

RECLASSIFY/REALLOCATE A FILLED POSITION EPAR SUBMISSION GUIDE

Overview/Tips

This form is **only** used for filled positions. Please make sure the position is filled on the date of reclassification before submitting the PAR.

This action should be combined with one of the following employee actions: promotion, demotion, reassignment, or downward reclassification. It cannot be combined with any other position actions.

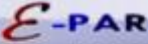
- **Promotion** – A request to reclassify the employee’s current position to a class in a higher pay range.
- **Demotion** – A request to reclassify the employee’s current position to a lower pay range.
- **Reassignment** – A request to reclassify/reallocate an incumbent from his/her current class to a class in the same pay range for which he/she qualifies.
 - Also includes a filled position that is moving from one organization to another.
- **Downward Reclassification** – A request to move the position to a job classification assigned to a pay scale group with a lower minimum hourly rate (can be due to change in duties, error in the original assignment or new/revised more appropriate classification).

EPAR Form

The screenshot shows the Commonwealth of PA E-PAR form. The 'Position Action:' dropdown menu is open, with 'Reclassify/Reallocate a Filled Position' selected and highlighted with a red box and a '1' in a red box. The 'Employee Action:' dropdown menu is also open, with 'Promotion' selected and highlighted with a red box and a '2' in a red box. Below the dropdowns, there are 'Other/Please Explain:' fields with 'Select One' dropdown menus and text input boxes. The 'Personnel Number:' field is highlighted with a red box and a '3' in a red box, containing the value '00772867'. A 'Submit' button is located at the bottom right of the form.

- 1** Select Reclassify/Reallocate a Filled Position
- 2** Choose the appropriate Employee Action
- 3** Enter the holder’s employee number and click Submit

Employee and Current Information

Commonwealth of PA 

Reclassify/Reallocate a Filled Position - Promotion

PAR ID:

Pers No: **1** First Name: Last Name:

Pos No: Supv. Pos.? Proposed Eff Dt: **2**
(mm/dd/yyyy)

Earl RA Dt:

Current **3**

Org:

Job:

Pers Subarea: Cont. Type: Pay Area:

Emp Grp: Emp Sub Grp: Conf Ind:

Pay Grp: Pay Lvl: Pos Typ Svc:

Budget Fund: Fund Center: Cost Center:

Internal Order: WBS Element:

Hdq. County: Hdq. Mncpy: **4** [View Position Cost Distribution](#)

Spv. Pos No: Spv. Name:

- 1** Personnel number should match the number entered on the previous screen.
- 2** Effective date of the reclassification.
- 3** Current position information
- 4** All Reclassify/Reallocate a Filled Position forms have an additional link labeled "View Position Cost Distribution," which displays the current cost distribution of the position. If the requester would like to modify the cost distribution for a split-funded position, the comments field on the E-PAR form should be used to detail the various funds, as well as the percentage breakdown.

Proposed Information

Proposed (Optional)			
Org:	Select One		1
Job:	Select One		2
Pers Subarea:		3	
Cont. Type:	Select One		4
Pay Area:	Select One		5
Emp Grp:	Select One		6
Emp Sub Grp:	Select One		7
Conf Ind:	<input type="checkbox"/>		8
Pay Grp:		9	
Pay Lvl:		10	
Pos Typ Svc:	Select One		11
Pay Rate:		12	
Pay Term:	Select One		12
Budget Fund:		13	
Fund Center:		13	
Cost Center:			13
Internal Order:		14	
WBS Element:		14	
Local Code:		15	
Bud. Imp Ind:	Select One		16
Furlough Unit:			17
Hdq. County:		18	
Hdq. Mncpy:		18	
Zip Code:			18
Spv. Pos No:		19	
Spv. Name:			

Complete all fields, even if there are no changes, unless noted in comments below.

