

**From:** Connect  
**Sent:** Tuesday, January 19, 2016 10:26 AM  
**To:** Connect  
**Subject:** IMPORTANT TIMESHEET INFORMATION: Today Is Timesheet Tuesday!  
**Attachments:** DESK GUIDE - Checklist for Employee Timesheet Entries 20160106a.pdf



Good-morning, Judiciary Employees,

Today is an important Timesheet Tuesday as this is the end of the first Payroll Period in CONNECT for Regular employees. It also has a new component to it – Entering Holiday Time, which is discussed below.


As you know, employees who are regularly required to submit a timesheet will submit their electronic timesheets in CONNECT by noon every Tuesday. We have attached the “Employee Timesheet Checklist” again for your reference. The person who is responsible for approving employees’ timesheets will have until 7:00AM on Wednesday morning to review and approve those timesheets.

You will not use “Assumed Performance” for the end of the day on a Timesheet Tuesday. You will only use the “Assumed Performance” Time Reporting Code when instructed to do so by the Payroll Department prior to a Timesheet Tuesday.

#### REPORTING HOLIDAY TIME (EXCLUDING COMMISSIONERS)

Employees who submit timesheets will have to report holiday time for this period on the timesheet; it is not entered as an Absence.


There are two Time Reporting Codes (TRC) to select on your timesheet regarding Holidays – one, if you did not work on the holiday, and one, if you did work.

 If you ***did not work*** on the holiday:

- Enter in the “Quantity” field the amount of hours for which you are entitled. This can never be more than “8”; and, this can never be left blank or it will not be payable time. ***Do Not Enter “In” and “Out” times if you did not work.***
- Use the Time Reporting Code “00 HOLPD - Holiday”
- Below is the online training module for entering time if you ***did not*** work on the holiday:  
[http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml\\_kp.html?Guid=6b367219-54d6-46c2-b44a-a5871d194351](http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=6b367219-54d6-46c2-b44a-a5871d194351)

 If you ***did work*** on the holiday:

- Enter all of the requisite “In” and “Out” times into the correct fields (this must include lunch). ***Do Not Manually Enter “Quantity”.***
- Use the Time Reporting Code “02 HOLWK – Holiday Worked”
- [http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml\\_kp.html?Guid=9bd1a7a3-d861-417a-858a-1965c47f7c71](http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=9bd1a7a3-d861-417a-858a-1965c47f7c71)

 For employees with an Alternative Work Scheduled (AWS) on the holiday:

- If you work more than 8 hours on Monday, add a second line and enter use some form of leave for anything over the 8 hours.
- If you are normally off on a Monday, you will earn Comp Time at straight time.

For information about how to complete and submit a timesheet in CONNECT, please refer to the [CONNECTed Training Library](#). Click [HERE](#) to access the specific online training topic for completing Punch Timesheets.

As a reminder, the link to the live CONNECT system is:

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

If you need assistance, please contact your [CONNECTors](#) first. For further assistance, call the JIS Help Desk phone line at 410-260-1114, and use the new menu prompts to reach the CONNECT Support Hotline.

Thanks,  
The CONNECT Team