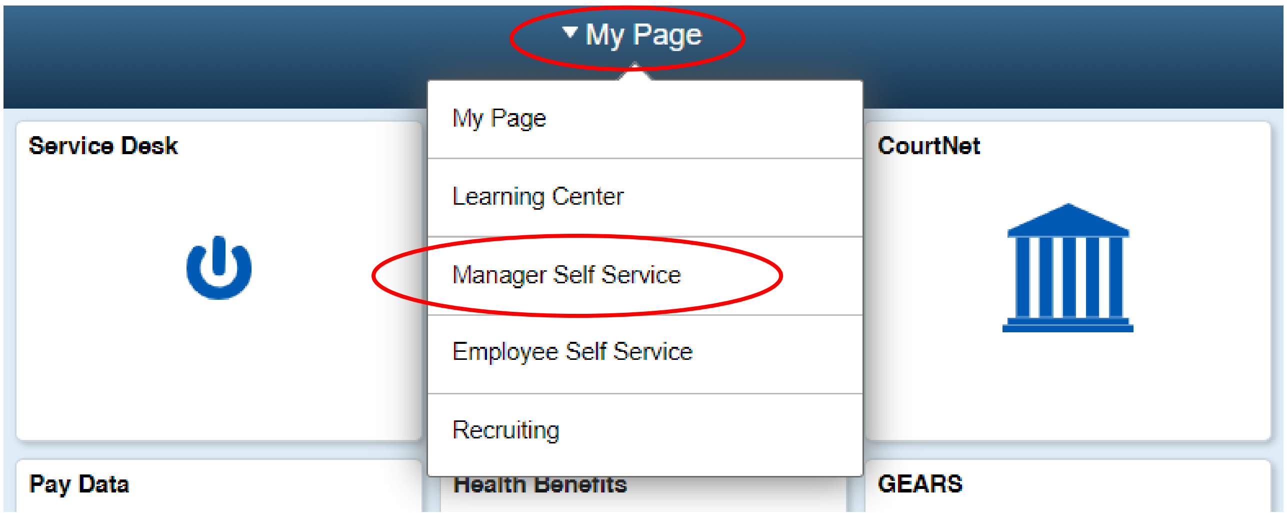
Maryland Judiciary
Department of Human Resources
Classification, Salary Administration, and HRIS

