

ALT DISCIPLINE (ADLS)/SUSPENSION EPAR SUBMISSION GUIDE

Overview/Tips

Alternative Discipline In Lieu of Suspension (ADLS) replaces traditional suspension without pay. ADLS is discipline that carries the same weight as a suspension and is placed in the employee's personnel file; however, the employee still reports to work and receives pay. ADLS is mainly used for time & attendance, work performance, and corporate card misuse cases.

ADLS actions do not have any impact on pay, seniority or other benefits. If the EE has been suspended or their pay or benefits are being impacted, this type of EPAR should not be submitted to the HR Service Center.

An ADLS letter must be attached to the EPAR.

EPAR Form

The screenshot shows the E-PAR form interface. On the left, under 'Position Action:*', a list of actions is shown with 'Other - Please Explain' selected. On the right, under 'Employee Action:*', a list of actions is shown with 'Other - Please Explain' selected and a red box with the number '1' next to it. Below these, 'Other/Please Explain:' dropdown menus are shown. The left dropdown is set to 'SelectOne', and the right dropdown is set to 'AltDiscipline (ADLS)/Suspension' with a red box and the number '2' next to it. Below the dropdowns are empty text input fields. At the bottom, 'Position Number:' and 'Personnel Number:' fields are shown. The 'Personnel Number' field contains '00700109' and has a red box with the number '3' next to it. A 'Submit' button is located below the 'Personnel Number' field. A note at the bottom right states: '*To deselect an action, hold down the Ctrl key and click the action.'

- 1** Under Employee Action, Select Other - Please Explain.
- 2** Under Other/Please Explain, select Alt Discipline (ADLS)/Suspension.
- 3** Enter the Personnel Number and click Submit.

Alt Discipline (ADLS)/Suspension

PAR ID:	Alt Discipline (ADLS)/Suspension - 00813049 - Hr Anl 2 (Gen) - 50364609		
Name:	Renee	Brtalik	
Start Dt:	<input type="text"/> 1	End Dt:	<input type="text"/>
Pers No:	00700109	Pos No:	50364609
Org:	00813049 - EX Prgm SptDiv		
Job:	0502A - Human Resource Analyst2 (General)		
Emp Grp:	P	Emp Sub Grp:	F7
Earl RA Dt:	12/9/2017	Pers Subarea:	MA33
Description:*	<input type="text"/> 2		
Status:	Requester		
Submit to:	SelectOne		4
Your email:	rbrtalik@pa.gov	Attach Documents	3
SpwMgr email:	thjoh@pa.gov	<input type="button" value="EditEmail"/>	
HR email:	jfreysinge@pa.gov		
	<input type="button" value="Submit"/>		

*Indicates a Required Field

- 1 Enter effective date that the action should be entered.
- 2 Include a description of the reason the action is being entered including the level of the ADLS.
- 3 Attach ADLS letter to EPAR. (Required)
- 4 Choose appropriate option based on your agency's chain of approval and click submit.