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**From:** Connect  
**Sent:** Monday, January 11, 2016 11:50 AM  
**To:** Connect  
**Subject:** CLARIFICATION: How To Handle Reporting Current Absences



Hello Judiciary Employees,

If you have an absence between 01/06/16 – 01/14/16 please do not enter anything in CONNECT for the time pertaining to that absence. Leave this amount of time blank on your timesheet.

Until 01/14/16, you should report only the time that you have worked. Do not report any absence time in your CONNECT timesheet until after 01/14/16.

After the Absence Balances are available on January 14, 2016, you will go back to your previous week's timesheet and update it to reflect the absence.

If you need assistance, please contact your Connectors first. For further assistance, 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

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**From:** Connect  
**Sent:** Friday, January 08, 2016 1:27 PM  
**To:** Connect <[connect@mdcourts.gov](mailto:connect@mdcourts.gov)>  
**Subject:** How To Handle Reporting Current Absences



Hello Judiciary Employees!

If you have an absence to record on a timesheet prior to the Absence Balances being available in CONNECT on 01/14/16, do not record it on your current CONNECT timesheet that you will be submitting to your supervisor for this Timesheet Tuesday (01/12/16).

After the Absence Balances are available on January 14, 2016, you will go back to your previous week's timesheet and update it to reflect the absence.

To *request* a leave prior to January 14, continue to follow the current paper process and submit it to your manager for approval. Do not request an absence in CONNECT until after 01/14/16.

We apologize for this additional step that is necessary while we convert between the two systems.

Thanks,  
The CONNECT Team