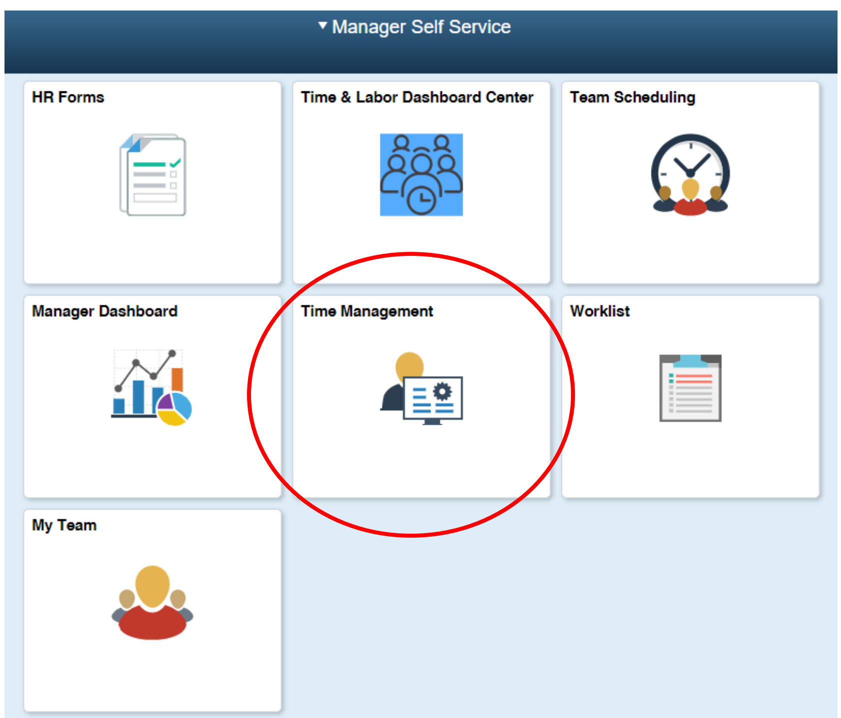
ACCESSING YOUR EMPLOYEES - TIP SHEET

TIMESHEETS

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

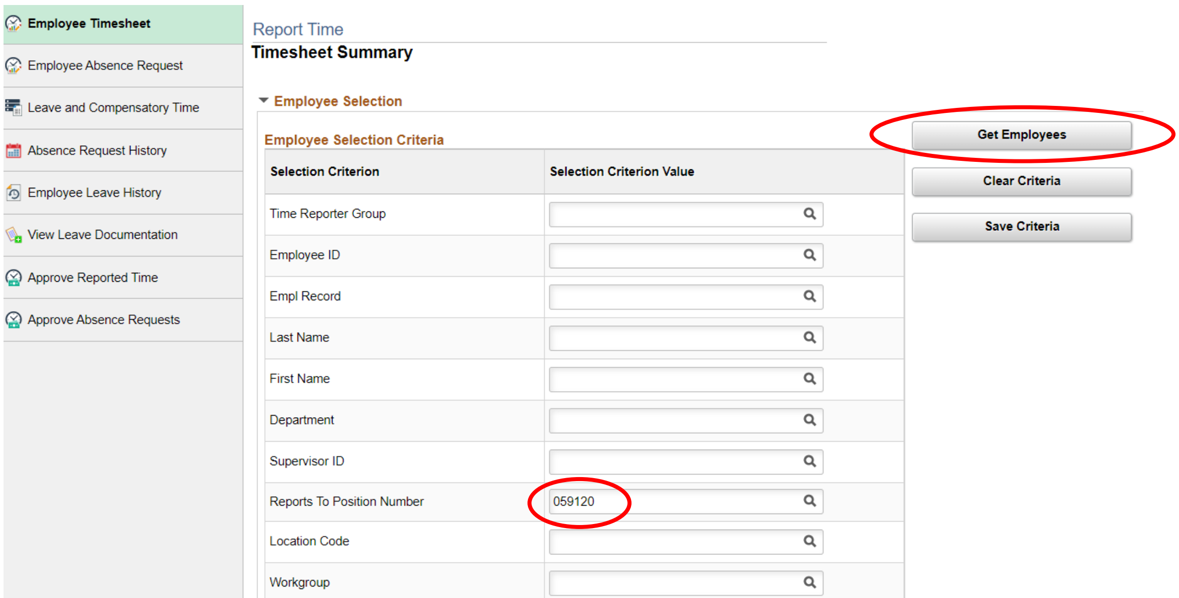


2. Click the “**Time Management”** tile:



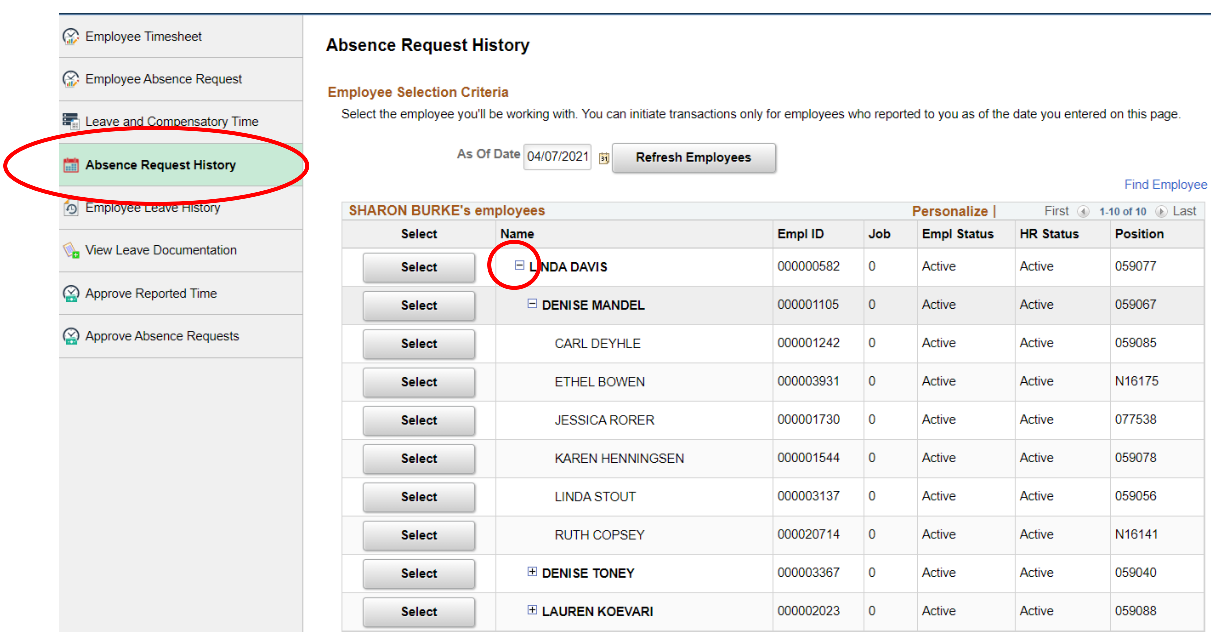
3. The next screen will default to the "**Employee Timesheet**" left panel option.

