

## Gelisa Lewis

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**From:** Connect  
**Sent:** Wednesday, October 21, 2015 10:11 AM  
**To:** Connect; Roberta Warnken; DC - District Court - Administrative Clerks; Susan Armiger; Rose Day; Polly Harding; Timothy Haven; Lisa Ritter; Jonathan Rosenthal  
**Cc:** Melinda Jensen; Lee Robinson; Patricia Tummer (Patricia.Tummer@mdcourts.gov); Theresa Nudell (theresa.nudell@mdcourts.gov); Andrew Beck; ConnectTeam; ConnectTechTeam  
**Subject:** CONNECT PARALLEL TESTING UPDATE - ABSENCE REQUESTS

Hello District Court Administrative Clerks and District Court CONNECTors!

There is an additional task that we would like the employees to complete during your CONNECT Parallel Testing Cycle. Please also submit any Absence Requests that pertain to the timesheet period you are completing.

Employees can click [HERE](#) and expand the outline on the left navigation to find "Absence Requests" and view the online training for submitting the relevant type of Absence Request.

Managers/Supervisors can click [HERE](#) and expand the outline on the left navigation to find "Absence Management" and view the online training for approving or denying an employee's Absence Request.



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**From:** Connect  
**Sent:** Wednesday, October 21, 2015 9:19 AM  
**To:** Roberta Warnken <roberta.warnken@mdcourts.gov>; DC - District Court - Administrative Clerks <dc.district.court.administrative.clerks@mdcourts.gov>; Susan Armiger <susan.armiger@mdcourts.gov>; Rose Day <rose.day@mdcourts.gov>; Polly Harding <polly.harding@mdcourts.gov>; Timothy Haven <timothy.haven@mdcourts.gov>; Lisa Ritter <lisa.ritter@mdcourts.gov>; Jonathan Rosenthal <jonathan.rosenthal@mdcourts.gov>  
**Cc:** Melinda Jensen <melinda.jensen@mdcourts.gov>; Lee Robinson <lee.robinson@mdcourts.gov>; Patricia Tummer (Patricia.Tummer@mdcourts.gov) <Patricia.Tummer@mdcourts.gov>; Theresa Nudell (theresa.nudell@mdcourts.gov) <theresa.nudell@mdcourts.gov>; Andrew Beck <andrew.beck@mdcourts.gov>; Mark McGonigle <mark.mcgonigle@mdcourts.gov>; ConnectTeam <ConnectTeam@mdcourts.gov>; ConnectTechTeam <ConnectTechTeam@mdcourts.gov>  
**Subject:** LET'S GET STARTED WITH CONNECT TESTING!

Good-morning District Court Administrative Clerks and District Court CONNECTors!

CONNECT Parallel Testing is now live for all Contractual employees.

To access CONNECT, click [HERE](#) or copy/paste the following address into your internet browser.

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

There are three very simple activities that we want all employees to do:

- 1) Enter your **timesheets** in CONNECT, and complete your regular paper time sheet.
  - o Click [HERE](#) to view the online training for completing a timesheet
- 2) Check your **personal profile** to make sure that the information is accurate. If the information is not correct, contact us at the CONNECT Hotline (**410-260-6550**) or email us at [connect@mdcourts.gov](mailto:connect@mdcourts.gov).
  - o Click [HERE](#) to view the online training for viewing your personal profile
- 3) Check your **organization chart** to make sure the reporting relationships are correct. If the information is not correct, contact us at the CONNECT Hotline (**410-260-6550**) or email us at [connect@mdcourts.gov](mailto:connect@mdcourts.gov).
  - o Click [HERE](#) to view the online training for viewing your organization chart

CONNECT has set up a special direct hotline for you to call during your testing cycle to receive live phone support. If you have any questions, after first reviewing the online training, call us at **410-260-6550**. As always, you can email us at [connect@mdcourts.gov](mailto:connect@mdcourts.gov).

There is a list of Frequently Asked Questions (FAQs) in the “CONNECT News” section of the CONNECT Portal that may just have the answer you need. We will update this information almost daily throughout Parallel Testing.

The CONNECT Team

