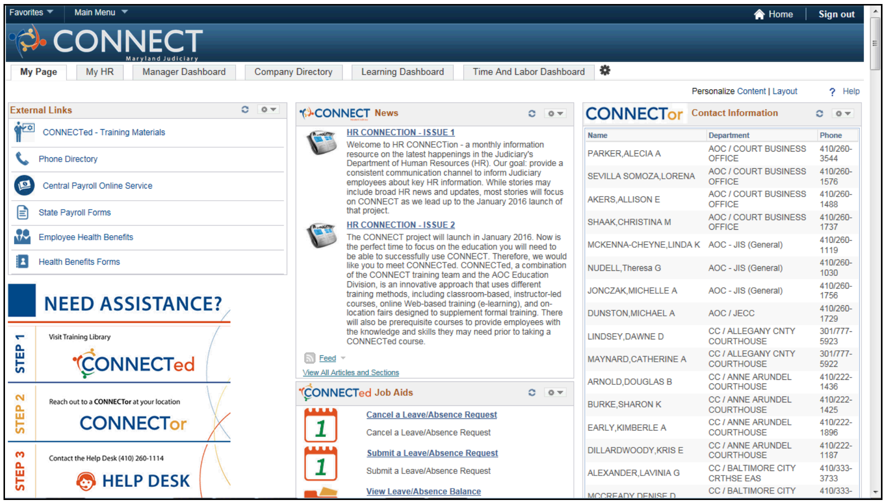
12_21_15_Reviewing Completed Performance Documents

Once a performance document is completed, it becomes a part of your performance history in CONNECT. You can view all your historical documents.

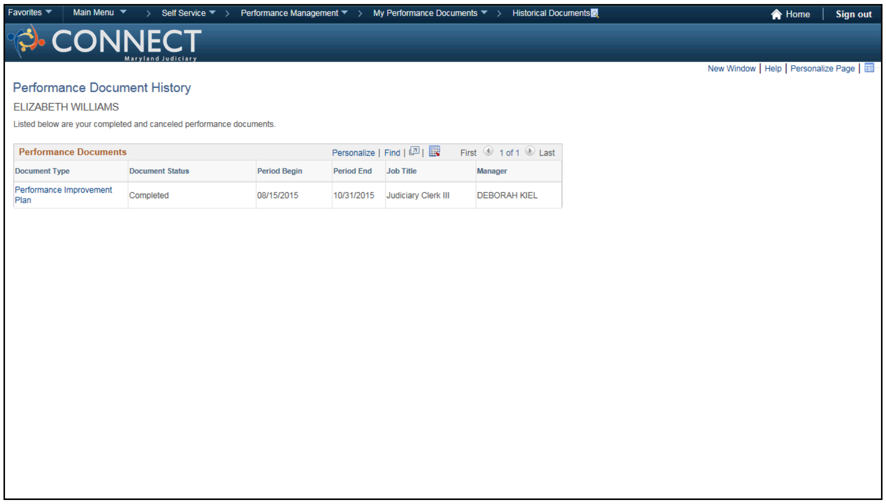


Procedure

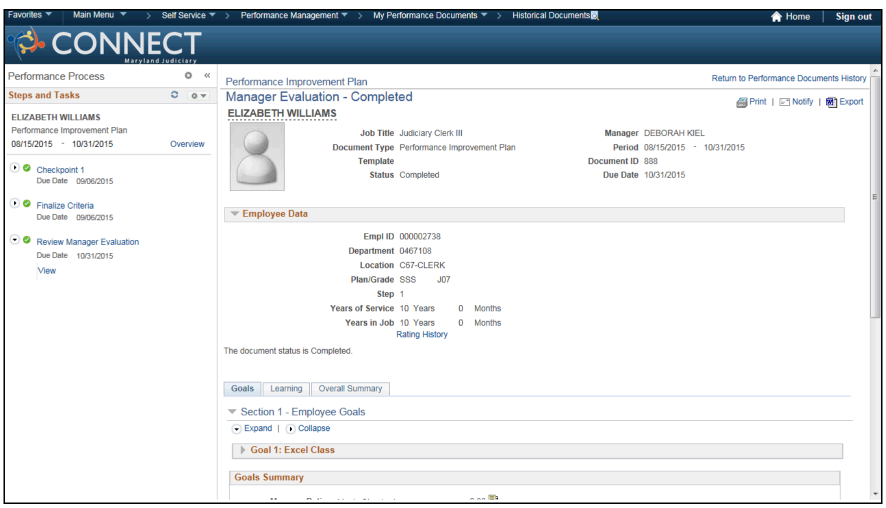
In this topic, you will review a completed performance improvement plan.



