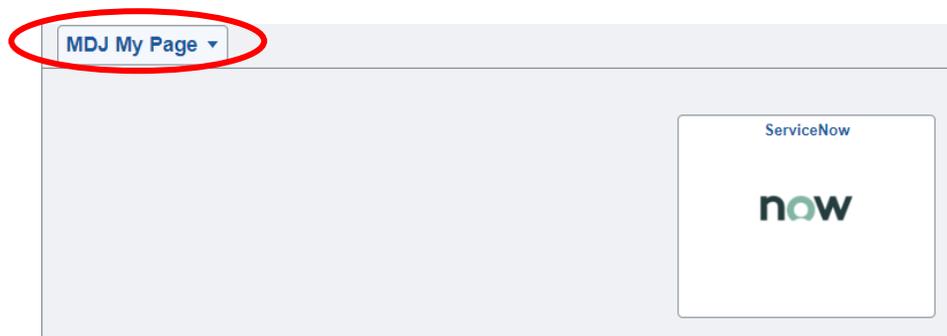




Navigating the Manager Dashboard

The Manager Dashboard provides quick links to many employee-related forms, documentation, reports, performance, and personal information. This dashboard is a benefit to all Managers. We recommend that each manager click on the various pagelet links on their dashboards to become familiar with all that is offered, and then personalize the dashboard so that it is customized for their specific use. This tip sheet provides an overview of the Manager Dashboard, its functions, and instructions on how to personalize the various pagelets.

1. From your Connect home page, Select the drop down from **My Page**.



2. Select **Manager Self Service** and then select the tile for **Manager Dashboard**.

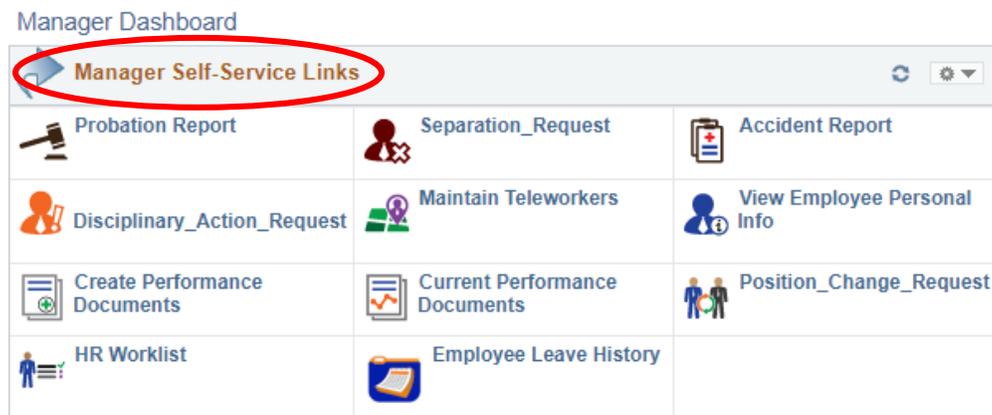




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3. Your **Manager Dashboard** will load. Depending on the amount of data being loaded, this may take a few seconds.
4. The first section on the left typically displays the **Manager Self-Service Links** pagelet. Each manager can personalize the screen to their liking. Personalization of pages is discussed in more detail at the end of this tip sheet.



Below is an overview of each form/report. If you need further instructions on completing specific forms, please follow the link to our online tip sheets. <https://mdcourts.gov/hr/connectupgradetipsheets>.

For most forms, you may review an existing form by staying on the “Find an Existing Value” tab and clicking “Search”. You may complete a new form by clicking on the “Add a New Value” tab and completing the form.

- **Probation Report** – links you to the page to create a new Probation Report.
- **Separation Request** – links you to the page to submit a separation if an employee resigns, retires or is terminated.
- **Accident Report** – links you to the page to create a new Accident Report form.
- **Disciplinary Action Request** - links you to the page to create a new Disciplinary Action.
- **Maintain Teleworkers** – links you to the page to search by name for existing Teleworker Agreements.
- **View Employee Personal Info** - links you to the page with a list of employees. You can select an employee by name to obtain a home address, phone number, and emergency contact.
- **Create Performance Documents** – links you to the page of employees who report to you. There are expansion options (Click the “+” sign) to access other employees. Place a check mark in the box to the left of the employee’s name to select the employee to create a Performance Improvement Plan (PIP).
- **Current Performance Documents** – links you to current/pending Annual Performance Documents or current PIP documents.

