

Gelisa Lewis

From: Connect
Sent: Wednesday, November 04, 2015 9:53 AM
To: Connect
Subject: CONNECT Cycle 2 Parallel Testing: Yesterday Was Timesheet Tuesday

Hello CONNECT Cycle 2 Parallel Testers:

Yesterday was your first *Timesheet Tuesday* in CONNECT. Please make sure that your first week's CONNECT timesheet (week of 10/28-11/03) was submitted to your direct supervisor. **NOTE:** Until we fully switch over to CONNECT on 01/06/16, paper time sheets will continue to be the official time reporting records that are used for generating employees' pay. **Employees must still submit their paper time sheets to the Payroll Office on the regularly scheduled biweekly periods.**

Because this is an Advanced Payroll period, paper time sheets and CONNECT timesheets will both be submitted tomorrow (Thursday, 11/05) with assumed performance using the Time Reporting Code (TRC) in CONNECT of "RAP - Regular - Assumed Performance". With the advent of CONNECT, however, HR will typically have employees submit their electronic timesheets in CONNECT by noon every Tuesday. The direct supervisor/manager responsible for approving an employee's timesheet will then have until 7:00AM on Wednesday morning to review and approve those timesheets.

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 can learn how to approve a timesheet by clicking [HERE](#) to access that online training.

To access the CONNECT Parallel Test system, click [HERE](#) or copy/paste the following address into your internet browser.

<https://testconnect.mdcourts.gov/psp/ptuat/?cmd=login&languageCd=ENG&>

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

Thanks,
The CONNECT Team