Gelisa Lewis

From:	Connect
Sent:	Tuesday, December 08, 2015 1:18 PM
To:	Connect
Subject:	IMPORTANT: Information for CONNECT Final Phase of Parallel Testing

Hello Judiciary Employees,

Today is Timesheet Tuesday! Cycle 4 of CONNECT Parallel Testing is completing the second week of this payroll cycle.

All employees must submit their electronic timesheets in CONNECT by noon today, Tuesday 12/08. 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. Please make sure that all employees submit their online timesheet in CONNECT. They will also return their paper time sheet to Payroll at this time.

For Supervisors/Managers who are reviewing and approving timesheets, it is absolutely critical that you examine each line item entry with great scrutiny for accuracy and validity prior to submitting. This level of analysis is necessary to ensure the timesheets are correct.

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 Team at connect@mdcourts.gov.

Thanks,
The CONNECT Team