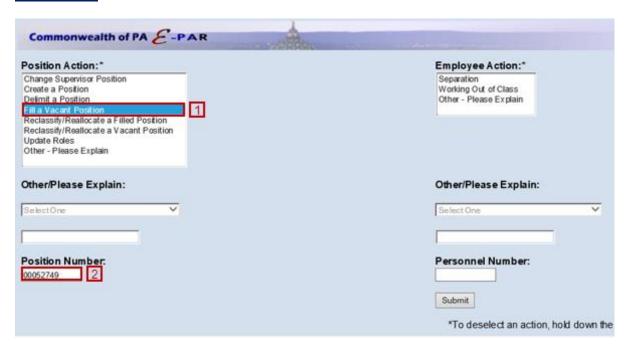## REHIRE EPAR SUBMISSION GUIDE

Overview/Tips

This EPAR form is used to hire an individual who was previously 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.
- If the candidate underlined currently works for the Commonwealth, this may be a dual hire, promotion, demotion, or reassignment action.
- If the employee was separated from Commonwealth employment within the last 14 days, a Rehire action/PAR is not appropriate. The employee's separation will be removed and either a Promotion, Demotion, or Reassignment PAR should be submitted.

For requests that include 10 or more employees, click here for MASS EPAR information.

Did you complete the EPAR worksheet? This worksheet provides needed information to make completing the PAR request easy. Click here to download a copy.
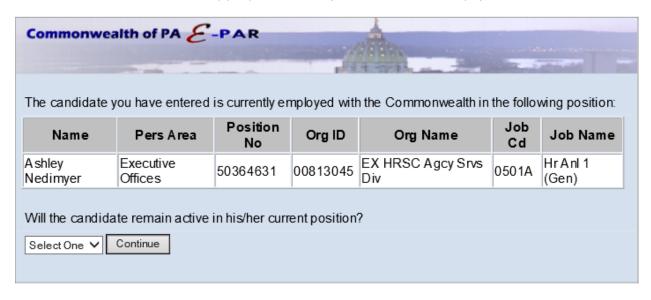
EPAR Form

1 Choose Fill a Vacant Position under Position Action
2 Enter the 8-digit position number of a vacant position and click submit.

Fill a Vacant Position

Enter SSN of Candidate: [   ]

or

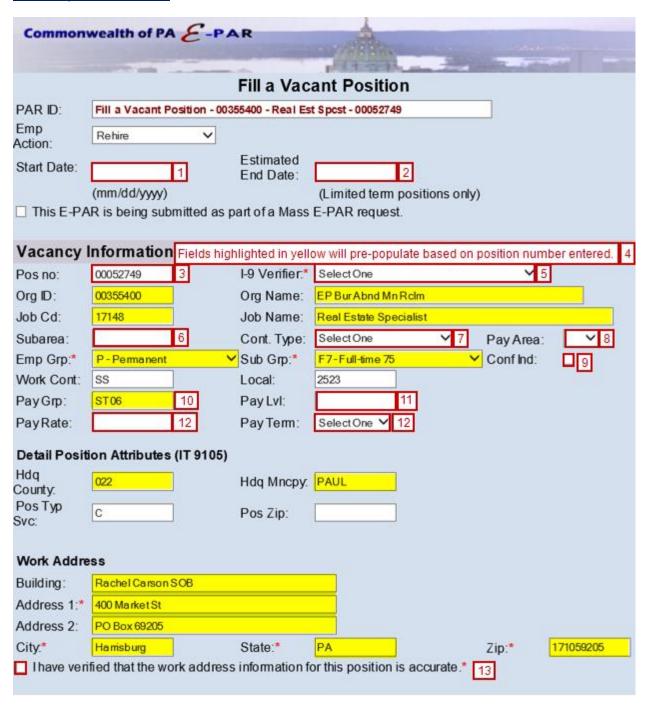Enter Personnel Number of Candidate: [00710073]

[Continue]

Enter the 8-digit Employee number or SSN of the candidate and click continue.

