

**From:** Connect  
**Sent:** Thursday, January 14, 2016 5:42 PM  
**To:** Connect  
**Subject:** Comp Time Is Handled Through Timesheets



Hello Judiciary Employees,



Comp Time is handled differently than other Absence types in CONNECT. All transactions related to Comp Time take place on the timesheet.

Most notably, to view your Comp Time balance you will go to your timesheet and click on the tab titled “Leave/Compensatory Time”.  
(see screen shot below for illustration of tab location)

Below are the links to the online training materials pertaining to Comp Time that can be found on the [CONNECTed Training Library](#).

-  **Comp Time – View Balance**  
[http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml\\_kp.html?Guid=b2e3583b-317b-4b0c-881b-b0a33204dbec](http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=b2e3583b-317b-4b0c-881b-b0a33204dbec)
-  **View Comp Time Balance**  
[http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml\\_kp.html?Guid=b2e3583b-317b-4b0c-881b-b0a33204dbec](http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=b2e3583b-317b-4b0c-881b-b0a33204dbec)
-  **Report Comp Time Earned**  
[http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml\\_kp.html?Guid=da8b8852-7f01-476c-a719-78786feacafb](http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=da8b8852-7f01-476c-a719-78786feacafb)
-  **Report Comp Time Taken – Full Day**  
[http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml\\_kp.html?Guid=93ab9708-510e-431a-842c-2457b1001514](http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=93ab9708-510e-431a-842c-2457b1001514)
-  **Report Comp Time Taken – Half Day**  
[http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml\\_kp.html?Guid=3f9c661d-a820-45e6-afe4-008c80043e31](http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=3f9c661d-a820-45e6-afe4-008c80043e31)

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