

Absence Requests in CONNECT

Quick Reference Card

Overview



Law clerks must record the hours they work and leave taken in CONNECT. This QRC provides step-by-step directions to correctly record leave. All time and leave must be approved.

Submitting a Full Day Absence Request

Law clerks are provided 80 hours of Paid Time Off (PTO) per year. To request time off, an absence request can be submitted from the dashboard or from the timesheet. Once submitted, the request will be routed to the judge for approval.

To create an absence request from the dashboard:

1. On the **My HR** tab, in **Employee Self Service**, click the **Absence Request** icon.

2. The **Request Absence** form displays. In the **Absence Detail** section, enter the following information:

① **Start Date:** The first day off that is being requested.

② **End Date:** The last day of leave requested off. Same as Start date if only one day is being requested.

③ **Absence Name:** The category of leave used.

④ **Reason:** Subcategory of leave used, when required.

⑤ **Duration:** Total amount of hours used, typically 8 hours per day. Enter either the Duration or the End Date.

3. Click **Calculate End Date or Duration**. This allows CONNECT to fill in the form completely with either the **End Date** or the total duration of the leave.

4. Click **Forecast Balance** to determine eligibility to take leave. CONNECT will calculate current leave amounts, as well as any future leave that will accrue by the date of leave.

5. If there is sufficient leave time of the type selected, CONNECT displays a message indicating the submitter is eligible. Click **Submit** to process the request.

To create an absence request from the timesheet:

1. Navigate to the timesheet that includes the date to be requested off.

2. Select the **Absence tab** below the timesheet.

3. Click **Add Absence Event** and edit the **Start Date** and **End Date** to the applicable dates.

4. Select **Law Clerk PTO Take** from the **Absence Name** drop-down list. **NOTE:** Admin Leave options are also available when required.

5. Select **Paid Time Off** from the **Reason** drop down list.

6. Click **Forecast** to determine eligibility to take leave. An eligibility message will display.

7. Click **Submit** on the timesheet to process the request.

Submitting a Partial Day Absence Request

When less than a full day off is needed, submit a partial day request by taking the following steps:

1. Click on the **Absence Request icon** in the **Employee Self Service** section of the dashboard.
2. The **Request Absence** form displays. In the **Absence Detail** section, enter the following information:
 - 1 **Start Date:** The first day off that is being requested.
 - 2 **End Date:** The last day of leave requested off. Same as Start date if only one day is being requested.
 - 3 **Absence Name:** Choose Law Clerk PTO Take.
 - 4 **Reason:** Choose Paid Time Off.
 - 5 **Partial Days:** Select **Start Day Only**. This indicates that the leave request is for the Start DATE entered above.
 - 6 **Start Day Hours:** Enter the total number of hours requested off. Use two decimals to enter part of an hour, i.e., 1.25 for an hour and 15 minutes.
3. Add comments in the **Requestor Comments box**. This allows the approver to see more detail about the timing of the request.
4. Click **Calculate End Date or Duration** to automatically fill in all necessary fields, then click **Forecast Balance** to determine eligibility to take leave. CONNECT will calculate current leave amounts, as well as any future leave that will accrue by the date of leave.
5. If there is sufficient leave time of the type selected, CONNECT displays a message indicating the submitter is eligible.
6. Click **Submit** to process the request.

Absence Detail

1 *Start Date 11/17/2020
2 End Date 11/17/2020
Original Start Date 11/17/2020
Filter by Type All
3 *Absence Name Law Clerk PTO Take
4 *Reason Paid Time Off
5 Partial Days Start Day Only
6 Start Day Hours 3.00
Duration 3.00 Hours
Start Day is Half Day
Calculate End Date or Duration Forecast Balance

View Monthly Schedule
Attach Documentation
Current Balance 80.00 Hours**
Approved not Taken 0.00 Hours
Current Period Leave 16.00 Hours

Comments
Requestor Comments Arriving at 12 pm

Go To View Absence Request History View Absence Balances Edit Historical Absence Request
Submit Save for Later



When submitting a partial day request, remember to record the remaining hours worked on the timesheet.

Editing and Cancelling an Absence Request

All changes to a leave request are made through the timesheet. This includes changing leave dates, absence name, hours, or canceling it completely. To begin, navigate to the timesheet that includes the date requested off and click the Absence tab, if necessary.

To edit a leave request:

1. To the right of the requested leave, click **Edit**.
2. Make the changes to the leave information, as needed.
3. Click **Forecast** to re-forecast the updated leave request.
4. Click **Submit** on the timesheet.

To cancel a leave request:

1. Navigate to the leave request on the applicable timesheet.
2. Click **Edit**, then check the **Cancel** box.
3. Click **Submit** on the timesheet to process the cancellation.

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
11/13/2020	11/13/2020	Law Clerk PTO Take	Paid Time Off	8.00	Hours	Details	Approved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forecast	Edit



If a request is cancelled and then needs to be rescheduled for the same day, make sure to **edit** the existing request and re-submit. Do **not** create a new request.

Need help? Contact the Service Desk @



<https://mdcourts.service-now.com>



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