## **Completing an Affirmation of Exemption**

1. Once logged into CONNECT, navigate to the top left drop down and click **Employee Self Service.** 

MDJ My Page 🔻			
MDJ My Page			
Learning Center			
Manager Self Service			
Employee Self Service			
Workforce Administrator			

2. Click the Employee HR Forms tile. Once here, click on Affirmation of Exemption.

Employee HR Forms	📅 Grievance/Disciplinary Appeal
	Request AWS
	Telework Agreement
	Confidentiality Agreement
	Other Employment/Activity
	K Affirmation of Exemption

- 3. Click **Add a New Value.** The form will appear with your name and Court Administrator listed under Subject.
  - a. Verify your name, start date, and location.
  - b. In the text box next to \*Reason for Exemption, enter the reason you are requesting an exemption.
  - c. Review the policy: Affirmation for Exemption.
  - d. Click the check box to verify that you have reviewed the qualifications for submitting an exemption.
  - e. Review the Instructions tab to obtain more information about the Affirmation of Exemption and to **determine** if you may qualify.

Form Instruc	ctions Attachments	1			
Seq Nbr 4016	7	Affirma	tion of Exemption		
	*Subject				
	Status Pending			Approver Status	Cancel Approval
	Please enter the	eason for exemption belo	ow.		
	*Reason		<b> </b>		
	for				
	Exomption				
	254 cha	acters remaining			
	Please review the	following documents:			
	Affirmation for Ex	emption for AUC and Unit	ts aplovee Only		
	Ammadom for Ex		<u>Ipioyee Only</u>		
□ I perify that I have reviewed the qualifications for submitting an exemption.					
	More Information				
Г	Save				
L	0010				

Seq Nbr	Affirmation of Exemption			
*Subject				
Status	Initial	iew Approval	Submit	

4. Save the form. The **Preview Approval** and **Submit** options will appear at the top of the page. Preview Approval displays where the form will route for approval. **Submit the form.** 

Seq Nbr 40167	Aff	firmation of Exemption			
*Subject Status	Pending		Approver Sta	tus Cancel Aç	oproval
Review/Edit Approv	ers				
Admin. Off. of the	ation of Exemption: e Courts	40167:Pending		➡Start New	Path
Pending Asst. Sta	te Court by EMPLID	Not Routed Multiple Approvers Employee Services A	inalyst	Routed Deputy State Court Admin	-+
ОК					

**Searching the status of Existing Forms**: Follow the same navigation as stated in sections 1 and 2. In place of selecting Add a New Value, Select **Find an Existing Value**, click Search.

For questions, contact the CONNECT Service Desk at 410-260-6550