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**From:** Connect  
**Sent:** Friday, January 08, 2016 11:43 AM  
**To:** Connect  
**Subject:** FOR SUPERVISORS/MANAGERS: Timesheet Review Checklist & Related Online Training Materials  
**Attachments:** DESK GUIDE - Checklist for Managers Timesheet Review 20160106a.pdf



Hello Supervisors/Managers,

Now that employees who report to you will be submitting their timesheets in CONNECT for you to review and approve, we have created the attached "[Checklist for Managers' Timesheet Review](#)". This is a checklist that you can use as a ready-reference to ensure that you thoroughly review your employees' timesheets for accuracy and completeness.

Below are some of the key topics in the [CONNECTed Training Library](#) to help you become knowledgeable and comfortable with these processes:

-  **Understanding the Time and Labor Dashboard**  
[http://www.mdcourts.gov/connect/training/MSS/Publishing%20Content/PlayerPackage/dhtml\\_kp.html?Guid=eea74187-248e-4807-8f8b-6518b86f9e45](http://www.mdcourts.gov/connect/training/MSS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=eea74187-248e-4807-8f8b-6518b86f9e45)
  
-  **Approving a Timesheet from the Time and Labor Dashboard**  
[http://www.mdcourts.gov/connect/training/MSS/Publishing%20Content/PlayerPackage/dhtml\\_kp.html?Guid=eea74187-248e-4807-8f8b-6518b86f9e45](http://www.mdcourts.gov/connect/training/MSS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=eea74187-248e-4807-8f8b-6518b86f9e45)
  
-  **Review, Correct, Approve a Punch Timesheet**  
[http://www.mdcourts.gov/connect/training/MSS/Publishing%20Content/PlayerPackage/dhtml\\_kp.html?Guid=37bd413e-883f-4b95-80fe-8e535c40516b](http://www.mdcourts.gov/connect/training/MSS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=37bd413e-883f-4b95-80fe-8e535c40516b)
  
-  **Review Time Management Calendars**  
[http://www.mdcourts.gov/connect/training/MSS/Publishing%20Content/PlayerPackage/dhtml\\_kp.html?Guid=09dcfcd0-bfa0-40cd-be52-03222d649f32](http://www.mdcourts.gov/connect/training/MSS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=09dcfcd0-bfa0-40cd-be52-03222d649f32)

We also encourage you to review the full suite of online training materials specific to Management of Time Reporting of Direct Reports.

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