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

**Configuration Changes Related to the Entry of SC, SO, PO and FL Absences in ESS/SSS**

* Information regarding configuration changes related to the entry of SC, SO, PO and FL absences in ESS/SSS

A configuration change recently moved to production which allows SC, SO, PO and FL absence requests entered in ESS/SSS to route to FMLA specialists. Time advisors will no longer be responsible for processing these leave requests.

**Questions?**

If you have any questions regarding this process, 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.