***Please distribute this alert to any users within your agency who are responsible for time administration.***

**ESS – Display Only Eligible Family Members for Requested Absence Type**

* Information regarding an update to ESS to display only eligible family members based on the absence type requested and the employee’s bargaining unit.
* Revised Alert (01/04/18): This revision is to notify time advisors that configuration has been updated to again allow YUPO, YUPW, FL, PO, PW, YUMC and YUME absence types to be requested through ESS.

ESS has been updated to display only eligible family members for which an absence type may be requested. Family members listed in the dropdown menu are now specific to those defined as family members based on the employee’s bargaining unit.

**Example**: Sick bereavement leave is requested. Only those family members for which sick bereavement may be used will be displayed to the employee in the ESS dropdown menu.

**Questions?**
If you have any questions regarding this alert, please submit an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the time category. You may also call for time support at 877.242.6007, Option 2.