

Reviewing and Approving Law Clerk Timesheets in CONNECT

Quick Reference Card

Overview



Time and leave for law clerks must be approved no later than Tuesday at 6:00 pm unless otherwise instructed by Payroll Services. This QRC provides step-by-step instructions for reviewing and approving time and leave.

Step 1: Use the Report Time Page

1. Navigate to **Main Menu > HCM Systems > Manager Self Service > Time Management > Report Time > Timesheet.**

To easily access this page in the future, click the **Favorites** button once on the **Timesheet Summary** page. Then click **Add to My Links** to save the page as a Favorite.

Report Time
Timesheet Summary ①

Employee Selection

Employee Selection Criteria ②

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Reports To Position Number	006789 ③
Location Code	<input type="text"/>
Workgroup	<input type="text"/>

Get Employees
Clear Criteria
Save Criteria

2. A list of direct reports displays. If all employees don't immediately display in the table below, click **Get Employees**.
3. To view additional employees, remove the number in the **Reports to Position Number** field and click **Get Employees** again.
4. Click the link in the **Last Name** column of the first employee on the list. This will display the timesheet detail and approval options.
5. If necessary, click the **Previous Week** or **Next Week** links to view past or future pay weeks.

Change View

*View ByWeek

Show Schedule Information

Date04/24/2020

Previous Week5Next Week

Employees For MANAGER73 CN, Totals From 04/22/2020 - 04/28/2020

Personalize | Find | 1-11 of 11

Time SummaryDemographics

Last Name	First Name	Employee ID	Empl Record	Law Clerk	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
CN4	EMPLOYEE240	000002047	0	Law Clerk	0.00	0.00	40.00			0.00	0.00
CN	EMPLOYEE275	000006767	0	Law Clerk	0.00	0.00	40.00			0.00	0.00
CN	EMPLOYEE284	000012709	0	Courtroom Clerk	0.00	0.00	40.00			0.00	0.00
CN	EMPLOYEE295	000020804	0	Courtroom Clerk	0.00	0.00	40.00			0.00	0.00

Step 2: View and Approve Each Employee's Timesheet

To approve reported time:

- On the timesheet, review the reported time to determine if it is ready for approval. Verify the following information:
 - Total hours
 - Time Reporting Code (TRC)
 - Paid Time Off
- To review any comments made by the law clerk, click the **Comments** bubble to the right of the reported time.
- Once ready for approval, check each box on the applicable row(s) or choose **Select All**. Click **Approve**.
- Ensure that the **Reported Status** column reads **Approved** for every row with time worked.
- When the timesheet is complete, click **Next Employee** to navigate to the next timesheet. Continue reviewing and approving each employee's timesheet until they are all approved.

NOTE: If corrections are necessary, contact the law clerk to make the change and resubmit.

To approve weekly absence requests from the timesheet:

- To approve absences while still on the timesheet, click the **Absence Take tab**.
- Check the box to the left of the absence date and select **Approve**.
- A confirmation window will appear. Click **Yes**.
- A submission window will display. Click **OK** to return to the law clerk's timesheet.

To approve all absence requests from the menu:

- Navigate to **HCM Systems > Manager Self Service > Time Management > Approve Time and Exceptions > Absence Requests**.
- Click the name of the law clerk to display the request.
- Review for date(s), **Absence Name**, **Reason**, and **Comments**. Select **Approve**.
- A confirmation page displays. Click **Yes**, then **OK** to return to the **Absence Approvals** page.

Need help? Contact the Service Desk @



<https://mdcourts.service-now.com>



mdcourts@service-now.com



410.260.1114