If window below appears:
- Employee is currently employed by the Commonwealth.
- Rehire PAR is not the appropriate form (refer to overview/tips)

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
Ashley Nedimyer	Executive Offices	50364631	00813045	EX HRSC Agcy Srvs Div	0501A	Hr Anl 1 (Gen)

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

[Select One ▾] [Continue]

Vacancy Information

Fill a Vacant Position

PAR ID:	Fill a Vacant Position - 00355400 - Real Est Spcst - 00052749
Emp Action:	Rehire

Start Date:		1	Estimated End Date:	2

(mm/dd/yyyy)   (Limited term positions only)

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

Vacancy Information Fields highlighted in yellow will pre-populate based on position number entered. 4

Pos no:	00052749	3	I-9 Verifier:*	Select One	5
Org ID:	00355400		Org Name:	EP Bur Abnd Mn Rclm	
Job Cd:	17148		Job Name:	Real Estate Specialist	
Subarea:		6	Cont. Type:	Select One	7 Pay Area: 8
Emp Grp:*	P - Permanent		Sub Grp:*	F7 - Full-time 75	Conf Ind: ☐ 9
Work Cont:	SS		Local:	2523	
Pay Grp:	ST06	10	Pay Lvl:		11
Pay Rate:		12	Pay Term:	Select One	12

Detail Position Attributes (IT 9105)

Hdq County:	022	Hdq Mncpy:	PAUL
Pos Typ Svc:	C	Pos Zip:	

Work Address

Building:	Rachel Carson SOB				
Address 1:*	400 Market St				
Address 2:	PO Box 69205				
City:*	Harrisburg	State:*	PA	Zip:*	171059205

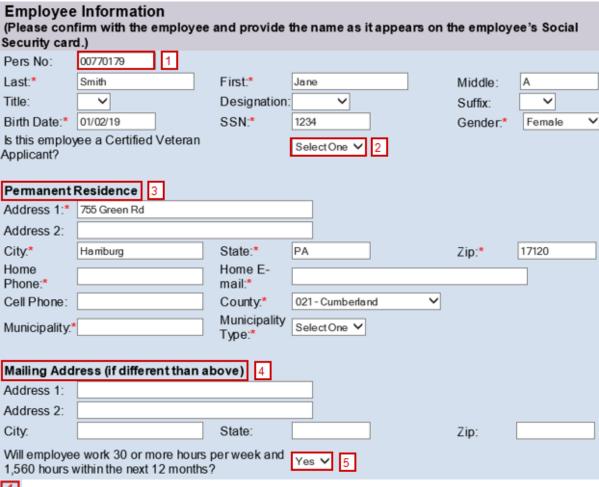☐ I have verified that the work address information for this position is accurate.* 13

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1 The date the employee will physically report to work
- Traditionally the Monday following the beginning of the pay period
- Indicate in comments 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 bi-weekly, 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:	00770179	**1**			
Last:*	Smith	First:*	Jane	Middle:	A
Title:	⌄	Designation:	⌄	Suffix:	⌄
Birth Date:*	01/02/19	SSN:*	1234	Gender:*	Female ⌄

Is this employee a Certified Veteran Applicant? [Select One ⌄] **2**

Permanent Residence **3**

Address 1:*	755 Green Rd				
Address 2:					
City:*	Harrisburg	State:*	PA	Zip:*	17120
Home Phone:*		Home E-mail:*			
Cell Phone:		County:*	021 - Cumberland ⌄		
Municipality:*		Municipality Type:*	Select One ⌄		

Mailing Address (if different than above) **4**

Address 1:					
Address 2:					
City:		State:		Zip:	

Will employee work 30 or more hours per week and 1,560 hours within the next 12 months? [Yes ⌄] **5**

1 Employee information generates based on personnel number entered on previous screen. Verify name, date of birth, social security number and gender are correct according to hiring paperwork. Update as needed.
  - If name changed due to marriage use updated name and include documentation in attachments.

2 Certified Veteran: Select yes or no, based on hire paperwork.

3 Verify permanent Address, City, State, Zip, and County match hiring paperwork. Update as needed. Enter employee's phone number, 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** 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.

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)