Step	Action	Notes
1.	Click the **Main Menu** button. Main Menu	
2.	Click the **HCM Systems** menu. HCM Systems	
3.	Click the **Self Service** menu. Self Service	
4.	Click the **Performance Management** menu. Performance Management	
5.	Click the **My Performance Documents** menu. My Performance Documents	
6.	Click the **Historical Documents** menu. Historical Documents	
7.	Once a document is completed, it becomes a part of your performance history. This page will show all your historical performance documents.	

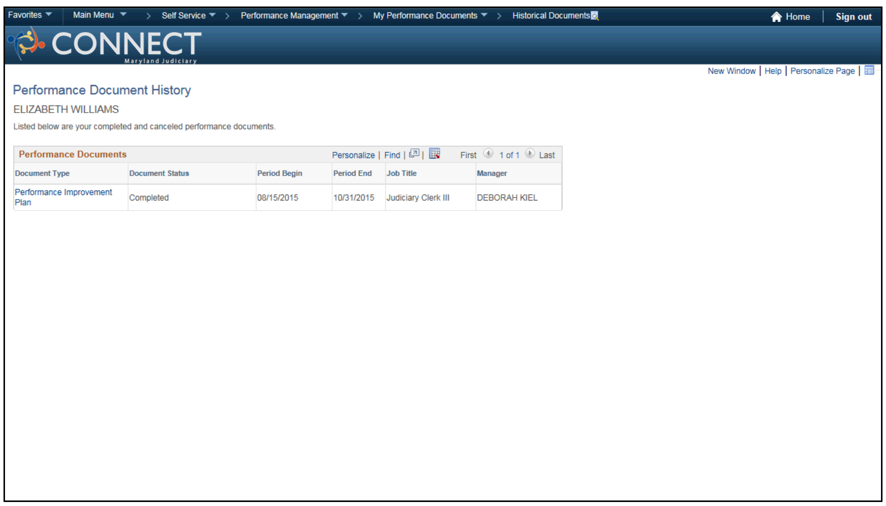


Step	Action	Notes
8.	Click the **Performance Improvement Plan** link. Performance Improvement Plan	

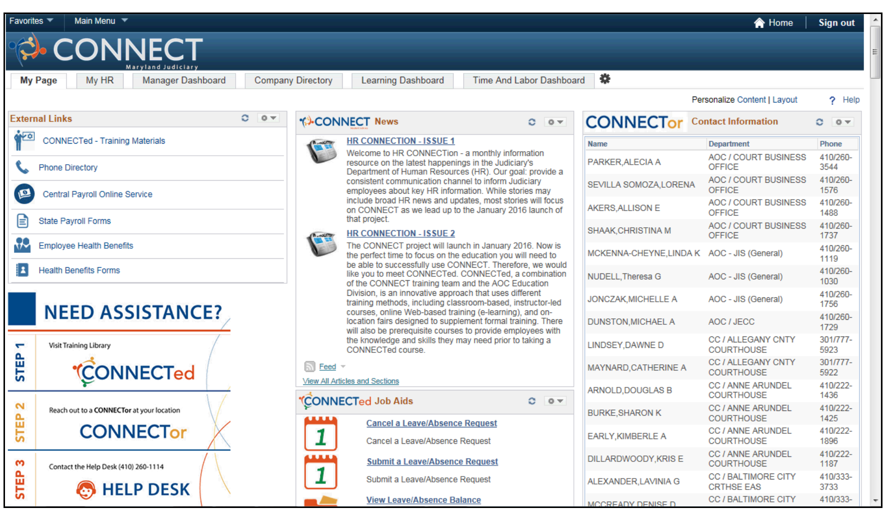


Step	Action	Notes
9.	Click the **Expand** link. Expand	
10.	Click the **Vertical** scrollbar to move down the page.	
11.	Review the Manager Ratings.	
12.	Click the **Learning** tab. Learning	

Step	Action	Notes
13.	Review the Manager Ratings.	
14.	Click the **Overall Summary** tab. Overall Summary	
15.	Review the Manager Ratings.	
16.	Click the **Return to Performance Documents History** link. Return to Performance Documents History	



