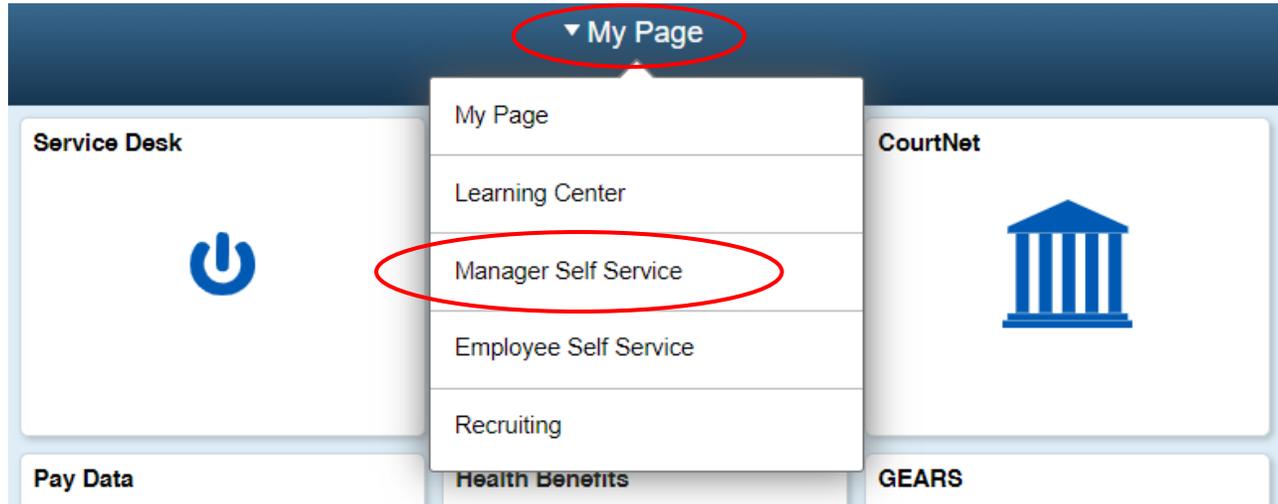




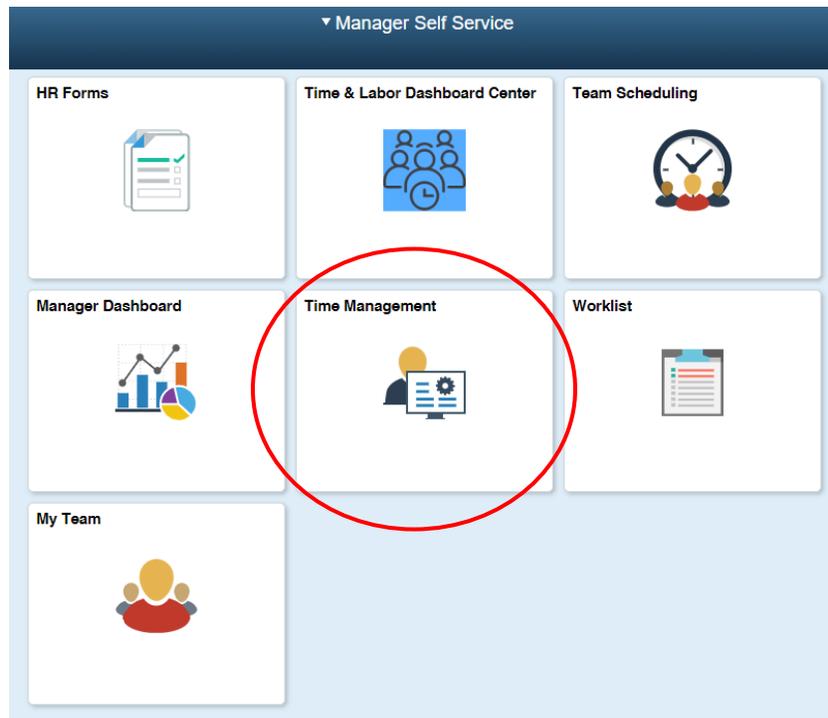
## ACCESSING YOUR EMPLOYEES - TIP SHEET

### TIMESHEETS

1. Once logged into CONNECT, click “**Manager Self Service**” from the page menu.



2. Click the “**Time Management**” tile:





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3. The next screen will default to the “**Employee Timesheet**” left panel option.
4. By removing the number in the **Reports to Position Number** and then clicking on **Get Employees**, the supervisor/manager will be able to see **two levels** of direct reports.

