Maryland Judiciary
Department of Human Resources
Timesheet Submission in the New CONNECT User Interface | December 2020

1) Once logged into CONNECT, the 'My Page' homepage will be displayed.
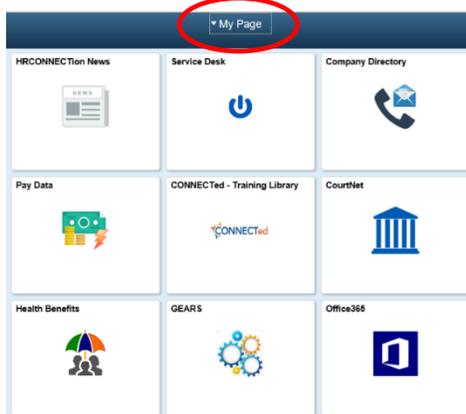
2) Click on the 'My Page' drop down and select 'Employee Self Service'.
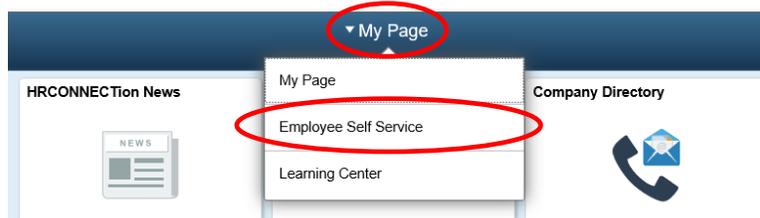
3) Click on the 'My Timesheet' tile.
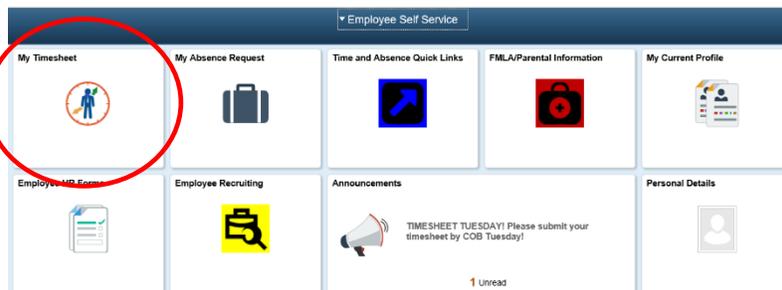
4) The 'Timesheet' page will be displayed. The timesheet completion and submission process remain as normal.
(Note: Timesheet views will vary based on an employees' position).

Timesheet

EMPLOYEE223.CN
Senior Admin Assistant
Actions

Employee ID   000004808
Empl Record   0
Earliest Change Date   07/15/2020

Select Another Timesheet

*View By   Week
*Date   11/25/2020
Scheduled Hours   24.00   Reported Hours   0.00

From 11/25/2020 to 12/01/2020

Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Project ID	Activity ID	Date		
	Wed	11/25	New								8.00			11/25	+	−
	Thu	11/26	New								0.00			11/26	+	−
	Fri	11/27	New								0.00			11/27	+	−

For assistance, please contact the CONNECT Help Desk at (410) 260-6550.