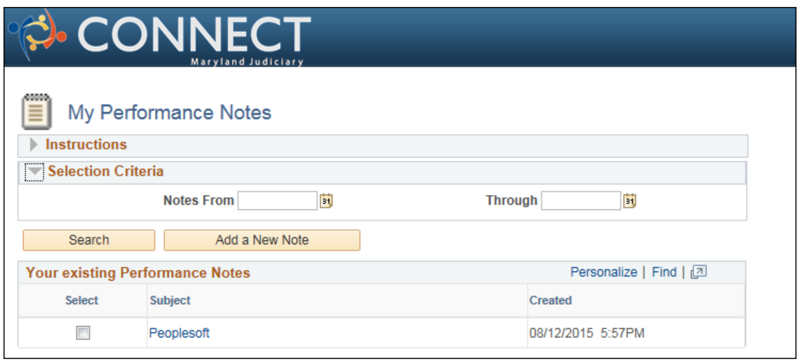
Step	Action	Notes
17.	Click the **Home** link. Home	



Step	Action	Notes
18.	Click the **Sign out** link. Sign out	
19.	You have completed the topic "Reviewing Completed Performance Documents". **End of Procedure.**	

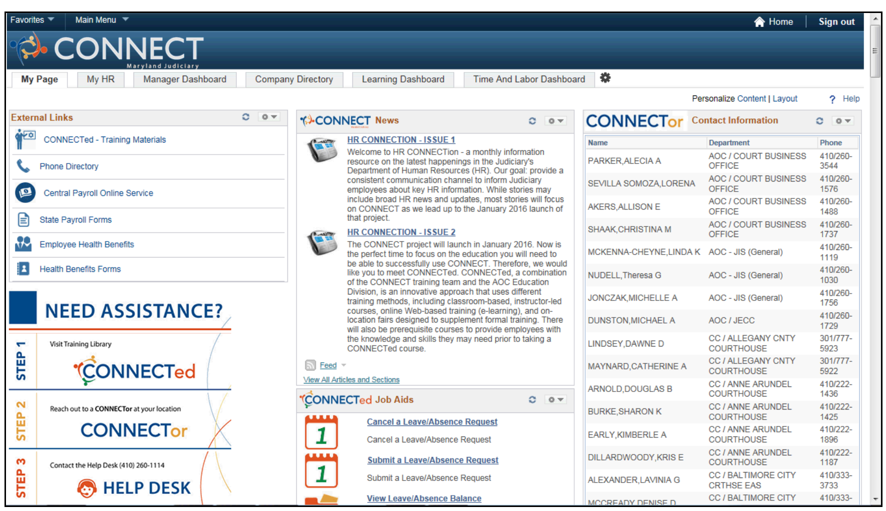
12_21_15_Managing Employee Performance Notes

Throughout the evaluation period, you can create a record of events, activities, and accomplishments that you can later use when completing your performance evaluation.