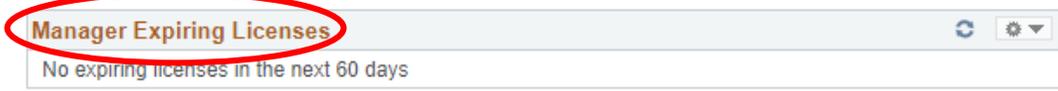


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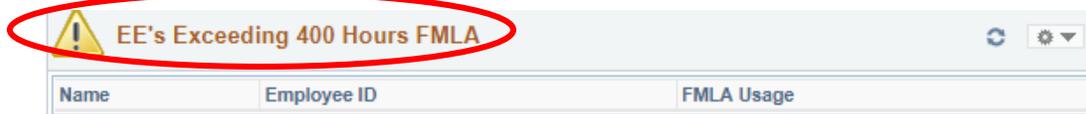
- **Position Change Request** - links you to the page to create a new Position Change Request form.
 - **HR Worklist** – links you to the worklist to approve time or absences, form requests, and other documents that require your approval.
 - **Employee Leave History** – links you to the page for Employee Leave History. Select the magnifying glass and then select the employee by name. Here you may review all leave for a specified time period.
5. **Alerts** pagelet - provides a summary of upcoming special dates or upcoming expiration dates. This includes, but is not limited to, Birthdays, Work Anniversaries, Certificates (internal training), or PIP updates. The symbol  means that the date is very near or past due.



6. **Manager Expiring Licenses** pagelet - provides a listing of Managers who have expiring licenses.



7. **EE's Exceeding 400 Hours FMLA** pagelet - Assists you in managing the FMLA process. 480 hours is the maximum amount of FMLA that an employee can use, so this is a notification that the employee is close to that limit.





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- 8. **Birthday Alerts** pagelet and **Anniversary Alerts** pagelet - lists Birthdates or Anniversary dates and Names for the current month.

Birthday Alerts

Birthday	Status	Name
<input type="text"/>	!	<input type="text"/>

Anniversary Alerts

First Start Date	Status	Name	Years
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- 9. **Employee Performance** pagelet - provides a list of any pending Performance Evaluations for employees.

Employee Performance

Complete	Employee	Due
✓	<input type="text"/>	<input type="text"/>

- 10. **EE's with Telework Agreements** pagelet and **Employees with AWS** pagelet - provide a listing of employees who currently have Telework agreements and/or AWS, the start and end dates, and the number of days until it expires. For AWS, a listing of the work schedule is also provided.

EEs with Telework Agreements

ID	Name	Begin Date	End Date	Days to Expiration
<input type="text"/>		2021-04-07	2021-09-21	0

Employees with AWS

ID	Name	Start Date	End Date	Schedule	Days to Expiration
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- 11. **Employment Related Exp Dates** pagelet - include probation end dates and term dates for Temporary or Seasonal Employees

The screenshot shows the header of the 'Employment Related Exp Dates' pagelet, with the title circled in red. Below the header is a table with the following columns: ID, Name, Description, End Date, and Days to End Date.

- 12. **Pending Approvals** pagelet - provides links to specific forms that require your approval.

The screenshot shows the 'Pending Approvals' pagelet header, with the title and a green checkmark icon circled in red. Below the header is a table with the following columns: Approval, Name, Effective Date, and Approval Receipt Date. The first row is 'FMLA/Parental Leave' with a red arrow pointing to it. The second and third rows are 'AOC_TeleworkRequest'. The fourth row is also 'AOC_TeleworkRequest'. A large grey rectangular area obscures the 'Name' and 'Effective Date' columns for the second and third rows.

- 13. **Employee Leave Bank Enrollment** pagelet - provides a listing of employees who directly report to you, who are enrolled in leave bank.

The screenshot shows two pagelets. The top one is 'Employee Leave Bank Enrollment', with the title circled in red. It has a table with columns: Empl ID, Name, Leave Program, Date Submitted, and Date Approved. The table content is obscured by a grey rectangle. Below it is the 'Employee Acknowledgements' pagelet, with a table with columns: ID, Employee, Days Past Deadline, and Manager EMPLID.

