

Gelisa Lewis

From: Connect
Sent: Tuesday, November 17, 2015 8:41 AM
To: Connect
Subject: It's Timesheet Tuesday for CONNECT Cycle 3 Parallel Testing; Advanced Payroll for Second Week



Hello CONNECTors for CONNECT Cycle 3 Parallel Testers:

Circuit & District Courts of Allegany, Caroline, Frederick, Harford, Howard, Somerset, St. Mary's, Wicomico, Worcester, and ALL LAW CLERKS (Magistrates will test in the following cycle beginning 11/25)

Today is your first *Timesheet Tuesday* in CONNECT. Please make sure that your first week's online timesheet in CONNECT (week of 11/11 – 11/17) is submitted to your direct supervisor.

Because this is an Advanced Payroll period, paper time sheets and CONNECT timesheets will ***both be submitted to Payroll by Thursday, 11/19***. Depending on when your supervisor required your paper time sheet, in CONNECT you will report assumed performance from that date through to the end of the period (Tuesday, 11/24) using the Time Reporting Code (TRC) in CONNECT of "**RAP - Regular - Assumed Performance**".

With the advent of CONNECT, however, HR will typically have employees submit their electronic timesheets in CONNECT by noon every Tuesday. The direct supervisor/manager responsible for approving an employee's timesheet will then have until 7:00AM on Wednesday morning to review and approve those timesheets.

NOTE: Until we fully switch over to CONNECT on 01/06/16, paper time sheets will continue to be the official time reporting records that are used for generating employees' pay.

Until then, **employees must still submit their paper time sheets to the Payroll Office on the regularly scheduled biweekly periods.**

To access the CONNECT Parallel Test system, click [HERE](#) or copy/paste the following address into your internet browser.

<https://testconnect.mdcourts.gov/psp/ptuat/?cmd=login&languageCd=ENG&>

For information about how to complete and submit a timesheet in CONNECT, please refer employees to the [CONNECTed Training Library](#). Click [HERE](#) to access the specific online training topic for completing timesheets.

Supervisors/Managers can learn how to approve a timesheet by clicking [HERE](#) to access that online training.

For additional assistance, see your local CONNECTor or contact the CONNECT Hotline at 410-260-6550.

Thank you.
The CONNECT Team