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**From:** Connect  
**Sent:** Wednesday, January 06, 2016 3:53 PM  
**To:** Connect  
**Subject:** Recording Overtime/Comp Time; Tips for Adding a Line

Hello Judiciary Employees,

When reporting Overtime or Comp Time, it is important to separate those hours from your regular hours by entering them on another line. To do this, click on the plus sign (“+”) at the far right of the row for the day or line of Regular Time that you are reporting. This will create an additional line. The steps for adding a line to your timesheet are outlined in the online training materials for reporting Comp Time and reporting Overtime.

Once you have inserted a new line, you will then enter either the actual start and end (i.e. “In” and “Out”) of your overtime or comp time (for punch timesheets), or the total quantity of time under “Quantity” (for elapsed timesheets).

When reporting Overtime or Comp Time, it is important to enter the reason codes in both the Project ID column and the Activity ID column for each line of Overtime or Comp Time. Click on the magnifying class icon for each to select the appropriate code. You must also select or enter the “Business Unit PC” which will always be “MDJUD”.

There are several training aides for the various processes around recording and/or requesting Overtime and Comp Time. Below are the direct links to two important ones:



Recording Comp Time:

[http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml\\_kp.html?Guid=da8b8852-7f01-476c-a719-78786feacaf](http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=da8b8852-7f01-476c-a719-78786feacaf)



Recording Overtime:

[http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml\\_kp.html?Guid=8d182f26-d2fb-45f2-8579-6e3c689e2a42](http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=8d182f26-d2fb-45f2-8579-6e3c689e2a42)

Please remember to follow your court or department's processes to get comp time and over time preapproved.

**Note to MANAGERS:**

It is critical that you carefully review employees' time entries to ensure that time is appropriately allocated to Regular Time and Overtime/Comp Time. If there are entries that need to be corrected, use the "Push Back" function. Be sure to select only those timesheet lines that need correcting; do not Push Back an entire timesheet, if it is not necessary.

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