

OTHER DESCRIBE BELOW - EPAR SUBMISSION GUIDE

Overview/Tips

This option should be used **ONLY IF** the action you would like to request is not listed on the E-PAR Selection page.

If no applicable E-PAR action is listed, select "Other – Describe below." When this option is chosen, a custom description is required for the E-PAR action in the unnamed field located immediately above the Personnel Number.

E-PARs that require OA Classification approval cannot be processed using an Other – Please Explain action.

EPAR Form

The screenshot shows the Commonwealth of PA E-PAR form. It features two main columns for action selection. The left column, 'Position Action:*', lists various actions such as 'Change Supervisor Position' and 'Other - Please Explain'. The right column, 'Employee Action:*', lists 'Separation', 'Working Out of Class', and 'Other - Please Explain'. Below these are two 'Other/Please Explain:' sections, each with a dropdown menu and a text input field. The 'Personnel Number:' field is also present. A 'Submit' button is located at the bottom right. Red boxes and numbers 1-4 highlight specific fields: 1 points to 'Other - Please Explain' in the Employee Action dropdown; 2 points to 'Other - Describe below' in the first 'Other/Please Explain:' dropdown; 3 points to the text input field for the first 'Other/Please Explain:' section; and 4 points to the 'Personnel Number:' field.

Commonwealth of PA E-PAR

Position Action:*

- Change Supervisor Position
- Create a Position
- Delimit a Position
- Fill a Vacant Position
- Reclassify/Reallocate a Filled Position
- Reclassify/Reallocate a Vacant Position
- Request to Fill (Post Vacancy)
- Update Roles
- Other - Please Explain

Employee Action:*

- Separation
- Working Out of Class
- Other - Please Explain

Other/Please Explain:

Select One

Position Number:

Other/Please Explain:

Other - Describe below

Create Qualifications on IT0024

Personnel Number:

00700109

Submit

*To deselect an action, hold down the Ctrl key

- 1 Under Employee Action, Select Other - Please Explain.
- 2 Under Other/Please Explain, select Other – Describe Below.
- 3 Enter a Description of the type of EPAR you are submitting.
- 4 Enter the Personnel Number and click Submit.

Create Qualifications on IT0024

PAR ID:	Create Qualifications on IT0024 - 00813049 - Hr Anl 2 (Gen) - 50364609		
Name:	Renee	Brtalik	
Start Dt:	<input type="text" value=""/>	1	End Dt: <input type="text" value=""/>
Pers No:	00700109	Pos No: 50364609	Pay Area: Z3
Org:	00813049 - EX Prgm SptDiv		
Job:	0502A - Human Resource Analyst2 (General)		
Emp Grp:	P	Emp Sub Grp: F7	Pers Subarea: MA33
Earl RA Dt:	12/10/2016		
Description:*	<input type="text" value=""/>		
			2
			*Indicates a Required Field
Status:	Requester		
Submit to:	SelectOne	3	
Your email:	rbtalik@pa.gov		Attach Documents
SpwMgr email:	thjoh@pa.gov	<input type="button" value="EditEmail"/>	
HR email:	jfreysinge@pa.gov		
	<input type="button" value="Submit"/>		

- 1 Enter effective date in which requested changes should be made.
- 2 Include a description of all requested updates and attach any documents to EPAR.
- 3 Choose appropriate option based on your agency's chain of approval and click submit.