

Gelisa Lewis

From: Connect
Sent: Tuesday, November 24, 2015 2:58 PM
To: Connect
Subject: CONNECT Parallel System IS Still Available for EVERYONE



For those employees who have completed their Parallel Testing Cycle and would like to keep getting familiar with CONNECT, we want to remind you ***are*** still allowed to work in the CONNECT Parallel system. However, Payroll will only reconcile any submitted data for employees currently in their Parallel Testing cycle.

Additionally, the support options for employees not in their Parallel Testing Cycle will be limited to the online training materials (click [HERE](#) for the [CONNECTed Training Library](#)), CONNECTors (click [HERE](#) for the [list of CONNECTors](#)), and the CONNECT email. The CONNECT Hotline will have only the bandwidth to support employees who are in their Parallel Testing Cycle.

To access CONNECT, click [HERE](#) or copy/paste the following address into your internet browser.
<https://testconnect.mdcourts.gov/psp/ptuat/?cmd=login&languageCd=ENG&>

The log in credentials you use when accessing your Judiciary computer are the same that you will use to enter CONNECT. This is called an "Active Directory" account. The typical format for the user name is your FIRSTNAME.LASTNAME. This should be written in ALL CAPS. Please refer to the information provided in the "[FUNDAMENTALS](#)" online training in the [CONNECTed Training Library](#). For issues logging into CONNECT, please call the **JIS HELP DESK at 410-260-1114**.

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.**

The CONNECT Team