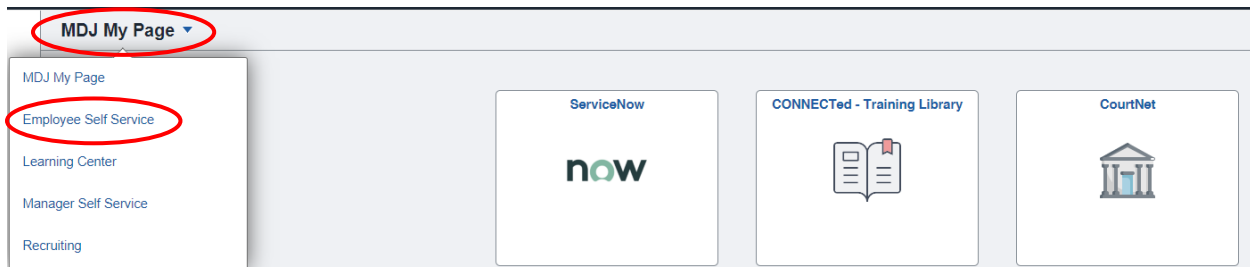




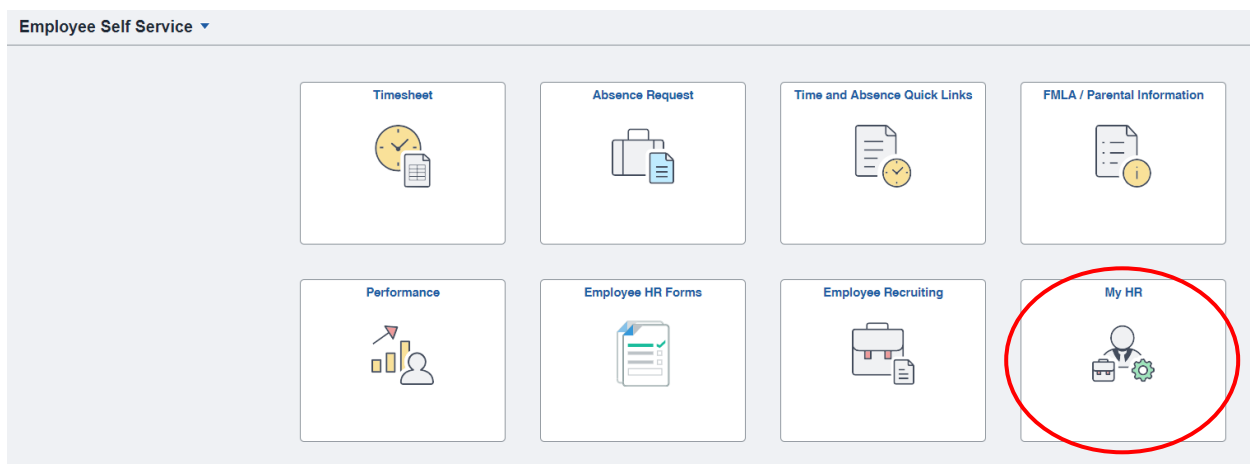
Maryland Judiciary
Department of Human Resources
Completing the HR Policy Acknowledgement

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 “MDJ My Page” then “Employee Self Service” from the page menu.

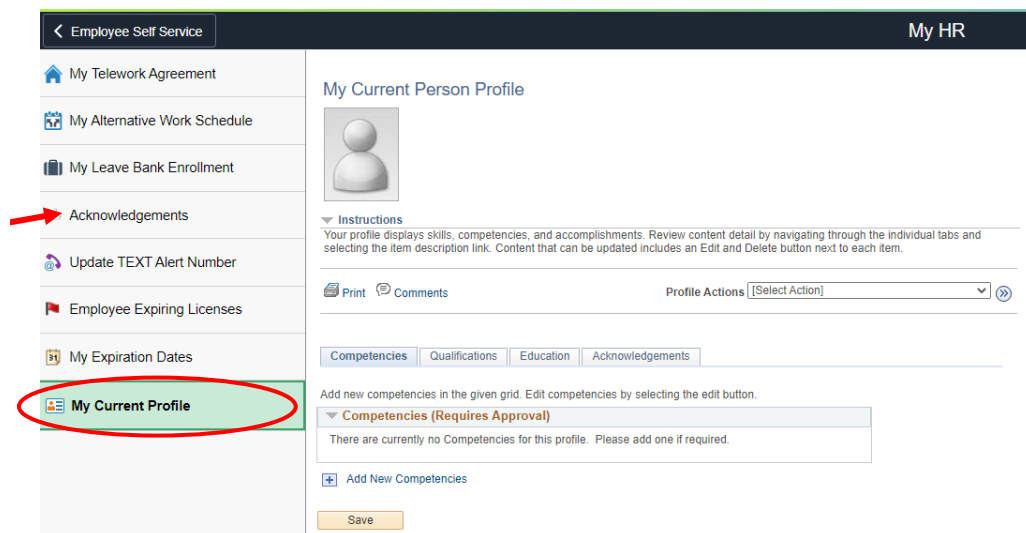


2. Click on the “My HR” tile.



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

**Do NOT click
on this item.**





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4. Click on the “Acknowledgements” tab and then the “Edit” button.

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

5. Click the magnifying glass and then click “Y” I agree and then “OK”.

Details

*Effective Date 07/31/2017

Type of Acknowledgement HR_POLICY HR Policy Acknowledgement

Policy Acknowledgement I agree

OK

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

Print Comments

Profile Actions [Select Action]

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

Save