***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.