- 14. **Employee Acknowledgements** pagelet - provides a listing of employees who need to acknowledge that they have reviewed a specific document or policy by a specified date.

The screenshot shows the header of the 'Employee Acknowledgements' pagelet, with the title circled in red. Below the header is a table with the following columns: ID, Employee, Days Past Deadline, and Manager EMPLID.



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- 15. **Employees' Extended Absences** pagelet - provides a listing of all employees on an extended absence or FMLA.

The screenshot shows a browser window with the title "Employees' Extended Absences" circled in red. Below the title is a text box: "If the employee has multiple current Extended Absence Authorizations for the same Extended Absence Type, the total number of approved hours may appear for both date ranges." Below this is a table with the following headers: Empl ID, Name, Authorization Begin Date, Authorization End Date, Extended Absence Type, and Total Hours Taken.

- 16. **Outside Contractor Information** pagelet - provides a listing of outside contractors working within the Judiciary or your Department. This is primarily used by Procurement.

The screenshot shows a browser window with the title "Outside Contractor Information" circled in red. Below the title is a text box: "*NEW* Badge & AD fields Badge = 'R' indicates the Outside Contractor has a Judiciary ID badge. Background expiration warnings will display for those within 45 (yellow) and 30 (red) days of expiration." Below this is a table with the following headers: Contractor Name, Contractor Number, Contract, Vendor Name, Contract Start Date, Contract End Date, Project, Background Pass Dt, Background Exp Dt, Days to Background Exp, Badge, Microsoft AD, and Judiciary Mgr Name.



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17. **My Open Jobs** pagelet - provides a listing of all jobs that are posted that have a job posting ID. You can click on the Job ID number to open the job and review applicants, enter interview information or approve salary offers.

Vacant Positions pagelet - provides a listing of vacant positions, the date they become vacant, the Position Information Number (PIN), and current job title.

The screenshot displays two pagelets from the Manager Dashboard. The top pagelet, titled "My Open Jobs", features a red circle around its title and a table with the following data:

Job	Job Title	Days Open	Routed Applicants
		19	
		82	
		76	

Below the table is a "Create Job Opening" button. The second pagelet, titled "Vacant Positions", also has its title circled in red and includes a table with columns: Eff Date, Position, Descr, Full/Part, Reg/Temp, and Max Head Cnt.

18. **Missing Text Alert** pagelet - provides a listing of employees (direct reports) who have not identified a phone number in their Personal Profile as a "Text Alert" phone number.

The screenshot shows the "Missing Text Alert #" pagelet, with its title circled in red. Below the title is a red warning message: "The employees / contractors listed below do not have their text alert number in CONNECT. Please have them update this information as soon as possible." Below the message is a table with a single column labeled "Employee / Contractor".

For additional questions regarding the Manager Dashboard

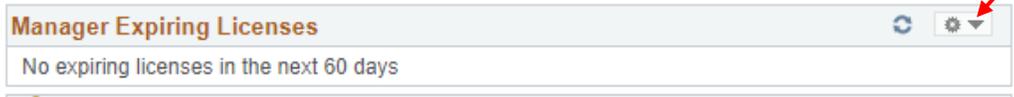
Contact the Connect Help Desk at 410-260-6550



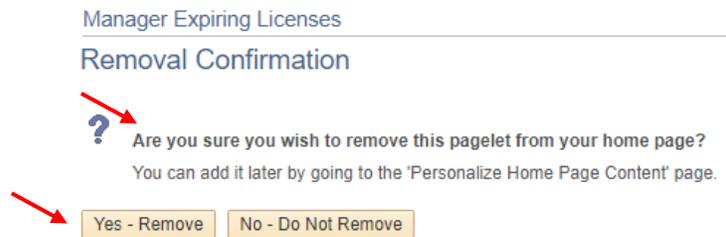
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1. Pagelets can also be removed directly from the Manager Dashboard. In the right corner of each pagelet is an icon to refresh data , and an icon to expand, minimize or remove .
- a. Select the drop down to expand, minimize and remove, and select remove to delete the pagelet from your dashboard.



- b. A message will appear asking if you are sure that you would like to remove this pagelet. You can select “Yes-Remove.” Remember, you can always add it back by following the **Personalize Content** instructions above.



For additional questions regarding the Manager Dashboard

Contact the Connect Help Desk at 410-260-6550