

## PROMOTION EPAR SUBMISSION GUIDE

### Overview/Tips

This E-PAR is used to promote an employee into a vacant position with a higher starting hourly rate than the position they are vacating.

A promotion 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 submission interface. The 'Position Action:' dropdown menu is open, and 'Fill a Vacant Position' is selected, indicated by a red box and the number '1'. The 'Employee Action:' dropdown menu is also open, showing options like 'Separation', 'Working Out of Class', and 'Other - Please Explain'. The 'Description of Action:' text area contains the 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 '00197319', indicated by a red box and the number '2'. The 'Personnel Number:' field is empty. A 'Submit' button is visible at the bottom. A note at the bottom states: '\*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 the position number the employee will be promoted 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
Zackery Walker	Transportation	00073381	00081140	TR Lawrence Co	91380	Trnspt Equip Opr A

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

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

<b>Current</b>		
Pos No:	00073381	
Org ID:	00081140	Org Name: TR Lawrence Co
Job Cd:	91380	Job Name: Trnspt Equip Opr A
Pers Subarea:	AJ11	Cont. Type: NCS - Prob (union) <input type="checkbox"/> Pay Area: T3
Emp Grp:	P	Emp Sub Grp: F7 <input type="checkbox"/> Conf Ind: <input type="checkbox"/>
Pay Grp:	ST03	Pay Lvl: 04
<b>Proposed</b>		
Pos No:	00197319	
Org ID:	00081140	Org Name: TR Lawrence Co
Job Cd:	91400	Job Name: Transportation Equipment Operator B
Pers Subarea:	AJ11	Cont. Type: Select One <input type="checkbox"/> 1 Pay Area: T3 <input type="checkbox"/> 2
Emp Grp:	P - Permanent <input type="checkbox"/>	Emp Sub Grp: F7 - Full-time 75 <input type="checkbox"/> Conf Ind: <input type="checkbox"/> 3
Pay Grp:	ST04 <input type="checkbox"/> 4	Pay Lvl: <input type="checkbox"/> 4
Pay Rate:	<input type="checkbox"/> 5	Pay Term: Select One <input type="checkbox"/> 5
Will employee work 30 or more hours per week and 1,560 hours within the next 12 months?		Yes <input type="checkbox"/> 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:  **2**

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:
    - 01 – Standard Payrate; used when there is no change in pay group and pay level
    - 02 – Payrate Exception; used in the case of a promotion when an employee is changing pay schedules (ex. CO to ST)
  - Action Reason 2 options for a promotion action:
    - 03 – Jobs Different, Position Different: This should be selected when an employee is changing job class and position number
    - 02 – Jobs Different, Position Same: This would typically be used for a reclass promotion when the EE is remaining in the same position, but the job is changing.
- 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.

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Include a description of all requested updates and attach any necessary documents and approvals.

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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 \(Benefit Eligibility of Permanent and Nonpermanent Employees\)](#)