

HOW TO REOPEN A CLOSED EPAR

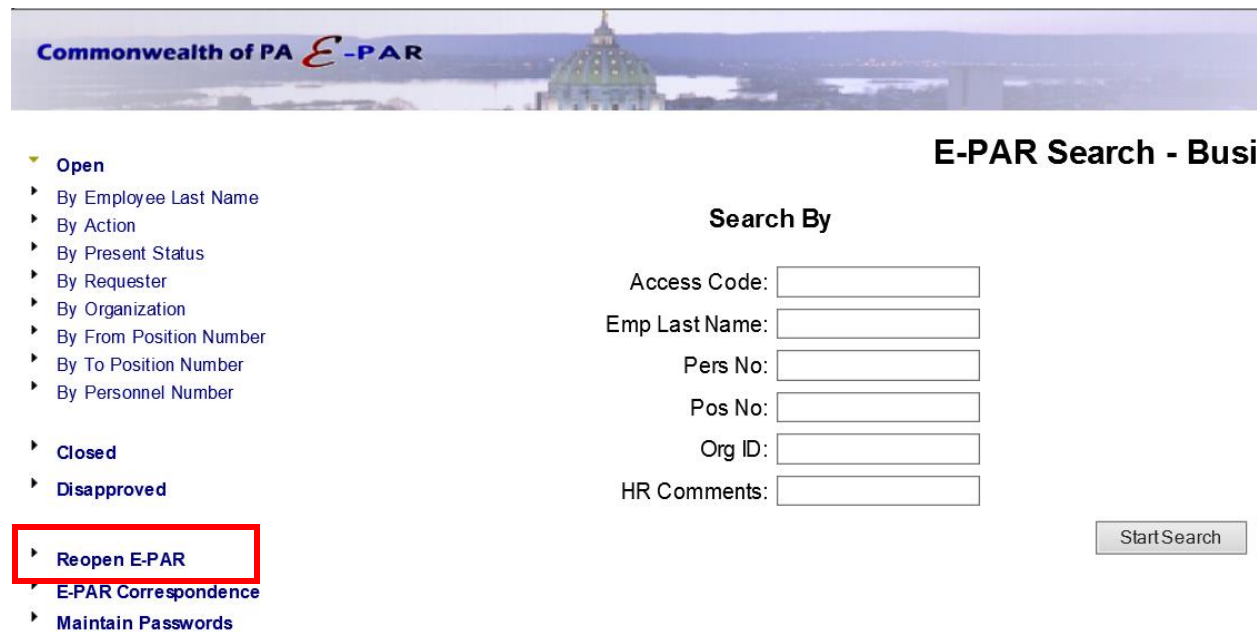
Once an E-PAR has been completed by the HR Service Center, agency HR offices have the ability to reopen the E-PAR for **30 days calendar days** after the completion date. One way for the agency HR office to reopen an E-PAR is through the EPAR Reporting Tool home page. An **EPAR Reporting Tool Manual** for accessing and using the EPAR Reporting Tool can be found at this website:

<https://www.hrm.oa.pa.gov/Pages/e-par.aspx>

Reasons agency HR offices may need to reopen an E-PAR include:

- Letter correction
- Transaction correction
- Additional information
- Forms submission

An E-PAR cannot be reopened if it has not been routed to and completed by the HR Service Center. Any E-PARs completed at the HR Resource Account or HR Office status cannot be reopened.



The screenshot shows the 'Commonwealth of PA E-PAR' header with a background image of the state capitol. On the left is a navigation menu with categories: Open, Closed, Disapproved, Reopen E-PAR (highlighted with a red box), E-PAR Correspondence, and Maintain Passwords. On the right is the 'E-PAR Search - Busi' section, which includes a 'Search By' area with input fields for Access Code, Emp Last Name, Pers No, Pos No, Org ID, and HR Comments. A 'Start Search' button is located at the bottom right of the search area.

Logout

Select the "Reopen E-PAR" link from the E-PAR Reporting home page.

Reopen E-PAR

Closed PAR Requests by HR Service Center (Last 30 Calendar Days) for Business Area: "75" and All: "All"

Total Count: **9**

Filter by Personnel Number:

Filter by Position Number:

PAR ID	Action	Requester	Employee	Pos No	Pers No	Closed By	Closed Date

- E-PARs that have been closed within the last 30 calendar days will display.
- E-PARs then can be filtered either by Personnel Number or Position Number.
- When the E-PAR is located, select the "Reopen" link in the far-right column.

[Reopen](#)

Requester/Comments: Kim Rodriguez - 7/22/2011 3:19:03 PM - Submitted
TEST

Please route through. Need screen shots.

HR Comments: Joseph Mangarella - 7/22/2011 3:21:12 PM - Move to
test

Kim Rodriguez - 7/22/2011 3:21:51 PM - Assign

Kim Rodriguez - 7/22/2011 3:22:25 PM - Complete PAR
TEST

PAR being closed.

Re-open Comments:

[Attach Documents](#)

Reopen Reason:
Select One
Letter Correction
Transaction Correction
Additional Information
Forms Submission

The E-PAR will display along with a "Reopen Comments" field at the bottom of the form. Please describe the reason your agency is reopening the E-PAR. To submit additional documents, select the "Attach Documents" link. Also, one of four options must be selected

from the drop-down list as a "Reopen Reason". Once all fields are complete and documents are attached, select the "Submit" button.

The E-PAR will reopen and route back to the HR Service Center. When the HR Service Center has processed and completed the reopened E-PAR, a second E-PAR completion summary will be emailed to the user who reopened the E-PAR and the agency HR resource account from which the E-PAR was originally sent.

If it has been over 30 days since the completion date, you will have to call the Agency Services Division of the HR Service Center to request the E-PAR be reopened. Agency Services can be reached by calling 877.242.6007 and selecting Option 1.