

HR Services for Commonwealth Employees

Employee Self Service (ESS) www.myWorkplace.pa.gov	HR Service Center		Your Agency HR Office	
<ul style="list-style-type: none"> • Update personal data <ul style="list-style-type: none"> - address changes - emergency contact information • Change payroll options <ul style="list-style-type: none"> - federal withholding - direct deposit/bank information - obtain/elect W-2 information - union membership (dues/fair share) - savings bonds - tax exemptions • Manage benefits/travel/training <ul style="list-style-type: none"> - medical, vision, dental, prescription drug plans for yourself - enroll in LSO training courses - submit travel plans, reimbursements • Supervisor self service <ul style="list-style-type: none"> - update position descriptions - time management - employee contact information - employee training • Find online HR resources <ul style="list-style-type: none"> - PA 529 college savings - benefit plans, contact info, forms - ESS pay and time resources • Supplementary Employment 	Employee Services 866.377.2672	Military Absences 717.857.3333 ra-OAmilitaryleave@pa.gov	<ul style="list-style-type: none"> • Annual, sick or other leave questions • Overtime issues/questions • Pay increases (general, step and longevity) • Performance evaluations • Jobs and training <ul style="list-style-type: none"> - Promotions - Classification - Training/development • Work accommodations • State Employee Assistance Program (SEAP) • Equal Employment Opportunity (EEO) • Work rules/safety/workplace violence • Union matters • Unemployment issues 	
	<ul style="list-style-type: none"> • Update personal data <ul style="list-style-type: none"> - name - marital status - dependents • Change payroll options <ul style="list-style-type: none"> - tax exemptions • Manage benefits <ul style="list-style-type: none"> - medical, vision, dental, prescription drug plans for dependents - family care account program - optional life, long-term disability, home, auto insurance - state employee combined appeal (SECA) • Request technical support <ul style="list-style-type: none"> - online orientation (new employees) - employee self service (ESS) - learning solution (LSO) - financial disclosure website (if applicable) - medical, vision, dental, prescription drug plan enrollments 	<ul style="list-style-type: none"> • Military case management <ul style="list-style-type: none"> - review/maintain orders - approve/disapprove absences - monitor entitlements - monitor 5-year entitlements - answer questions 		FMLA/SPF Absences 717.346.4667 ra-SPFabsence@pa.gov
		<ul style="list-style-type: none"> • FMLA/SPF case management <ul style="list-style-type: none"> - determine eligibility - approve/disapprove absences - monitor entitlements - answer questions 		Work-Related Injuries 717.857.3666 ra-OAinjury@pa.gov
		<ul style="list-style-type: none"> • Injury case management <ul style="list-style-type: none"> - investigate claims - identify return to work options - approve/disapprove absences - answer questions <p>Note: Contact your HR Office if your agency's work-related injury services are not yet consolidated</p>		

No ESS access? Visit www.myHRonline.pa.gov for general HR information.

If you're unsure where to go for an HR issue, call the HR Service Center. An HR Service representative will direct you to the right contact. Representatives are available from 7:30 AM – 5:00 PM.