

From: Connect
Sent: Thursday, January 14, 2016 5:24 PM
To: Connect
Subject: Leave Bank Enrollment IS OPEN (01/14/16 – 01/19/16)



Hello Judiciary Employees,

The Leave Bank enrollment period is now open in CONNECT! The period will close on Tuesday, January 19. There are no exceptions to this enrollment period.

To access the Leave Bank Enrollment in CONNECT between 01/14/16 – 01/19/16, use the following navigation path from the main menu in CONNECT:

HCM Systems > Self Service > Lave Transfer Requests > Enroll into Leave Bank

IMPORTANT: You must first complete this “Enrollment” process. Your enrollments must total a minimum of 8 hours.

- Example: if you select the Program "Leave Bank Enroll – Personal” to donate 5 hours of *Personal Leave*, you must also complete and submit additional enrollments to other Leave Bank Enrollment options (e.g., Annual or Sick) until you to satisfy the 8 hour minimum. If you choose you can use all 3 enrollment programs to make up your 8 hours. This will establish your enrollment in the Leave Bank for leave year 2016.

Please contact the Payroll Department at marti.robinson@mdcourts.gov with any questions regarding the Leave Bank enrollment.

Below are the links to the online training materials in the CONNECTed Training Library that pertain to the Leave Bank.

- Leave Bank Enrollment
http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=7bc3ce8a-7a7b-41b6-ae1c-d43b84b5e16b
- Request to Receive Leave Bank Donation
http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=5eac1827-84e5-485b-a0dc-31474154c1c1
- View Leave Bank/Donation Balance
http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=382b8331-b94a-4322-a3d2-2c352913c13e
- Donate Annual Leave to an Individual
http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=4d414899-0e77-4322-9996-9f02fd8471b2
- Request Time Off with Leave Bank/Donation
http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=96073075-acb6-42ac-b073-3c2dbfc627bd



Request Time Off from a Timesheet with Leave Bank/Donation

http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=c83f7f2d-adb1-4906-b829-f37d0b1f7b96

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