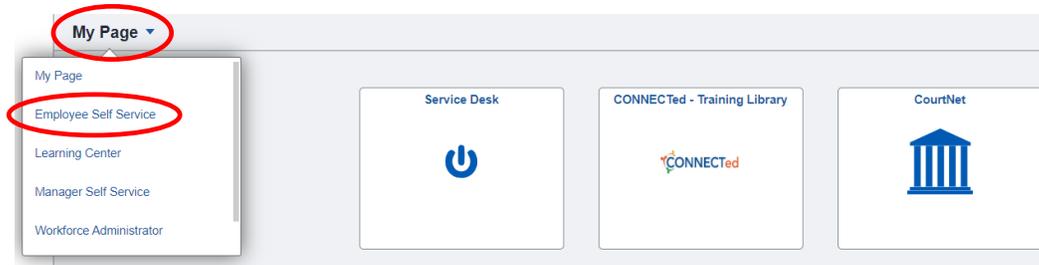


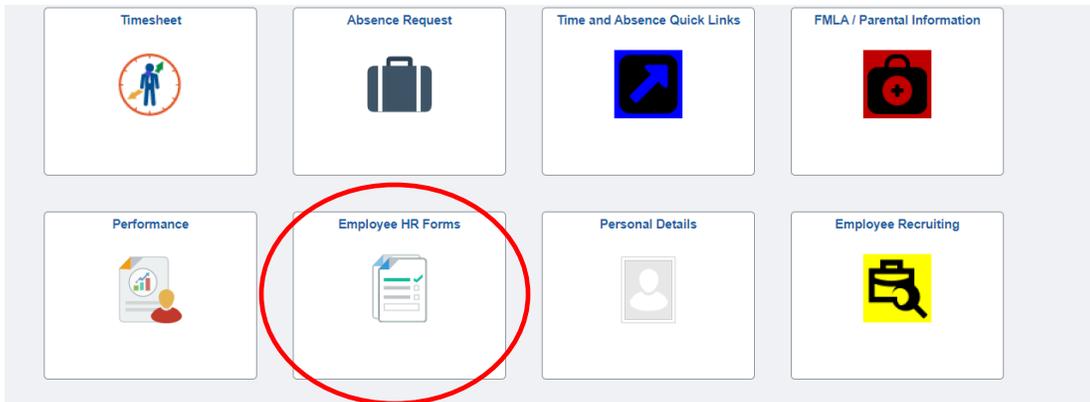


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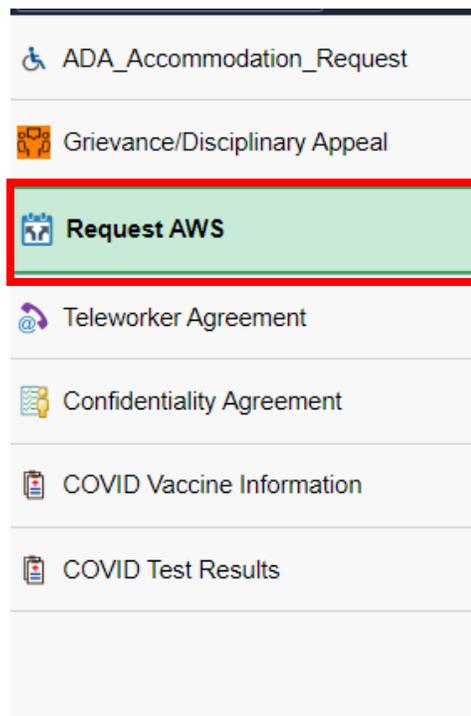
1) Once logged into CONNECT, the 'My Page' homepage will be displayed. Click on My Page, "Employee Self Service."



2) Click on the 'Employee HR Forms' tile.



3) Click on the 'Request AWS' tab from the left.





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4) Click on the 'Add a New Value' tab, then click on 'Add' to bring up the form.

Request AWS

*AWS Request Type

[Find an Existing Value](#) | [Add a New Value](#)

5) Enter the Begin and End Date of your AWS.

AWS Request Type

*Begin Date

If your schedule is changing, please be sure to review future dated absences that have been submitted and/or approved to ensure they correlate with the current schedule. Please correct and resubmit as necessary.

*End Date

If your AWS is not renewed prior to the expiration date, your schedule will automatically default to M-F, 8-4:30. Any changes to this schedule must be made by your supervisor.

AWS request cannot exceed one year.

*Schedule ID

 [Alternate Work Schedule Fact Sheet](#)

I acknowledge that I do not have an active Teleworker Agreement and an AWS simultaneously



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6) Click on the  icon to bring up the different AWS. Select the AWS you are requesting.

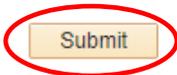
Search Results

View 100 First 1-53 of 53

Schedule ID	Description
AWS_10H_0M_8H	AWS/BIW 4d/10hr M off, 5d/8hr
AWS_10H_0TU_8H	AWS/BIW 4d/10hr Tu off, 5d/8hr
AWS_10H_9HR_4F	AWS/BIW 4d/10hr F off, 9hr 4F
AWS_600430_0M	AWS 10hr 6:00-4:30 Mon Off
AWS_600430_0W	AWS 10hr 6:00-4:30, Wed Off
AWS_700400_6F	AWS 8.5hr 7:00-4:00, 6hr Fri
AWS_700430_0F_8F	AWS/BIW 7:00-4:30 W1 0F, W2 8
AWS_700430_0M_8F	AWS/BIW 7:00-4:30 W1 0M, W2
AWS_700430_0M_8M	AWS/BIW 7:00-4:30 W1 0M, W2

7) Click the Acknowledgment check box and click 'Submit.'

I acknowledge that I do not have an active Teleworker Agreement and an AWS simultaneously



For assistance, please contact the CONNECT Help Desk at (410) 260-6550.