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Reports To Position Number	059120
Location Code	<input type="text"/>
Workgroup	<input type="text"/>

Buttons: Get Employees, Clear Criteria, Save Criteria

**ABSENCE REQUEST HISTORY**

1. Selecting other left panel options, such as **Absence Request History**, the supervisor/manager may see **all levels** of employees (click on the “+” sign to see the direct reports of that employee):

Absence Request History

Employee Selection Criteria

Select the employee you'll be working with. You can initiate transactions only for employees who reported to you as of the date you entered on this page.

As Of Date: 04/07/2021 Refresh Employees

Find Employee

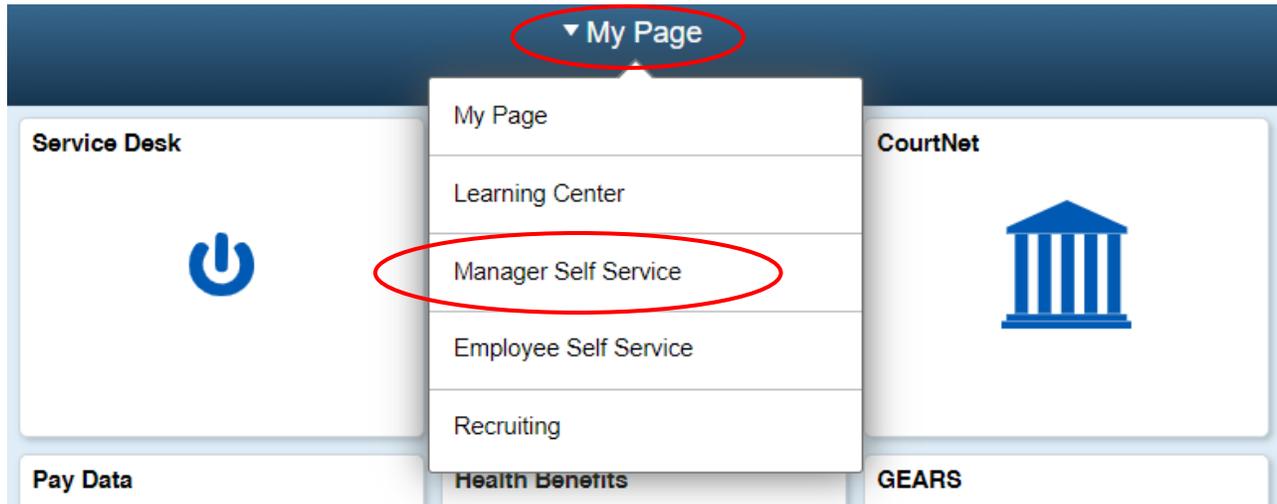
Select	Name	Empl ID	Job	Empl Status	HR Status	Position
Select	+ LINDA DAVIS	00000582	0	Active	Active	059077
Select	+ DENISE MANDEL	000001105	0	Active	Active	059067
Select	CARL DEYHLE	000001242	0	Active	Active	059085
Select	ETHEL BOWEN	000003931	0	Active	Active	N16175
Select	JESSICA RORER	000001730	0	Active	Active	077538
Select	KAREN HENNINGSEN	000001544	0	Active	Active	059078
Select	LINDA STOUT	000003137	0	Active	Active	059056
Select	RUTH COPSEY	000020714	0	Active	Active	N16141
Select	+ DENISE TONEY	000003367	0	Active	Active	059040
Select	+ LAUREN KOEVARI	000002023	0	Active	Active	059088



