pennsylvania
HR SERVICE CENTER

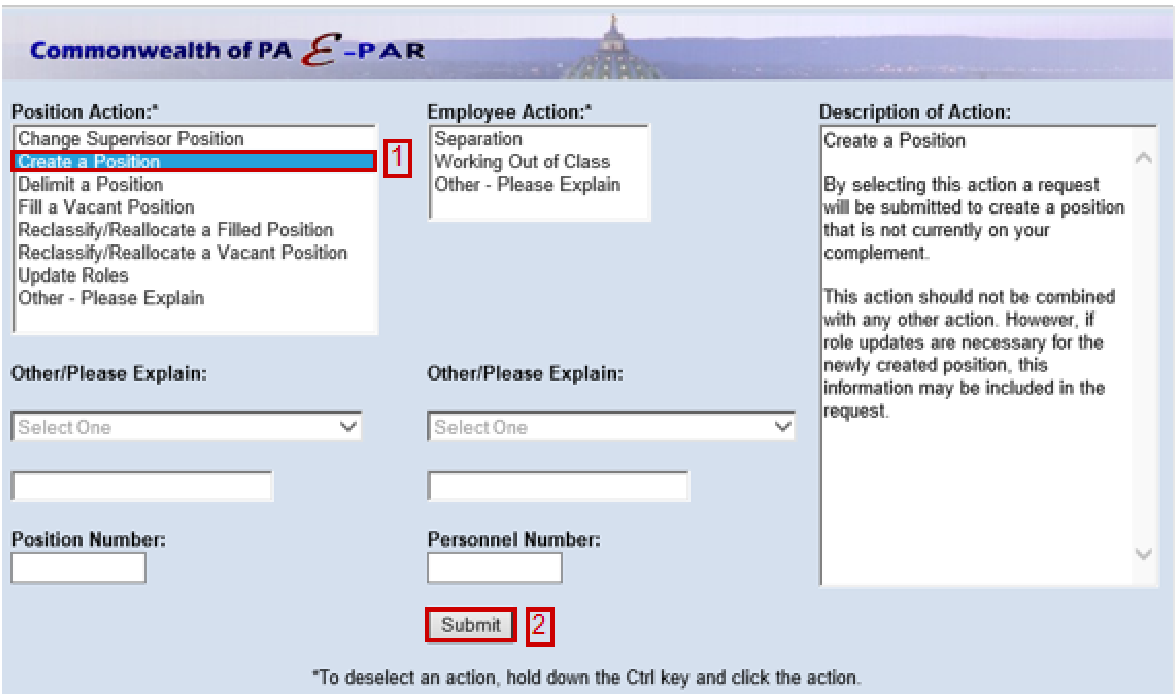
CREATE A POSITION EPAR SUBMISSION GUIDE

Overview/Tips

This E-PAR is used to have a new position created within SAP that is not currently on the complement. The only other request that can be made on a create a position PAR is to request roles to be added during the creation of the position.

It is important to verify that the complement that the newly created position is being created for is not at max complement. If complement is maxed out, action needs taken to create room **prior to** the Create a Position E-PAR being submitted.

EPAR Form


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
Update Roles
Other - Please Explain

1

Employee Action:*
Separation
Working Out of Class
Other - Please Explain

Description of Action:
Create a Position

By selecting this action a request will be submitted to create a position that is not currently on your complement.

This action should not be combined with any other action. However, if role updates are necessary for the newly created position, this information may be included in the request.

Other/Please Explain:
Select One

Other/Please Explain:
Select One

Position Number:

