Report Time - Recalled Judges

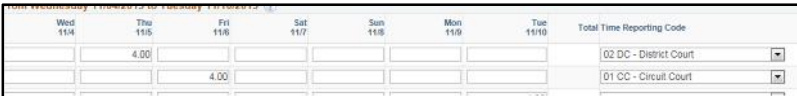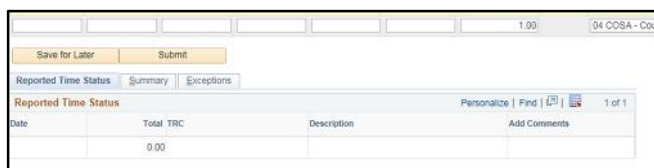| Step	Action
1.	Click in the **User ID** field.
2.	Enter your login name (e.g. Enter "**FIRSTNAME.LASTNAME**") into the **User ID** field.
3.	Click in the **Password** field.
4.	Enter a valid Active Directory value into the Password field. For issues logging into CONNECT, please call the JIS HELP DESK at 410-260-1114.
5.	Click the **Sign In** button.
6.	To report time, click the **Timesheet** link on the main dashboard. While only one week of the timesheet will display on the screen, Payroll will still continue to process on the same two-week schedule as today.
7.	In the first row, click in the box under the appropriate service date.
8.	Enter the number of hours worked for that service date in full hour increments for only one location per line. You do not need to enter specific times that you come and go. NOTE: If a service date consists of more than one location or judicial activity on a single day (with the same date), you record each location or activity individually with the applicable hours by adding additional rows. Locate the + sign on the far right to click and add row(s).
9.	To enter more hours worked for that same location, click in the field for the respective day.
10.	Click the **Time Reporting Code** drop-down list.
11.	Each court location or work type is identified from a drop down menu. Click the appropriate value from the list of items for the hours you entered (e.g., **02 DC - District Court**).
12.	Click the **Look up Court Location** button.