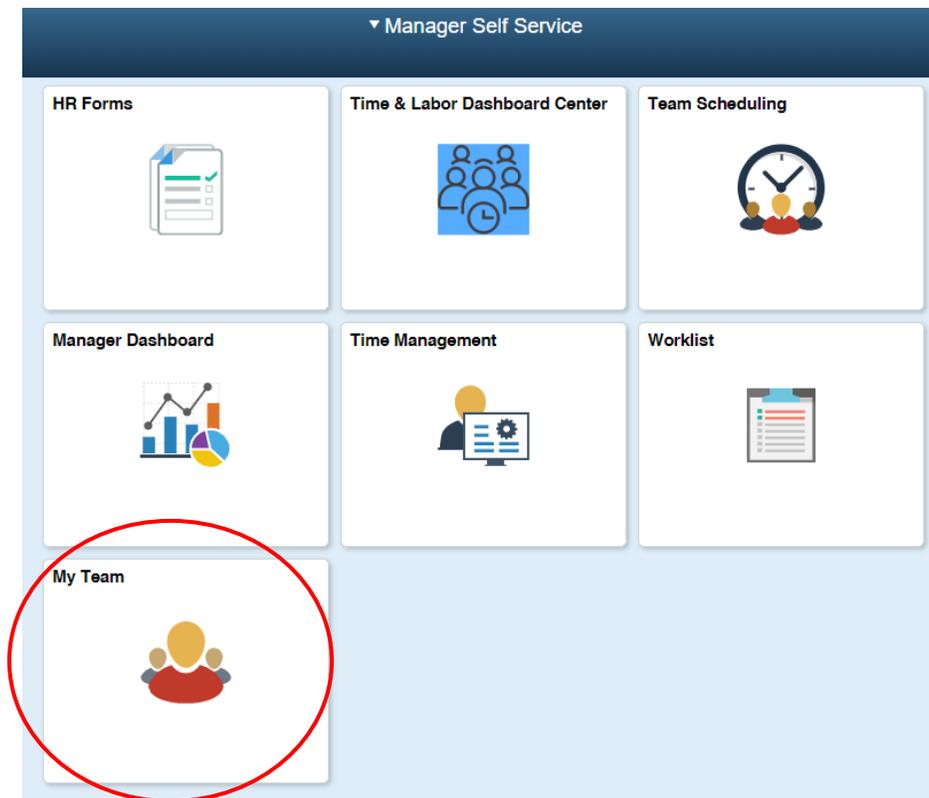
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**MY TEAM**

1. Once logged into CONNECT, click “**Manager Self Service**” from the page menu.



2. Click the “**My Team**” tile:



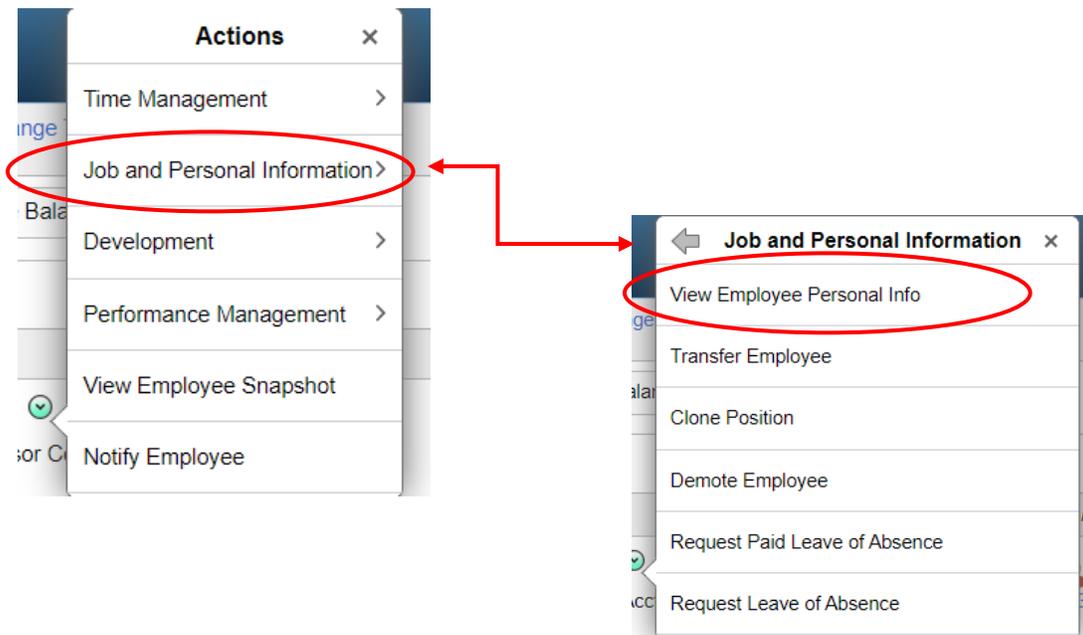


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3. The next screen will show your direct reports.

Name / Title	Directs / Total
 <b>EMPLOYEE</b>  Supervisor FiscalAcct Court Op	 <b>3/3</b>

- 4. In this example, by clicking on the actual number of **Directs / Total** (in blue), a supervisor may see the direct reports of this employee.
- 5. By clicking on the down arrow (in green) next to this employee's name, there are a number of additional actions available:
- 6. The most useful of these is **"Job and Personal Information"** and then **"View Employee Personal Info"**, which provides the employee's PIN, Position, Department, Location, and access to contact information.



**If you have any questions about accessing your employees, please contact Human Resources Information Systems (HRIS) at (410) 260-6550.**