



## Monthly Checklist for Agency HR Offices

- Submit **administrative leave** [reporting template](#) to [mspb.communications@mspb.ms.gov](mailto:mspb.communications@mspb.ms.gov) designating the:
  - number of hours of administrative leave granted during the previous month
  - number of hours of remote work granted in lieu of administrative leave
  
- Submit any relevant **designee updates** to [mspb.communications@mspb.ms.gov](mailto:mspb.communications@mspb.ms.gov) via the [agency designee form](#). Consider any HR personnel changes from the previous month including new hires, promotions, or separations.
  
- Update any **new employees' remote work status** in Employee Central (as outlined in the MSPB Policy and Procedures Manual Section 6.6.5).
  
- Submit [request](#) for any **fulltime remote employees** (if applicable).
  
- (Quarterly) Email [mspb.communications@mspb.ms.gov](mailto:mspb.communications@mspb.ms.gov) the number of employees who have taken **Paid Parental Leave** and the number of hours each employee has taken for quarters ending March 31, June 30, September 30, and December 31 (as outlined in the MSPB Policy and Procedures Manual Section 6.1.1).