

DEMOTION EPAR SUBMISSION GUIDE

Overview/Tips

This E-PAR is used to demote an employee into a vacant position. Demotion actions can be processed as voluntary or involuntary.

A demotion can include many scenarios, for example (but not limited to): permanent full-time to permanent full-time, permanent part-time, non-permanent, salary to wage, etc.

Promotions can be within the same agency or a transfer between agencies.

DOC and PAROLE BOARD ONLY: A Cross Schedule Pay Worksheet is required for all movements *between pay scales* and *placements into positions on the CM02-CM08 pay scales*. The worksheet must be attached once it has been approved by Delivery Center staff.

EPAR Form

The screenshot shows the E-PAR form interface. The 'Position Action:' dropdown menu is open, and 'Fill a Vacant Position' is selected and highlighted with a red box and a red '1' next to it. The 'Employee Action:' dropdown menu is also open, showing 'Separation', 'Working Out of Class', and 'Other - Please Explain'. The 'Description of Action:' text area contains the following text: 'Fill a Vacant Position', 'By selecting this action a request will be submitted to fill a vacant position currently on your complement.', and 'After the PAR is submitted, a determination will be made as to whether the associated employee action is a New Hire, Rehire, Dual Hire, Promotion, Demotion, or Reassignment.' The 'Position Number:' field contains '00200400' and is highlighted with a red box and a red '2' next to it. The 'Personnel Number:' field is empty. A 'Submit' button is located at the bottom of the form. A note at the bottom of the form reads: '*To deselect an action, hold down the Ctrl key and click the action.'

1 Select Fill a Vacant Position under the Position Action menu.

2 Enter position number the employee will be demoted into and Click Submit.

Commonwealth of PA **E-PAR**

Fill a Vacant Position

Enter SSN of Candidate:

OR

Enter Personnel Number of Candidate:

Input employee's personnel number and click continue.

Commonwealth of PA **E-PAR**

The candidate you have entered is currently employed with the Commonwealth in the following position:

| Name | Pers Area | Position No | Org ID | Org Name | Job Cd | Job Name |
|----------------|----------------|-------------|----------|-----------------|--------|--------------------|
| Samuel Jackson | Transportation | 00058767 | 00081110 | TR Allegheny Co | 91400 | Trnspt Equip Opr B |

Will the candidate remain active in his/her current position?

Verify employee's information listed matches the individual you intend to demote.

Select No and click Continue.

Employee Information

PAR ID:

Emp Action:

Name:

Pers No: Proposed Eff. Dt:

Earl RA Dt: (mm/dd/yyyy)

Verify employee's name and personnel number are correct. Input action Effective date.

Determining preferred effective date: The effective date should typically be the first day of the pay period (Saturday or Sunday) depending on the pay area. If an employee is changing pay areas, the effective date should reflect the day after the end of the pay period of the position that is being vacated.

Vacancy Information

| | | | | | |
|-----------------|---------------|---|-------------------------------------|-----------|-----------------------------------|
| Current | | | | | |
| Pos No: | 00058767 | | | | |
| Org ID: | 00081110 | Org Name: | TR Allegheny Co | | |
| Job Cd: | 91400 | Job Name: | Trnspt Equip Opr B | | |
| Pers Subarea: | AJ11 | Cont. Type: | NCS - Prob (union) ▼ | Pay Area: | T3 |
| Emp Grp: | P | Emp Sub Grp: | F7 | Conf Ind: | <input type="checkbox"/> |
| Pay Grp: | ST04 | Pay Lvl: | 08 | | |
| Proposed | | | | | |
| Pos No: | 00200400 | Org Name: | TR Dstr Off 0200 | | |
| Org ID: | 00080200 | Job Name: | Transportation Equipment Operator A | | |
| Job Cd: | 91380 | Cont. Type: | Select One ▼ 1 | Pay Area: | ▼ 2 |
| Pers Subarea: | | Emp Sub Grp: | Select One ▼ | Conf Ind: | <input type="checkbox"/> 3 |
| Emp Grp: | Select One ▼ | Pay Lvl: | ▼ 4 | | |
| Pay Grp: | ST03 4 | Pay Term: | Select One ▼ 5 | | |
| Pay Rate: | ▼ 5 | Will employee work 30 or more hours per week and 1,560 hours within the next 12 months? | Yes ▼ 6 | | |

Verify all pre-populated proposed position information is correct and fill in appropriate fields as described below.

