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

**ESS Updates – Unused Absence Types Removed, Remarks Mandatory for Some Absence Types and Workflow Change**

* Information regarding the removal of unused absence types from ESS, remarks are now mandatory for other absence types, and a change in workflow for some absence types.
* Because ESS entry and use of these absence types varies by agency, there will not be an enterprise-wide communication for these changes. Agencies may distribute their own communications at their discretion

**Effective 9/25/2022**, comments/remarks must now be included when requesting the following absence types in ESS:

|  |  |
| --- | --- |
| **A/A code** | **Description**  |
| ADMN | Pd-Administrative |
| AO | UnPd-Absence (Approved) |
| AW | UnPd-Absence (UnApproved) |
| CIVL | Pd-Civil |
| H | Holiday/Comp lieu Holiday |
| HM2 | Pd-Holiday: Military |
| HO | UnPd-Holiday (Approved) |
| T | UnPd-Tardy (unexcused) |
| UB | UnPd-Union Business |
| YH | FMLA/SPF Holiday |

**Effective 9/25/2022**, the following absence types will now workflow to the Time Advisor for approval:

|  |  |
| --- | --- |
| **A/A code** | **Description**  |
| ADMN | Pd-Administrative |
| CIVL | Pd-Civil |

**Effective 10/23/2022**, ESS will be updated to remove the following unused absence types from the drop-down menu:

|  |  |
| --- | --- |
| **A/A code** | **Description**  |
| AM3  | Pd-Annual: Military Non-USERRA  |
| AOM2  | UnPd-Absence: Military (Approved)  |
| AOM3  | UnPd-Absence: Mil Non-USERRA (Approved)  |

|  |  |
| --- | --- |
| **A/A code** | **Description**  |
| BIF  | Budget Related: Furlough  |
| BIL  | Budget Related: LWOP  |
| CMM3  | Pd-Compensatory: Military Non-USERRA  |
| COFF  | Pd-Call Off  |
| CPM3  | Pd-Combined PreS: Military Non-USERRA  |
| HM3  | Pd-Holiday: Military Non-USERRA  |
| HOM2  | UnPd-Holiday: Military  |
| HOM3  | UnPd-Holiday: Military Non-USERRA  |
| M3  | Pd-Military Orig 15-N SERS/Max  |
| MAC2  | Pd-Military Act-N SERS/N5  |
| MAC3  | Pd-Military Act-N SERS/Max  |
| MASG  | Pd-Military Acv St Svc  |
| MEB2  | Pd-Military EBR-N SERS/N5  |
| MEB3  | Pd-Military EBR-N SERS/Max  |
| PM3  | Pd-Personal: Military Non-USERRA  |
| SAB  | Pd-Sabbatical  |
| SC  | Pd-Sick-Additional SF  |
| SM2  | Pd-Sick: Military  |
| SPO  | UnPd-Suspension w/Benefits  |
| SPW  | UnPd-Suspension  |
| SRA  | Suspension-Remove Annual  |
| YAM2  | FMLA/SPF Annual: Military  |
| YCM2  | FMLA Combined: Military  |
| YCP2  | FMLA/SPF Comp: Military  |
| YHM2  | FMLA/SPF Holiday: Military  |
| YPM2  | FMLA/SPF Personal: Military  |
| YSM2  | FMLA/SPF Sick: Military  |
| YUFW  | ESPF UnPd-Family Care  |
| YUPW  | ESPF UnPd-Parental  |
| YUS2  | FMLA/SPF UnPd Sick: Military  |
| YUSW  | ESPF UnPd-Sick  |
| YZD  | Donated Employee  |
| YZD2  | Donated Employee: Military  |
| YZDF  | Donated Family Member  |
| YZSE  | Special Extension  |

**Questions**
Please submit an [**HR/Pay Help Desk Request**](https://copahrprod.servicenowservices.com/esc?id=sc_cat_item&sys_id=49dc343f1b0c0d10075ca932f54bcb65&sysparm_category=3d00682a1bbea410075ca932f54bcb3c) in the Time Category or call the HR Service Center, Time Services team at 877.242.6007, Option 2.