
From: Connect
Sent: Tuesday, January 05, 2016 12:16 PM
To: Connect
Subject: FOLLOW-UP: Do Not Enter Time In CONNECT Until TOMORROW



As a follow-up to our previous message, if you have already entered time into CONNECT, please **do not do anything else** with the time you entered. We will make the corrections on our end. Your pay will absolutely not be affected.

It is also critical for you to remember that **you must submit a paper time sheet** for the current pay period ending Tuesday 01/05/16 (Contractual employees: 01/12/16). This includes reporting on the paper time sheets any time that was entered into CONNECT. This must also be submitted to Payroll on the paper time sheets as usual for this current pay period.

Again, please **do not do anything else in the Timesheet or Absence Request sections of CONNECT** UNTIL Wednesday 01/06/16.

Thanks,
The CONNECT Team

From: Connect
Sent: Tuesday, January 05, 2016 11:43 AM
To: Connect <connect@mdcourts.gov>
Subject: Do Not Enter Time In CONNECT Until TOMORROW

Hello Judiciary Employees,

Please **do not enter time** in CONNECT **until** tomorrow, Wednesday, 01/06/16. That is the first day that you should be using the Timesheet and the Absence Requests sections on CONNECT.

You must submit a paper time sheet for the current pay period ending Tuesday 01/05/16 (Contractual employees: 01/12/16).

Again, please do not enter anything into the Timesheet or Absence Requests sections of CONNECT.

Thanks,
The CONNECT Team