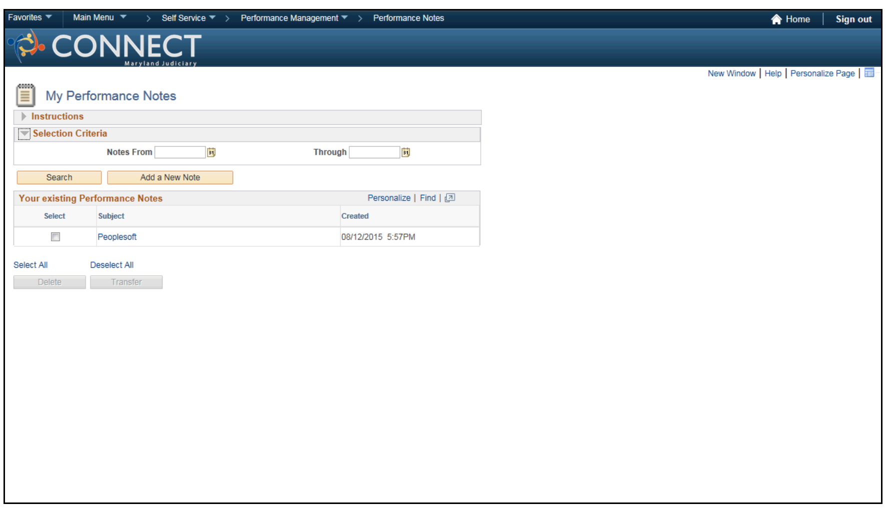


Procedure

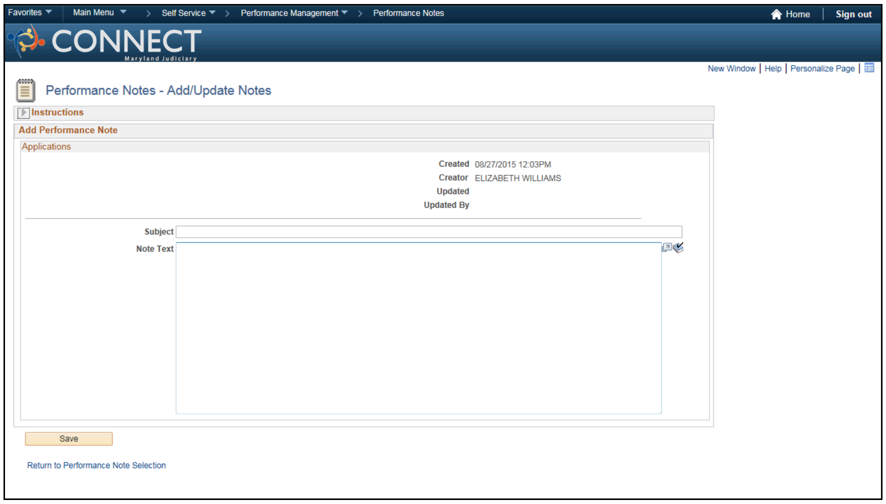
In this topic, you will enter performance notes that you can later use to complete your evaluation.



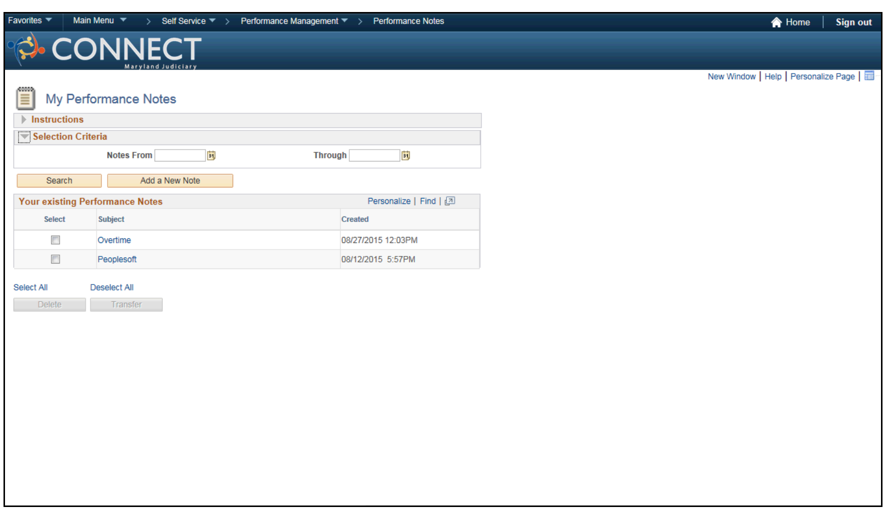
Step	Action	Notes
1.	Click the **Main Menu** button. Main Menu	
2.	Click the **HCM Systems** menu. HCM Systems	
3.	Click the **Self Service** menu. Self Service	
4.	Click the **Performance Management** menu. Performance Management	
5.	Click the **Performance Notes** menu. Performance Notes	
6.	You can add a new note or review and edit an existing note.	



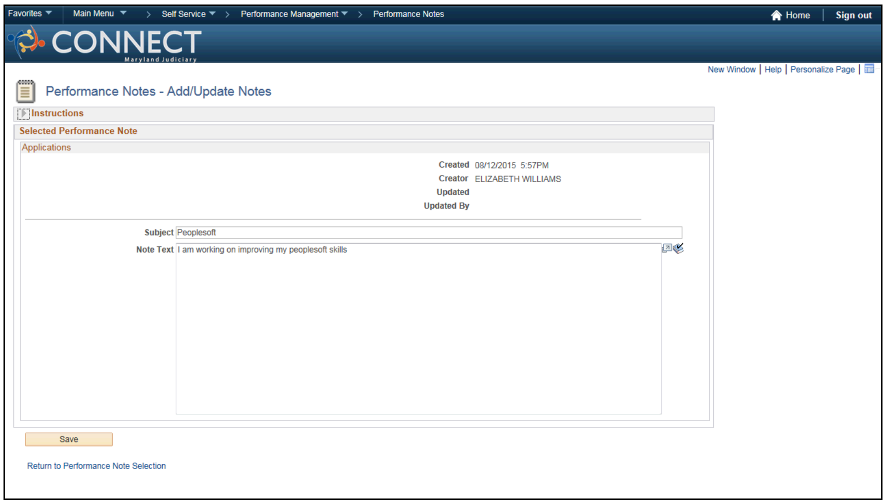
Step	Action	Notes
7.	Click the **Add a New Note** button. Add a New Note	



