

Gelisa Lewis

From: Connect
Sent: Wednesday, December 16, 2015 12:59 PM
To: Connect
Subject: Preparing for CONNECT Go Live



Hello Judiciary Employees:

Now that the Parallel testing of CONNECT has ended and access to the CONNECT test system is no longer active, employees are encouraged to go to www.mdcourts.gov/connect to review the online training.

Below are some of the key topics in the [CONNECTed Training Library](#) to make sure you are comfortable with these processes:

- **REPORT TIME – PUNCH TIMESHEET** (*Intended for all employees except for Judges, Law Clerks, S-scale and T-17 and above*)
<http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtmlkp.html?Guid=642d5121-f5a1-461e-ad34-1920004afe52>
- **REQUEST TIME OFF WITH BALANCE FORECASTING – ANNUAL LEAVE** (*NOTE: This process applies for other types of Leave as well*)
<http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtmlkp.html?Guid=5b18c7ba-fdf0-4675-a3f4-c703aef0baa7>
- **MODIFY AN ABSENCE REQUEST FROM TIMESHEET**
<http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtmlkp.html?Guid=cb0a818d-b157-4bfb-86ee-6d618d0a76f8>
- **VIEWING & UPDATING PERSONAL INFORMATION**
<http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtmlkp.html?Guid=ec1b9f9b-8368-464f-a3cf-352414738a5f>

We are preparing the parallel system for GO Live. Please do **not** try to log into the system during this time.

The CONNECT system will not be available until we go live on 01/04/16; timesheets go live on 01/06/16.

Please let us know if you have any questions pertaining to the training materials on the CONNECTed section of <http://www.mdcourts.gov/connect>.

Thank you for your patience while we prepare for this exciting transition.
The CONNECT Team

