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

**Configuration Changes Related to Military Absence Entry in ESS/SSS**

* Information regarding configuration changes related to military absence entry in ESS/SSS

Configuration changes related to the entry of military absences in ESS/SSS moved to production on Sunday, April 22, 2018. Details regarding these changes are described below.

**Military Absence Entry**

Effective immediately, employees can request military absence types AM2, CMM2, CPM2, HM2, HOM2, M2, MAC2, MASG, MEB2, MO4 and PM2\* directly via ESS. Supervisors, timekeepers and time advisors can also submit requests via ESS/SSS on behalf of the employee which will generate workflow to the HRSC Military Leave Specialist.

*\*PM2 for bargaining units that still earn personal leave.*

**Note:** Although all military absence types continue to be available in SAP, timekeepers and time advisors of agencies supported by the HR Service Center should never enter military absences directly to SAP. All requests for military leave must be entered via ESS in order to generate workflow or forwarded to the HRSC Military Absence Services team for entry.

ZIPY Users (PennDOT only) - Military absence types AM2, CMM2, HM2, HOM2, M2, MAC2, MASG, MEB2 and MO4 can now be entered in ZIPY.

Kronos Users and LCB Store Employees **–** Existing processes for entering military absences remain the same.

**Military Absence Workflow**

Military leave requests submitted via ESS/SSS will workflow to an HRSC Military Leave Specialist for approval. Supervisors will receive a copy for notification purposes only, like the process for requesting FMLA absences.

To facilitate the workflow of military absences, military specialists must be assigned the YPC>SPF\_COORDINATOR\_COPA role. Military specialists and FMLA coordinators will now receive both military and FMLA absence requests for their organization. FMLA coordinators are instructed to ignore military absence requests and military specialists are instructed to ignore FMLA absence requests.

**Special Note for Decentralized Agencies (not under the HRSC)**

For agencies whose military absence administration is not centralized to the HR Service Center, an e-PAR must be submitted to request the addition of the YPC>SPF\_COORDINATOR\_COPA role to positions responsible for military absence administration that do not already have the role.

**Questions?**

For questions related to military absence policy or requests involving military leave contact the HRSC Military Absence Services team at [ra-oamilitaryleave@pa.gov](mailto:ra-oamilitaryleave@pa.gov) or by calling 717.857.3333.

For technical support, please submit an [HR help desk ticket](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the time category. You may also call the HR Service Center, Time Services Team at 877.242.6007, Option 2.