



Monthly Checklist for Agency HR Offices

- ☐ Submit **administrative leave** [reporting template](#) to 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 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).