

## **NEW HIRE EPAR SUBMISSION GUIDE**

### **Overview/Tips**

This EPAR form is used to fill a vacant position with an individual who has never been employed by the commonwealth.

Does the candidate currently work for the Commonwealth or did they in the past?

- If the candidate worked for the Commonwealth in the past and has a personnel number, this is a rehire action and a rehire EPAR should be submitted.
- If the candidate currently works for the Commonwealth, this may be a dual hire, promotion, demotion or reassignment action. The appropriate type of EPAR should be submitted.

For requests that include 10 or more employees, click [here](#) for MASS EPAR information.

Did you complete the EPAR worksheet? This provides needed information to make completing this PAR request easy. Click [here](#) to download a copy.

### **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

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

Other/Please Explain:  
Select One

Position Number:  
00164975

Other/Please Explain:  
Select One

Personnel Number:

Submit

\*To deselect an action, hold down th

**1** Choose Fill a Vacant Position under Position Action

**2** Enter the 8-digit position number of a vacant position and click submit.

Commonwealth of PA E-PAR

### Fill a Vacant Position

Enter SSN of Candidate:	<input type="text" value="123456789"/>
or	
Enter Personnel Number of Candidate:	<input type="text"/>
<input type="button" value="Continue"/>	

Enter the SSN of the candidate and click continue. If results appear, the appropriate action may be a rehire, dual hire, promotion, demotion, or reassignment action. Submit the appropriate type of EPAR.

### Vacancy Information

Commonwealth of PA E-PAR

### Fill a Vacant Position

PAR ID:

Emp Action:

Start Date:  1  
(mm/dd/yyyy)

Estimated End Date:  2  
(Limited term positions only)

This E-PAR is being submitted as part of a Mass E-PAR request.

**Vacancy Information** Highlighted fields will pre-populate based on position number entered. 4

Pos no:	<input type="text" value="00164975"/> 3	I-9 Verifier*:	<input type="button" value="Select One"/> 5
Org ID:	<input type="text" value="00134550"/>	Org Name:	<input type="text" value="MV Rev Sevc"/>
Job Cd:	<input type="text" value="08600"/>	Job Name:	<input type="text" value="Facility Reimbursement Technician"/>
Subarea:	<input type="text" value="AG11"/> 6	Cont. Type:	<input type="button" value="Select One"/> 7
Emp Grp*:	<input type="button" value="P - Permanent"/>	Sub Grp*:	<input type="button" value="F7 - Full-time 75"/>
Work Cort:	<input type="text" value="SS"/>	Local:	<input type="text" value="1980"/>
Pay Grp:	<input type="text" value="ST05"/> 10	Pay Lvl:	<input type="text" value=""/> 11
Pay Rate:	<input type="text" value=""/> 12	Pay Term:	<input type="button" value="Select One"/> 12
Pay Area:	<input type="button" value="Z2"/> 8	Conf Ind:	<input type="checkbox"/> 9

**Detail Position Attributes (IT 9105)**

Hdq County:	<input type="text" value="015"/>	Hdq Mncpy:	<input type="text" value="PAL9"/>
Pos Typ Svc:	<input type="text" value="C"/>	Pos Zip:	<input type="text"/>

**Work Address**

Building:

Address 1\*:

Address 2:

City\*:  State\*:  Zip\*:

I have verified that the work address information for this position is accurate.\* 13

- 1 The date the employee will physically report to work
  - Traditionally the Monday following the beginning of the pay period
  - Indicate in the description if employee is beginning on a nontraditional start date.
- 2 Enter 12/31/9999 unless the position is temporary or nonpermanent. Enter an estimated end date if appropriate.
- 3 Verify the position that generated is the position entered on the EPAR form and the job code matches the job name you are filling. If any information is incorrect, verify with your human resources, recruitment/placement office.
- 4 The highlighted fields above will pre-populate based on the position selected. Check carefully to ensure that the correct information has pulled into the fields. Pay careful attention to ensure that the Employee Group and Subgroup have pulled in correctly as they determine Benefits Eligibility.
  - Employee Group: Defines duration of the position (Permanent, non-permanent, etc). If the position is anything other than permanent, provide an estimated end date.
- 5 HR representative or supervisor who will complete and approve Section 2 of the I-9 Form online. The supervisor's name will appear at the top of the list and should be chosen if the supervisor is the I-9 Verifier.
- 6 Personnel Subarea of the new job code according to PO03D, Detail Job Attributes.
- 7 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.
- 8 Appropriate pay area for your agency
- 9 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.
- 10 Information pre-populates based on the planned compensation on the job selected.
- 11 Enter proper/approved pay level; attach above minimum approval if applicable.
- 12 Enter pay rate and term. Perm FT should reflect biweekly; Non perm, PT, hourly, annuitant should reflect hourly.
- 13 Checkbox to verify the work address is correct.

