

Gelisa Lewis

From: Connect
Sent: Thursday, November 05, 2015 1:35 PM
To: Connect
Subject: CONNECT Cycle 2 Parallel Testing Closes
Attachments: Assumed Performance Time Reporting Code.pdf

Hello CONNECT Cycle 2 Testers:

Because this pay period is an Advanced Payroll, today is the last official day of CONNECT Parallel Testing for Cycle 2 participants. Thank you very much for all your participation and patience!

As your paper time sheets are due for approval today, employees should also complete and submit their CONNECT timesheet to their direct supervisors. **This will require that employees forecast their hours through the end of the period (11/10) using the Time Reporting Code "RAP – Regular – Assumed Performance" (see attached screen shot).** Supervisors/managers responsible for approving an employee's timesheet will then review and approve those timesheets in addition to the paper time sheets that still need to be sent to Payroll.

Please make sure that all employees submit their online timesheet in CONNECT. **Employees must still continue to submit paper time sheets to the Payroll Office on the regularly scheduled biweekly periods.** The paper time sheets will continue to be the official time reporting records that are used for generating employees' pay until CONNECT goes live on January 06, 2016.

The importance of this activity is so that Payroll can reconcile those final CONNECT timesheets with the official paper time sheets. It is essential for us to complete this reconciliation prior to going live with CONNECT in January.

For information about how to complete and submit a timesheet in CONNECT, please refer employees to the [CONNECTed Training Library](#). Click [HERE](#) to access the specific online training topic for completing timesheets.

Supervisors/Managers who want to learn how to approve a timesheet can click [HERE](#) to access that online training.

To access CONNECT, click [HERE](#) or copy/paste the following address into your internet browser.
<https://testconnect.mdcourts.gov/psp/ptuat/?cmd=login&languageCd=ENG&>

For employees whose Parallel Testing Cycle has ended, we are permitting the continued use of the CONNECT parallel system. However, Payroll will only reconcile any submitted data for employees currently in their Parallel Testing cycle. Additionally, the support options for employees not in their Parallel Testing Cycle will be limited to the UPKs, CONNECTors, and the CONNECT email. The CONNECT Hotline will have only the bandwidth to support employees who are in their Parallel Testing Cycle.

For additional assistance, see your local CONNECTor or contact the CONNECT Hotline at 410-260-6550.

Thanks,
The CONNECT Team

