
From: Connect
Sent: Friday, January 08, 2016 1:27 PM
To: Connect
Subject: How To Handle Reporting Current Absences



Hello Judiciary Employees!

If you have an absence to record on a timesheet prior to the Absence Balances being available in CONNECT on 01/14/16, do not record it on your current CONNECT timesheet that you will be submitting to your supervisor for this Timesheet Tuesday (01/12/16).

After the Absence Balances are available on January 14, 2016, you will go back to your previous week's timesheet and update it to reflect the absence.

To *request* a leave prior to January 14, continue to follow the current paper process and submit it to your manager for approval. Do not request an absence in CONNECT until after 01/14/16.

We apologize for this additional step that is necessary while we convert between the two systems.

Thanks,
The CONNECT Team