- 1 New organization the position should report to
- 2 New job code of the position
- 3 Personnel Subarea of the new job code according to PO03D, Detail Job Attributes.
 - Defines the position's bargaining unit.
 - Defines the position's Fair Labor Standards Act (FLSA) coding for OT purposes.
- 4 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
- 5 Appropriate pay area for your agency
- 6 The duration of the position (permanent, non-permanent, annuitant, etc.)
- 7 Position's work status (full-time, part-time, etc.), and the standard biweekly work hours (75 hours per pay, 80 hours per pay, etc.)
- 8 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
- 9 Pre-populates based on the job classification selected
- 10 Fill in correct pay level based on pay rules.
- 11 Civil Service, Non-Civil Service, Unclassified, etc. according to job specification
- 12 Enter pay rate and term. Perm FT should reflect biweekly; Non perm, PT, hourly, annuitant should reflect hourly.
- 13 Budget Fund, Fund Center and Cost Center will be reviewed and/or updated by Agency budget office.

- 14 Complete if federal funds are involved with position. Otherwise, should remain blank.
- 15 Designates where the employee's union dues or fair share fees are paid. Bargaining unit covered positions should always have a Local Code which is usually based on Bargaining Unit and County of position's work location. Management covered positions do not receive a Local Code, and field should be left blank.
- 16 Select the appropriate indicator for criticality of position in event of budget impasse.
- 17 Bargaining unit covered position should always have a Furlough Unit; for Civil Service management positions this is used to designate the appropriate furlough unit in the event of an agency furlough
- 18 Work location County, Municipality, and Zip Code
- 19 Supervisor position number to which the reclassified position will report
 - Supervisor name will populate based on position entered

HR Information

Will employee work 30 or more hours per week and 1,560 hours within the next 12 months? Yes ▾ 1

Time Admin Code: 2

Work Sched Rule: 3

Emp Action: ▾ 4

Act Reason: ▾ 5

Act Reason 2: ▾ 6

CS Cert: 7 NCS Req No: 7

- 1 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.
- 2 Provide appropriate 3-digit timekeeper code for access to new employee's time records
- 3 Provide appropriate work schedule rule for this employee; specify if Additional Time ID field should be blank; please utilize work schedule look up tool. If exception, add note to comments section.
- 4 Employee action should populate based on type selected when creating EPAR.
- 5 Choose an appropriate Action Reason from the drop-down menu.
- 6 Choose an appropriate Action Reason from the drop-down menu.
- 7 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

HR Information

*Description: 1

Status: **Requester**

Submit to: 2

Your email:

SpvMgr email:

HR email:

*Indicates a required field

[View Position Description](#)
[View Role Summary](#)
[Attach Documents](#)

- 1 Enter comments or special instructions and attach documents, as needed.
- Indicate if position's EPR performance cycle code needs to be changed due to the change in organization.
 - Indicate the position's physical work address if different from the new organization's work address.

2 Choose appropriate option based on your agency's chain of approval and select Submit. Once the requester submits the PAR, an email will be sent alerting the next level. (HR office, supervisor, etc). **NOTE:** This level cannot change any information previously entered in the form. If changes need to be made, the PAR form must be routed back to the requester. At this point, additional fields will appear under HR Information, identified below:

Will employee work 30 or more hours per week?

TimeAdministrator:

WorkSchedule:

Emp Action:

Act Reason:

Act Reason2:

CS Cert: NCS Req No:

Class Review Dt: 1 OA Control No: 2

- 1 The date the agency classification unit reviewed the position
- 2 Used if the position is a centralized classification; provided by the OA Classification and Pay Division.

Your Comments:	1 <input type="text"/>	
Counter:	<input type="text" value="1"/>	
Status:	HRSC Representative	
Action:	2 <input type="text" value="Select One"/>	Attach Documents
Submit to:	<input type="text" value="Select One"/>	View Role Summary
Recip. email:	<input type="text"/> <input type="button" value="GetEmail"/>	View PD w/Technical
*Agency Cc:	<input type="text" value="RA-pddistrict11-0PAR@pa.gov"/>	
(*for Disapproved or Completed PARs; separate email addresses entered above by a semi-colon "; with no spaces)		
<input type="button" value="Submit"/>		

- 1** Include a description of all requested updates; attach documents, as needed/required.
- 2** Choose appropriate option based on your agency's chain of approval and select Submit.

References

- [Personnel Rules \(MD 505.7 Amended\)](#)
- [Management Directive 520.4 \(Position Classification Post-Audits\)](#)
- [Management Directive 520.5 \(Centralized Job Control System\)](#)
- [Management Directive 520.6 \(Position Classification\)](#)