
From: Connect
Sent: Friday, January 15, 2016 11:13 AM
To: Connect
Subject: Viewing Your Leave Bank Enrollment



Hello Judiciary Employees,

The Leave Bank enrollment period is now open in CONNECT! The period will close on Tuesday, January 19. There are no exceptions to this enrollment period. It will be deducted from your balances when the current Pay Period closes and balances are updated after 01/21/16.

Once you have enrolled, you will be able to view your Leave Bank at the following path in CONNECT:

Main Menu > HCM System > Self Service > Leave Transfer Request > Leave Transfer Request History

NOTE: There is an error in the online training recording regarding Leave Bank Enrollment. Supervisors/Managers do not approve the **enrollment** into the Leave Bank. Therefore, they will not receive an approval notification for **enrollment**. They will, however, be involved in the process when an employee *requests* the use of Leave Bank.

Any modifications or cancellations to your enrollment request must be sent to marti.robinson@mdcourts.gov.

For further assistance with CONNECT, call the JIS Help Desk phone line at 410-260-1114, and use the new menu prompts to reach the CONNECT Support Hotline.

Thanks,
The CONNECT Team