

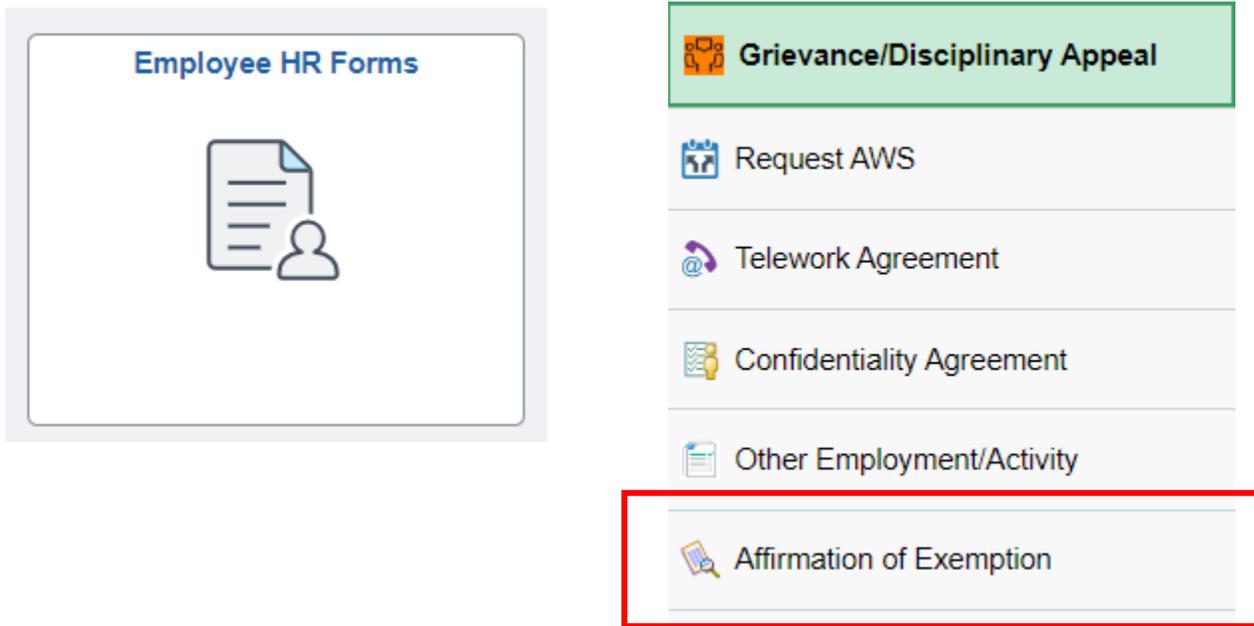
1 Affirmation of Exemption in CONNECT

Completing an Affirmation of Exemption

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



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



2 Affirmation of Exemption in CONNECT

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 | **Instructions** | Attachments

Seq Nbr 40167 **Affirmation of Exemption**

*Subject [REDACTED]

Status Pending Approver Status Cancel Approval

Please enter the reason for exemption below.

*Reason for Exemption [REDACTED]

254 characters remaining

Please review the following documents:
[Affirmation for Exemption for AOC and Units](#)
[Affirmation for Exemption Clerk's Office Employee Only](#)

I verify that I have reviewed the qualifications for submitting an exemption.

More Information

[REDACTED]

Save

3 Affirmation of Exemption in CONNECT

Seq Nbr [redacted] **Affirmation of Exemption**

*Subject [redacted]

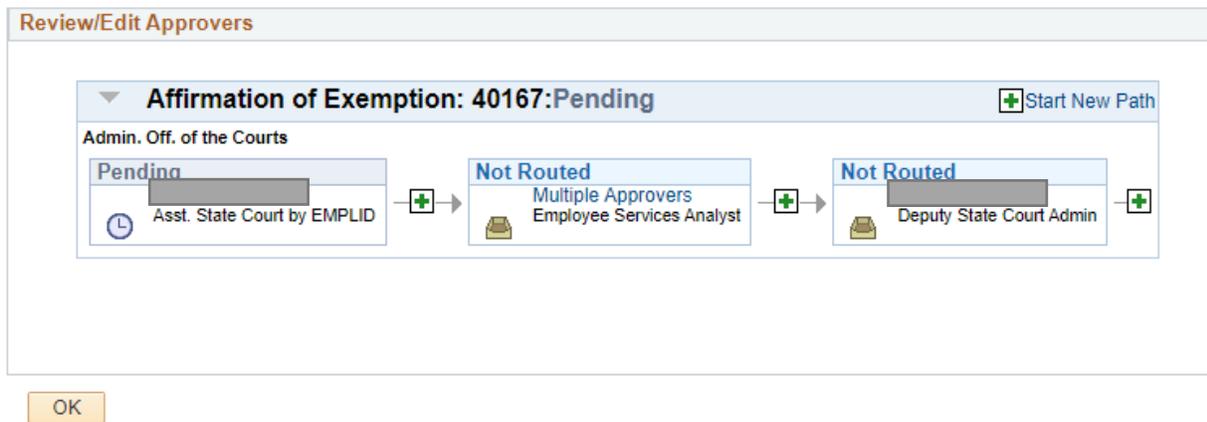
Status Initial Preview Approval Submit

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 **Affirmation of Exemption**

*Subject [redacted]

Status Pending Approver Status Cancel Approval



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