

## **RECALLED JUDGES – Guidance for Recording Time in CONNECT**

Good afternoon,

Recalled judges serve a vital role in the Maryland Judiciary. Recalled judges may be called upon to supplement the needs of a court docket, serve on committees and workgroups, and perform special projects. Time worked for employees, magistrates, and recalled judges will be recorded in the Maryland Judiciary's Human Capital Management system, known as CONNECT. The eight-hour per-diem that a recalled judge currently receives is not affected by the recording of time in CONNECT.

### **Recording Time Worked-**

Recalled judges record time worked in one-hour increments on a timesheet type known as an Elapsed Timesheet. Different types or locations of work performed in a day are recorded on a separate line for each different type. Each court location or work type is identified from a drop down menu. Recalled judges can report multiple tasks on a single day, even if those tasks were not performed on that day. For example, a recalled 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. In the comments section by each line on the timesheet, the date performed should be noted. The CONNECT system will automatically route the work performed to the appropriate area for approval. The approver can see the comments and note the date the work was performed. The approver for that area will see the hours worked for his or her location or area only.

More detailed instructions are attached on how to record time and perform other functions in CONNECT. If you need any help, the following CONNECTors are available to assist you.

Lolli Petrillo- 410-260-1591 or [lolli.petrillo@mdcourts.gov](mailto:lolli.petrillo@mdcourts.gov)

Marti Robinson- 410-260-1286 or [Marti.robinson@mdcourts.gov](mailto:Marti.robinson@mdcourts.gov)

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