

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.

	▼ My Page	
Service Desk	My Page	CourtNet
	Learning Center	
	Employee Self Service	

2. Click on the "My HR" tile.

Timesheet	Absence Request	Time and Absence Quick Links	FMLA / Parental Information		
		_	_		
Performance	Personal Details	Employee HR Forms	Employee Recruiting		
	6				
2 Current Documents					
My HR	Compensation History	Announcements			
*	2				
		No Announcer	nents available		

3. Click "My Current Profile" from the left panel.



4. Click on the "Acknowledgements" tab.

	Competencies	Qualifications	Education	Acknowledgements	$\boldsymbol{\mathcal{D}}$



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5. Click on the "Edit" button.



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

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		Details				
			*Effective Date 07	/31/2017		
			Type of Acknowledgement R	POLICY	HR Po	licy Acknowledgement
			Policy Acknowledgement Y	٩	l agree	5
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7.	CIICK ON UK .			-		
		Details				
			*Effective Date	07/31/2017	31	
			Type of Acknowledgement	HR_POLICY		HR Policy Acknowledgement
			Policy Acknowledgement	Y	Q	I agree
		ОК	)			

You'll be returned to the "My Current Person Profile" page. From here, click on "Save".
My Current Person Profile

8					
▼ Instructions Your profile displays skills, competencie	es, and accomplishments. F	Review c	ontent detail	by navigating through t	the
button next to each item.		- our bo			
Print (© Comments	Profile Actio	ons [Se	lect Action]	~	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
Competencies Qualifications	Education Ac	knowled	dgements		
Add new Acknowledgement in the give edit button.	n grid. Edit Acknowledgem	ent by se	electing the		
Acknowledgement	View All First	st 🕢 1 (	of 1 🕑 Last		
Type of Acknowledgement		Edit	Delete		
HR Policy Acknowledgement		Ø	Î		
Add New Acknowledgement					
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