## Employee Information

Employee Information			
(Please confirm with the employee and provide the name as it appears on the employee's Social Security card.)			
Pers No:	<input type="text"/>	1 HR Service Center will enter Personnel Number once action is processed.	
Last:*	<input type="text"/>	First:*	<input type="text"/>
Title:	<input type="text"/>	Designation:	<input type="text"/>
Birth Date:*	<input type="text"/>	SSN:*	123456789
		Gender:*	Select One ▾
Is this employee a Certified Veteran Applicant?	Select One ▾ 2		
Permanent Residence			
Address 1:*	<input type="text"/>		
Address 2:	<input type="text"/>		
City:*	<input type="text"/>	State:*	<input type="text"/>
Home Phone:*	<input type="text"/>	Home E-mail:*	<input type="text"/>
Cell Phone:	<input type="text"/>	County:*	Select One ▾
Municipality:*	<input type="text"/>	Municipality Type:*	Select One ▾
Zip:*	<input type="text"/>		
Mailing Address (if different than above)			
Address 1:	<input type="text"/>		
Address 2:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text"/>
		Zip:	<input type="text"/>
Will employee work 30 or more hours per week and 1,560 hours within the next 12 months?	Yes ▾ 5		

- 1 All employee information should be entered carefully according to hiring paperwork.
- 2 Certified Veteran: Select yes or no based on hire paperwork.
- 3 Enter permanent Address, City, State, Zip, phone number, County, home email address, and municipality.
  - PO Addresses are not allowed for permanent addresses and should be entered in Mailing Address if present.
  - Onboarding will be sent to the home email address
- 4 Mailing address, if included on hiring paperwork, and different than permanent address.
- 5 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

**NOTE:** The fields below will be completed by the HR Office once the EPAR is moved. This part of the screen is only visible if you click view HR fields.

**Hide HR Fields**

Action Type:  Action Reason:  1

Annual EPR Date:  Longevity Date:

CS Cert:  2 NCS Req No:  2

QHOL Hours:  3 Time Mgmt Status:  4

Furlougee Final Check Date:  (mm/dd/yyyy)

Time Admin Code:  5

Work Schedule Rule:  6

Emp UC Exempt:

Background Check Ind:  7

Description:  8

Status: **Requester**

Submit to:  9 [Attach Documents](#)

Your E-mail:

Spv/Mgr E-mail:

HR E-mail:

\*Indicates a Required Field

The following will be entered by Agency HR office.

- 1 Select an Action Reason.
- 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 Number of paid holiday hours the employee is entitled (based on bargaining unit/contract).
- 4 Time Management Status
  - 0 = external employees
  - 1 = positive reporting (reports hours worked, non-perm)
  - 9 = negative reporting (reporting not necessary, perm)
  - 7 = quasi positive reporting (used by Fish& Boat, LCB, and PennDOT).
  - Add any exceptions to these rules in the description field.
- 5 3-digit timekeeper code to provide access to employee's time records

- 6** Input appropriate Work Schedule Rule.
- Specify if Additional Time ID field should be blank
  - Utilize the work schedule look up tool
  - Annuitants should use a BNOHR schedule unless the agency has an exception.
  - Add any exceptions to the description field.
- 7** Background Check Ind: If checked, EE correspondence will reflect: Your appointment to this position is conditional upon satisfactory completion of an employment background investigation.
- 8** Description: Enter comments as needed and attach any necessary documents such as pay approval.
- Non-perm - indicate if the employee is anticipated to work more than 750 hours in the calendar year.
- 9** Choose appropriate option based on your agency's chain of approval and click submit.

### **References**

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

[Benefits Alert 2012-08 \(Permanent Residences and Mailing Addresses\)](#)

[Civil Service Rules](#)

[Personnel Administration Alert 2012-12 \(Revision to EPAR Form and Procedures to Support Onboarding – Revised\)](#)

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

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

[OA Website – Hiring Employees Page](#)

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