- 1** Contract type (Civil Service, Non-Civil Service, Unclassified, etc.) of the new job code according to PO03D, Detail Job Attributes.
 - Choose the appropriate status (emergency, probationary, regular, etc.)
 - Some job codes can be either Civil Service (CS) or Non-Civil Service (NCS) - Confirm the correct status type with your HR Office
- 2** Appropriate pay area for your agency
- 3** Select this box if the position should be classified as Confidential.
 - Bargaining unit covered positions classified as Confidential do not earn seniority or pay union dues/fair share.
 - Management employees do not earn seniority, and therefore should not be classified as Confidential.
- 4** Pay group will pre-populate based on job class. Enter proper/approved pay level. Attach above minimum approval if applicable.
- 5** Enter pay rate and term. Perm FT should reflect bi-weekly. Perm PT, Non-Perm PT & FT. per diem, and annuitant should reflect hourly

- 6 Select Yes or No. Answering "Yes" to this question will make this employee eligible for Bronze Plan health benefits immediately upon hire. Verify projected benefit eligibility before selecting this option
- Employee must be working **30 hours per week AND 1,560 hours within the next 12 months** in order to answer Yes to this question. Determines if employee should be offered benefits and should be analyzed **carefully**.

HR Information

[Hide HR Fields](#)

Action Type: Action Reason: 1

Action Reason 2: 1

CS Cert: 2 NCS Req No:

Time Admin Code: 3

Work Sched Rule: 4

*Description: 5

Status: **Requester**

Submit to: 6 [Attach Documents](#)

Your email:

Spv/Mgr email:

HR email:

- 1 Choose the appropriate Action Reasons from the drop-down menus.
- The two most frequent selections for Action Reason 1 are:
 - 61 – Voluntary Standard Payrate; used when there is no change in pay group and pay level
 - 62 – Voluntary Payrate Exception; used in the case of a demotion when an employee is changing pay schedules (ex. CO to ST)
 - 63 – Involuntary Standard Payrate; used when employee is being demoted by agency due to performance, disciplinary, etc. When using this reason code please attach demotion letter provided to employee.
 - 64 – Involuntary Payrate Exception; used when employee is being demoted by agency due to performance, disciplinary, etc. and changing pay schedules (ex. CO to ST)
 - Action Reason 2 options for a reassignment action:
 - 03 – Jobs Different, Position Different; this should be selected when an employee is changing job class and position number
- 2 Input either a CS Cert # or NCS Req # depending on contract type.
- If the contract type reflects Civil Service a CS cert # is **required**.
 - Appropriate NCS Req# of senior level approval if required

- 3 3-digit timekeeper code to provide access to employee's time records
- 4 Input appropriate Work Schedule Rule.
 - Specify if Additional Time ID field should be blank
 - Utilize the work schedule look up tool
 - Add any exceptions to the description field.
- 5 Include a description of all requested updates and attach any necessary documents and approvals.
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- 6 Choose appropriate option based on your agency's chain of approval and click submit.

References

[Personnel Administration Alert 2011-04 \(Appointment, Transfer, Leave Without Pay and Separation Action Effective Dates\)](#)

[Standard to Management Pay Schedule Rules Memo \(issued 4/1/14\)](#)

[Personnel Rules \(MD 505.7 Amended\)](#)

[Civil Service Rules](#)

[Management Directive 515.2 \(Transfer of Employees from One Agency to Another\)](#)

[Management Directive 530.11 \(Benefit Eligibility of Permanent and Nonpermanent Employees\)](#)