

From: Connect
Sent: Tuesday, January 19, 2016 4:04 PM
To: Connect
Subject: Leave Bank Enrollment CLOSING TODAY



Hello Judiciary Employees,

Today is the last day to enroll in the Leave Bank!

There are no exceptions to this enrollment period. It will be deducted from your balances when the current Pay Period closes and balances are updated after 01/21/16.

To access the Leave Bank Enrollment in CONNECT between 01/14/16 – 01/19/16, use the following navigation path from the main menu in CONNECT:

HCM Systems > Self Service > Leave Transfer Requests > Enroll into Leave Bank

Once you have enrolled, you will be able to view your Leave Bank at the following path in CONNECT:

Main Menu > HCM System > Self Service > Leave Transfer Request > Leave Transfer Request History

NOTE: Supervisors/Managers do not approve the **enrollment** into the Leave Bank. Therefore, they will not receive an approval notification for **enrollment**. They will, however, be involved in the process when an employee *requests* the use of Leave Bank.

Any modifications or cancellations to your enrollment request must be sent to marti.robinson@mdcourts.gov.

Below are the links to the online training materials in the CONNECTed Training Library that pertain to the Leave Bank.

-  Leave Bank Enrollment
http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=7bc3ce8a-7a7b-41b6-ae1c-d43b84b5e16b

-  Request to Receive Leave Bank Donation
http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=5eac1827-84e5-485b-a0dc-31474154c1c1

-  View Leave Bank/Donation Balance
http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=382b8331-b94a-4322-a3d2-2c352913c13e

-  Donate Annual Leave to an Individual
http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=4d414899-0e77-4322-9996-9f02fd8471b2

-  Request Time Off with Leave Bank/Donation
http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=96073075-acb6-42ac-b073-3c2dbfc627bd



Request Time Off from a Timesheet with Leave Bank/Donation

http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=c83f7f2d-adb1-4906-b829-f37d0b1f7b96

Please contact the Payroll Department at marti.robinson@mdcourts.gov with any questions regarding the Leave Bank enrollment.

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