
From: Connect
Sent: Tuesday, January 12, 2016 8:08 AM
To: Connect
Subject: Today Is Timesheet Tuesday!
Attachments: DESK GUIDE - Checklist for Employee Timesheet Entries 20160106a.pdf



Good-morning, Judiciary Employees.

Today, Tuesday 01/12/16, is the first *Timesheet Tuesday!*

As you know, with the advent of CONNECT, all employees will submit their electronic timesheets in CONNECT by noon every Tuesday. The timesheets that you have previously entered throughout the week using "Save for Later" can now be submitted for approval. We have attached the "*Checklist for Employee Timesheet Entries*" again for your reference.

The direct supervisor/manager responsible for approving an employee's timesheet will then have until 7:00AM on Wednesday morning to review and approve those timesheets.

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.

Supervisors/Managers who want information about how to approve a timesheet in CONNECT can click [HERE](#) to access that online training.

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