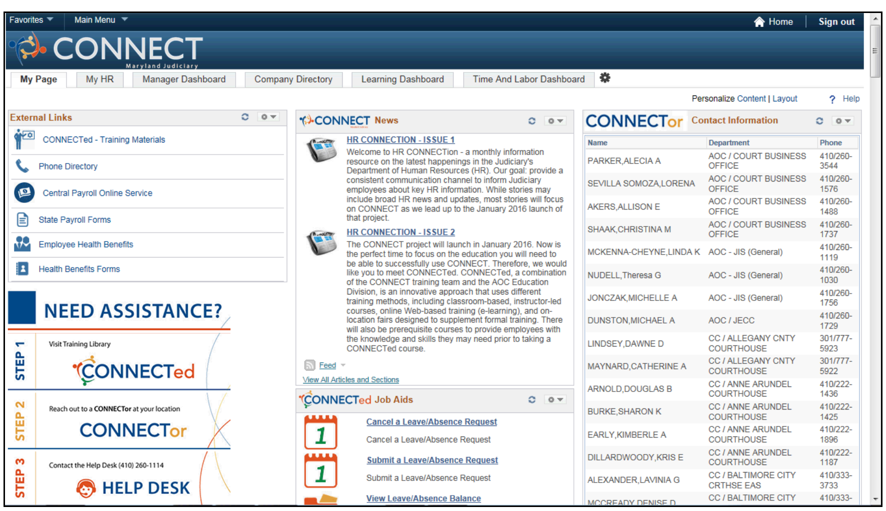
Step	Action	Notes
8.	Click in the **Subject** field.	
9.	Enter "**Overtime**" into the **Subject** field.	
10.	Click in the **Note Text** field.	
11.	Enter your performance notes in the Note Text field. For this example, the notes have been entered for you.	
12.	Click the **Save** button. Save	
13.	Click the **Return to Performance Note Selection** link. Return to Performance Note Selection	



Step	Action	Notes
14.	Click the **Peoplesoft** link. Peoplesoft	
15.	Review the existing notes.	



Step	Action	Notes
16.	Click the **Home** link. Home	



Step	Action	Notes
17.	Click the **Sign out** link. Sign out	
18.	You have completed the topic "Managing Employee Performance Notes". **End of Procedure.**	

Training Guide

Training Guide

The Training Guide PDF document is the complete CONNECT Employee Self-Service training material included in this CONNECTed online training. The digital booklet includes:

- Cover page
- Notes page
- Table of Contents
- Concept page content
- Procedures
- Glossary

Download your PDF copy! (http://mdcourts.gov/connect/training/CONNECT_Employee Self-Service_Guide.pdf)

GLOSSARY

activity	In the CONNECT Education and Learning system, **activity** is an instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and wait listing capacities.
component	A Component is a collection of pages which are logically grouped.
current learning	In CONNECT Education and Learning, a self-service repository for all of a learner's in-progress learning activities and programs.
delivery method	In CONNECT Education and Learning, identifies the primary type of delivery method in which a particular learning activity is offered. This is primarily used to help learners search the catalog for the type of delivery from which they learn best.
learning components	The foundational building blocks of learning activities that supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity.
Look Up	A **Lookup** button, which looks like a magnifying glass, can be used to look up a valid value for the field
planned learning	The plan learning is a self-service repository for all of a learner's planned learning activities and programs.
portal	The Portal is a single entry point to all of CONNECT business processes areas available to the user based on role security access.
search	**Search** is composed of basic and advance search. Both allow you to look up data based on information provided such as Employee ID or Name, or selecting options from drop-down list boxes.
Time Reporting Code	The time reporting code (TRC) appears on timesheets for items such as regular or holiday worked time reporting and determines what time reporting codes are available to the employee for charging time.