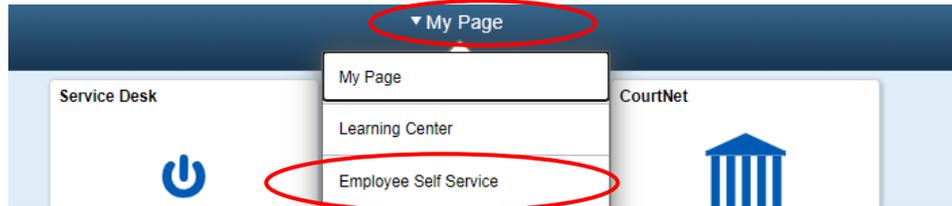




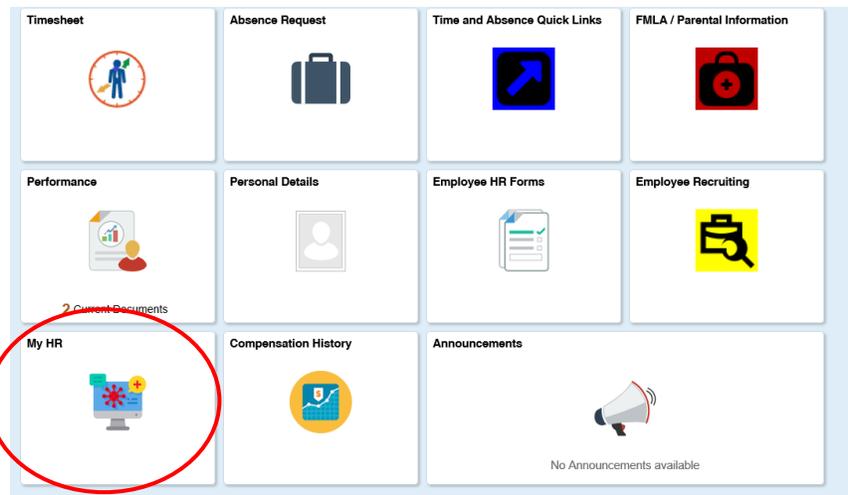
**Maryland Judiciary**  
**Department of Human Resources**  
**Completing the HR Policy Acknowledgement**

Once an employee has read the HR Policy Manual and is aware of where to find the policies, they are to complete the “HR Policy Acknowledgement” within CONNECT. Below are step-by-step instructions on completing the acknowledgement:

1. Once logged into CONNECT, click “Employee Self Service” from the page menu.



2. Click on the “My HR” tile.



3. Click “My Current Profile” from the left panel.



4. Click on the “Acknowledgements” tab.





**Maryland Judiciary**  
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5. Click on the “Edit” button.

Acknowledgement			View All	First	1 of 1	Last
Type of Acknowledgement	Edit	Delete				
HR Policy Acknowledgement						

6. Next to “Policy Acknowledgement”, change the “N” for No, to a “Y” for Yes.

Details

\*Effective Date  

Type of Acknowledgement HR\_POLICY [HR Policy Acknowledgement](#)

Policy Acknowledgement   I agree

7. Click on “OK”.

Details

\*Effective Date  

Type of Acknowledgement HR\_POLICY [HR Policy Acknowledgement](#)

Policy Acknowledgement   I agree

8. You’ll be returned to the “My Current Person Profile” page. From here, click on “Save”.

**My Current Person Profile**



**Instructions**

Your profile displays skills, competencies, and accomplishments. Review content detail by navigating through the individual tabs and selecting the item description link. Content that can be updated includes an Edit and Delete button next to each item.

  Comments

Profile Actions  

Competencies

Qualifications

Education

**Acknowledgements**

Add new Acknowledgement in the given grid. Edit Acknowledgement by selecting the edit button.

Acknowledgement			View All	First	1 of 1	Last
Type of Acknowledgement	Edit	Delete				
HR Policy Acknowledgement						

 [Add New Acknowledgement](#)