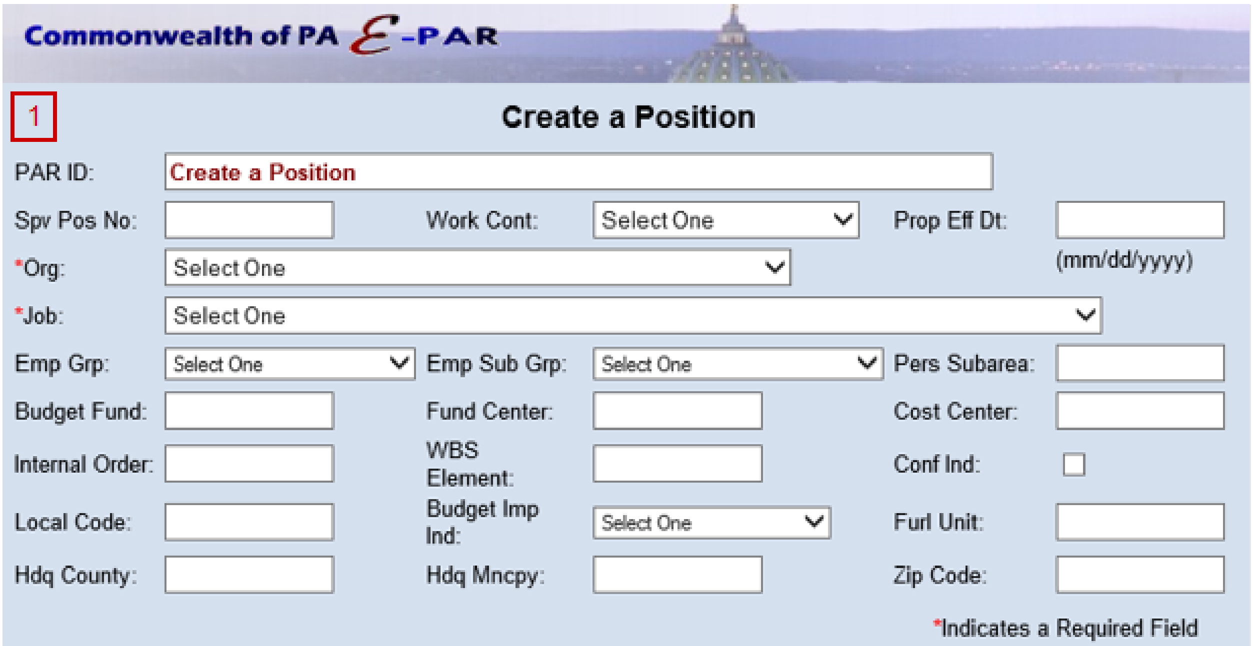
Personnel Number:

Submit 2

*To deselect an action, hold down the Ctrl key and click the action.

1 Select Create a Position.

2 Click Submit.


Commonwealth of PA E-PAR

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Create a Position

PAR ID:	Create a Position				
Spv Pos No:		Work Cont:	Select One	Prop Eff Dt:	(mm/dd/yyyy)
*Org:	Select One				
*Job:	Select One				
Emp Grp:	Select One	Emp Sub Grp:	Select One	Pers Subarea:	
Budget Fund:		Fund Center:		Cost Center:	
Internal Order:		WBS Element:		Conf Ind:	
Local Code:		Budget Imp Ind:	Select One	Furl Unit:	
Hdq County:		Hdq Mncpy:		Zip Code:	

*Indicates a Required Field

1 Although E-PAR indicates only the Organization and Job code as required fields, it is very important to fill in as many fields as possible so that the newly created position reflects all correct information.

The following fields should be completed to ensure positions are properly created:

- **Proposed Effective Date**
- **Work Contract**: Wage (WW), salary (SS) or recruitment (RR) only.
- **Supervisor Position Number**: Position number to which the newly created position will report. This cannot be the supervisor's employee number.
- **Org - Organization Code/Organization Name**: Select from the drop-down list which organization in your agency this position is to belong to.
- **Job/Classification**: Select the proper classification based on job duties
- **Employee Group**: Defines duration of position: permanent, non-permanent, annuitant, board member, etc. If a position is anything other than permanent, provide a position expiration date in the "Comments" section of E-PAR.
- **Employee Subgroup**: Defines position's work status: full-time, part-time, also defines standard biweekly work hours: 75 hours per pay, 80 hours per pay, etc.
- **Personnel Subarea**: Defines position's Bargaining Unit and Fair Labor Standards Act (FLSA) coding for overtime purposes. This information is obtained by reviewing the job/classification's detailed attributes.
- **Budget Fund, Fund Center, &/or Cost Center**: This information should be provided or reviewed by your agency's budget office.
- **Internal Order**: See your agency instructions for proper use of these fields.

- **Local Code**: If the position is bargaining unit covered, this is the bargaining unit local code that designates where the employee's union dues or fair share fees are paid. This is usually based on the bargaining unit and county of the position's work location; however, there are some bargaining units where the local code is determined by the employee's home address county of residence. (EX: A4, G1, G2, G4, G5, Z1, Z4) If the position is management covered, this field does not need completed.