4. By <u>removing</u> 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.



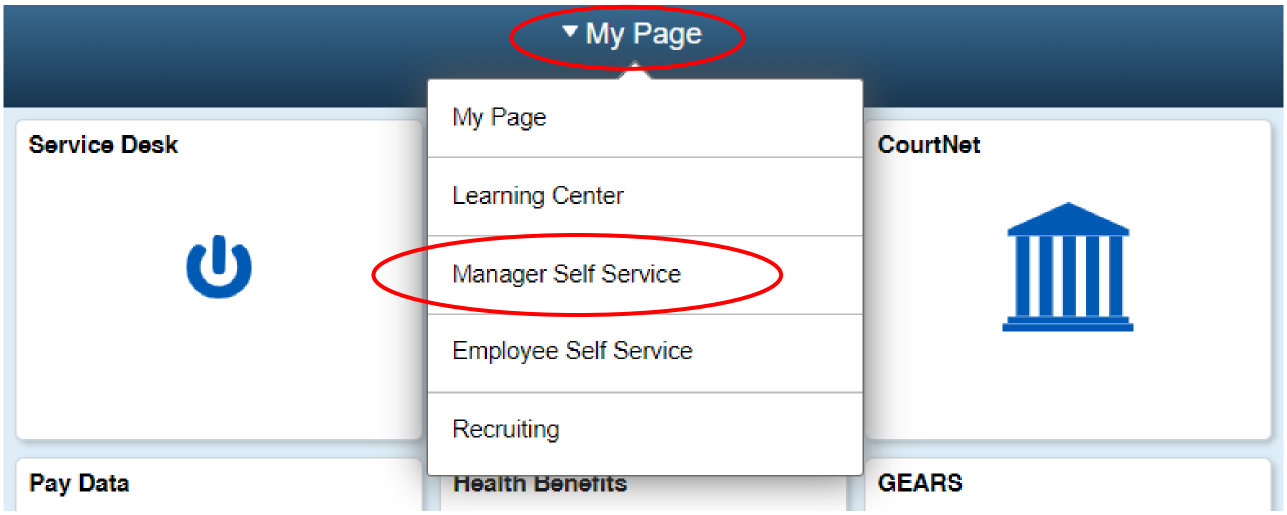
ABSENCE REQUEST HISTORY

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):

