

## Gelisa Lewis

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**From:** Connect  
**Sent:** Tuesday, December 01, 2015 1:02 PM  
**To:** Connect  
**Subject:** CONNECT Timesheet Tuesday for Cycle 4 Parallel Testing



Hello Judiciary Employees,

As you know, Cycle 4 of CONNECT Parallel Testing is completing the first week of this payroll cycle. This means that today is *Timesheet Tuesday*.

With the advent of CONNECT, HR will 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.

This Tuesday is the first *Timesheet Tuesday* of this payroll cycle. Please make sure that all employees submit their online timesheet in CONNECT. They will **not** return their paper time sheet at this time; **only the CONNECT** timesheet should be submitted this Tuesday (12/01).

If there is a holiday included in your timesheet in CONNECT, you **must enter a line item using the "Holiday" Time Reporting Code (TRC)** in order to get paid for that holiday. In the "Quantity" field, you should enter the amount of hours for which you are entitled. This can never be more than "8"; and, **this can never be left blank** or it will not be payable time.

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&>

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.**

After CONNECT goes live on 01/06/16, the biweekly pay periods will continue to be the same, however employees will submit their online timesheets to their supervisor each week for review on *Timesheet Tuesday*. Because this is a change to submitting time in the future, during CONNECT Parallel Testing (only), we want employees to begin getting used to this new process. This is why during your cycle for Parallel Testing we are requesting employees submit their timesheets weekly only in CONNECT, but continue with the paper time sheet process as presently scheduled.

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 Punch Time type of timesheets.

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

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

Thanks,  
The CONNECT Team