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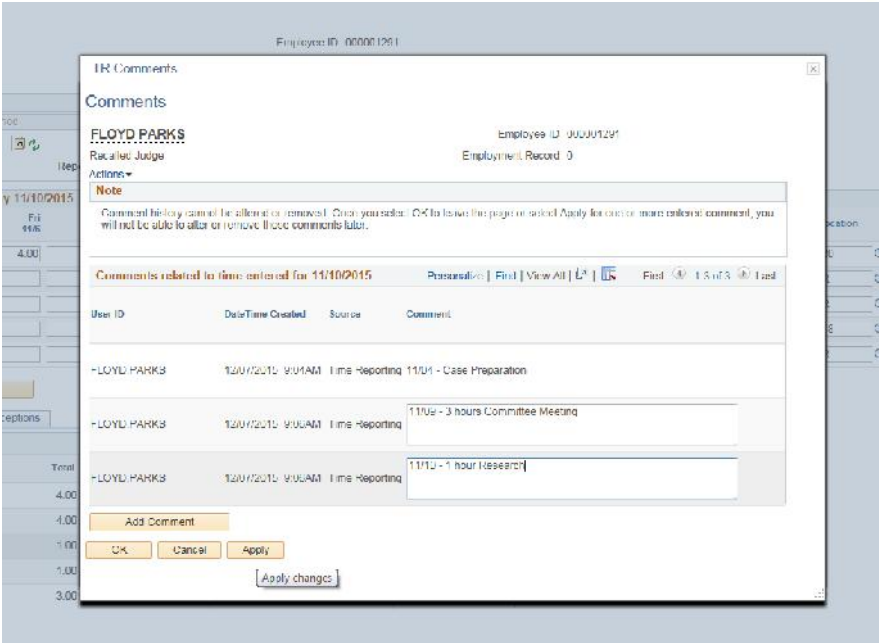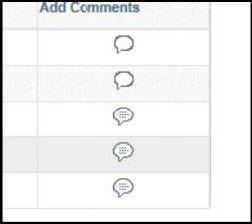| Step	Action
13.	Click the appropriate location value from the list of items for the hours you entered (e.g., **0452118** for District Court – Anne Arundel County).
14.	Recall judges can combine multiple tasks on a single day, even if those tasks were not performed on that day. For example, a Recall judge may work one hour on case preparation, three hours at a Committee meeting, and one hour on research, each on different days. These three tasks can be combined and recorded on one single day on the timesheet. These would each be recorded on a separate line with a separate drop down selection to identify the work performed.
15.	Click the "Save for Later" button to access the bubbles under the "Add Comments" field in the table below.
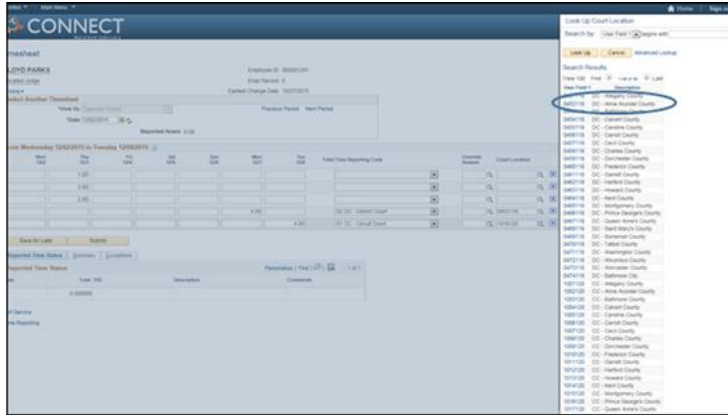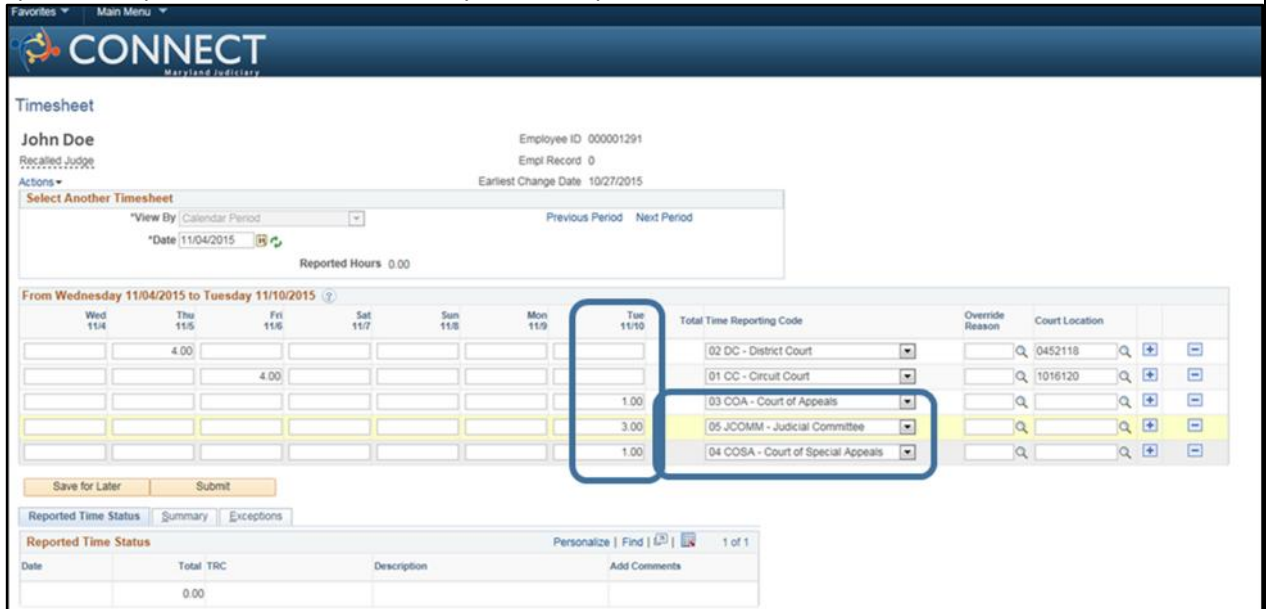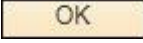
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Step	Action
16.	For each line that was combined onto one day, click on the comment bubble under the "Add Comments" column to enter the date and short description of the work completed. When you finished the comments for one date, click "Apply", the click "OK".
17.	Click the comment bubble for the next line and follow the steps as outlined above.
18.	When you have completed entering a comment, the comment bubble icon will change from blank in the middle to one with three little lines.
19.	For additional service entries, add rows and follow Steps 7 – 14
	Ignore the "Override Reason" column. This is for internal use only.

Step	Action
20.	Make sure to **review your inputs before submitting.** Click the **Submit** button. _for Later_ Submit _Time Status_ Summary Exceptions
21.	Notice the **Processing ...Please wait** icon indicating the timesheet is being saved. Note: this may happen quickly and you may not notice it.
22.	This message is alerting you to certify the reported time is accurate. Click the **OK** button. OK
23.	Click the **OK** button. OK