

From: Connect
Sent: Thursday, January 14, 2016 4:22 PM
To: Connect
Subject: Absence Balances NOW AVAILABLE in CONNECT



Hello Judiciary Employees,

We have loaded the Absence Balances into CONNECT. All Regular Employees are now able to view all of their balances that are carried over from the 2015 Leave Year, and the new Personal Leave for the 2016 leave year.

Contractual Employees will be able to *forecast* absences until 01/26/16. Visibility of the actual balance for Contractual Employees, however, will not be available until Wednesday 01/27/16. The balance shown after that time will be 40 hours minus any absences during the 01/13 – 01/26 period. Contractuals with FSR Admin Leave balances will have those available on Friday 01/15/16.

Additionally, the Leave Bank Enrollment is now open. You may enroll in the Leave Bank in CONNECT between 01/14/16 – 01/19/16. Below is the link for how to enroll in the Leave Bank:


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

Your initial donation will need to be a minimum of 8 hours. This will establish your enrollment in the Leave Bank for leave year 2016.

Following are the links to the online training materials in the CONNECTed Training Library that pertain to the viewing your Absence Balances.

 View Absence Balances

http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=74d95853-6853-4ac5-afa0-3fb94bbe42f7

 Forecasting Leave Balance

http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=41be62e5-2e09-4a42-9d69-1e16f2c5fa57

The following explains when some of the other types of absence balances will be available.

01/20/2016

- Regular employee's first Leave Year accruals for 2016 for Annual and Sick Leave
- Flex Holidays for Court Commissioners
- Active Judges' 2015 Annual Leave carry-over balances
- Active Judges' 2016 awards of Annual and Personal Leave
 - Active Judges' 2016 Personal award will reflect 48.00 hours at this time
 - Payroll must complete manual adjustment entries for Personal Leave used between 01/01/16 and the Go Live date

- For any annual or personal leave you may have taken between 01/01/16 – 01/05/16, email Lolli.petrillo@mdcourts.gov

01/27/2016

- Contractual employees' 2016 PTO

Please contact the Payroll department at marti.robinson@mdcourts.gov with any questions regarding your Absence Balances.

Thanks,
The CONNECT Team