- **Budget Impasse Indicator**: Select from drop down list the appropriate indicator for criticality of position in the event of a budget impasse.

- **Overtime FTE**: This field is used only by agencies with full time evaluation.

- **Promotion Unit**: For bargaining unit-covered positions, this field is to indicate the appropriate promotion unit designated in the collective bargaining contract for seniority purposes.

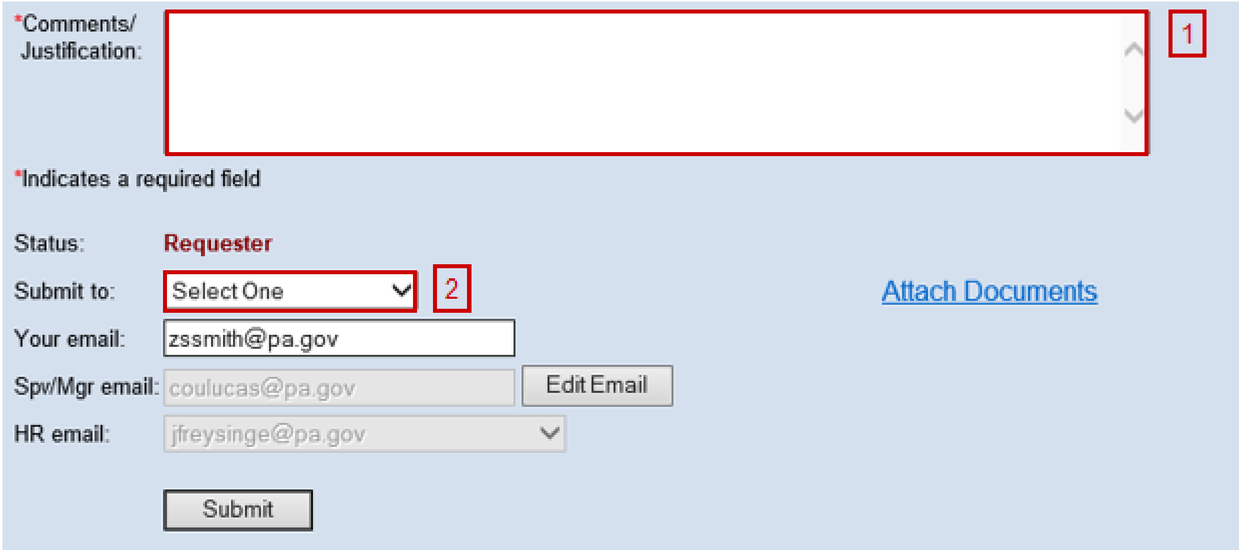
- **Furlough Unit**: For bargaining unit-covered positions, this field is to indicate the appropriate furlough unit designated in the collective bargaining contract for seniority purposes (determined by agency, work location and org). For civil service management positions, this field is used to designate the appropriate furlough unit in the event of an agency furlough.

- **Hdq County, Hdq Municipality, and Zip Code**: These three position work location fields are necessary for taxing purposes and for continuity of agency operations.

1 Select any necessary roles that are not already present on the Organization's relationship infotype by clicking on the Select roles button.

2 The roles selected in step 1 will populate in this field. Include a description of any additional roles related updates.

3 Check any PD Profiles that apply for the position (Click on link for more information).



1 In the comments field, please make note of information that do not have fields above to input information such as:

- **Position Expiration Date**: If the position is not permanent, provide the date it is to end.
- **Confidential Status**: Indicate if the position is to be designated as confidential.
- **Position Type Status**: Indicate if the position is to be designated as CS/NCS/SMS/Unclassified.
- **EPR Performance Cycle**: Enter the EPR performance cycle code to be used for this position.
- **OA Control#**: If the position is a centralized classification, the E-PAR must be routed to the Office of Administration's Classification and Pay Division for approval.
- **Position's Physical Work Location**: If the physical work location of the position is not the same as the physical address for the organization it belongs to, please include on the E-PAR: the exact physical street address, building name & number, floor, suite or office number, city, state & proper ZIP code for the physical location. This is used for emergency and continuity of agency operations.
- **Personnel Area**: If the position is in an agency with multiple personnel areas (Public Welfare, Labor & Industry or Transportation), indicate which personnel area the position is assigned to.

2 Choose appropriate option based on your agency's chain of approval and click submit.

References
Collective Bargaining Information