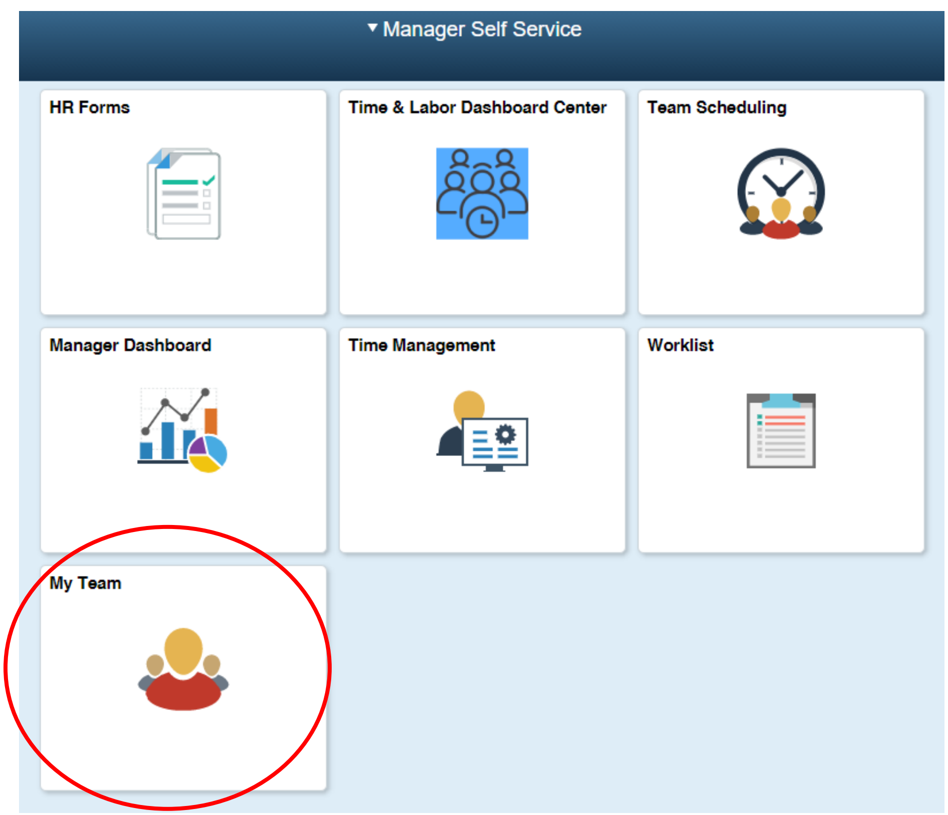


MY TEAM

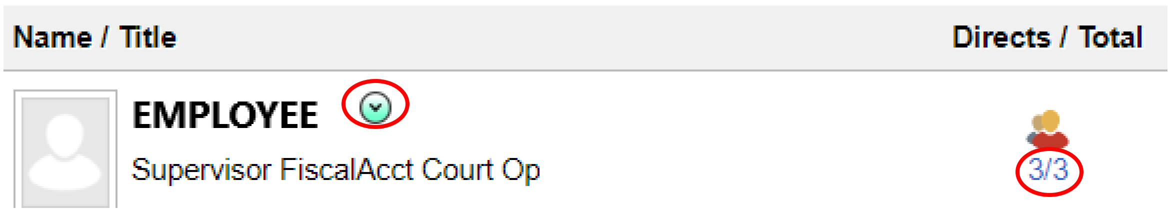
1. Once logged into CONNECT, click "**Manager Self Service**" from the page menu.



2. Click the "**My Team**" tile:



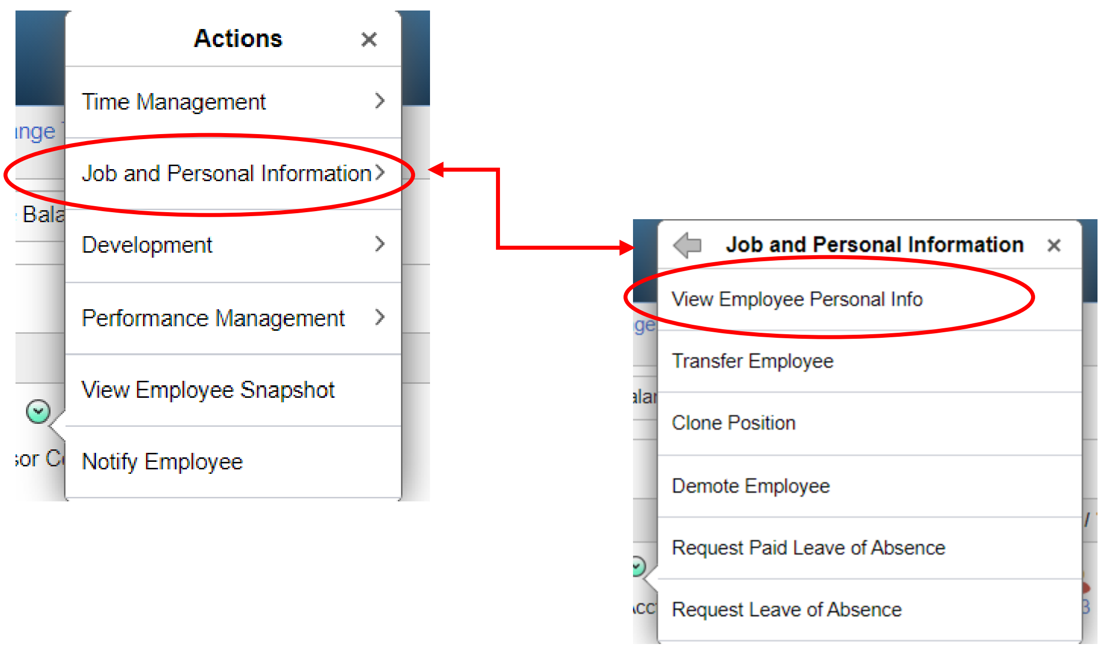
3. The next screen will show your direct reports.



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 <u>employee's PIN, Position, Department, Location, and access to contact information</u>.



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