

EE CDL UPDATE EPAR SUBMISSION GUIDE Commercial Driver's License Coding Update

Overview/Tips

This E-PAR is used to make any necessary updates regarding CDL relationships and requirements. The following infotypes may be updated during these requests:

- IT0002 – Employee CDL#
- IT0024 – CDL qualifications on an employee's record

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
- Request to Fill (Post Vacancy)
- Update Roles
- Other - Please Explain

Employee Action:*

- Separation
- Working Out of Class
- 1** Other - Please Explain

Description of Action:

Other - Please Explain

You may use this option if the action you would like to request is not listed above; however, you must select an action in the 'Other/Please Explain' dropdown.

Other/Please Explain:

Select One

2 EE CDL Update

Position Number:

Personnel Number:

3 00769545 X

Submit

*To deselect an action, hold down the Ctrl key and click the action.

[E-PAR Help](#)

- 1** Under Employee Action, Select Other - Please Explain.
- 2** Under Other/Please Explain, select EE CDL Update.
- 3** Enter the Personnel Number and click Submit.

EE CDL Update

PAR ID:

Name:

Start Dt: End Dt:

Pers No: Pos No: Pay Area:

Org:

Job:

Emp Grp: Emp Sub Grp: Pers Subarea:

Earl RA Dt:

Description:

*Indicates a Required Field

Status: **Requester**

Submit to:

Your email:

Spr/Mgr email:

HR email:

[Attach Documents](#)

1 Enter effective date in which requested changes should be made.

- 2** Include a description of all requested updates.
- Indicate what specific coding should be input on IT0024
 - Indicate if a CDL license needs input on IT0002
 - Indicate if different effective dates are being used for any of the infotypes other than what has been provided on the EPAR.

CDL coding:

- CDL License – 50411311
- CDL Employee Training – 50411362
- CDL Supervisor Training - 50411363

3 Choose appropriate option based on your agency’s chain of approval and click submit.

The following job codes require a Commercial Driver License (CDL):

Job Code	Job Name
00106301	BRIDGE INSPECTION CRANE TECHNICIAN
00106302	BRIDGE INSPECTION CRANE TECHNICIAN SUPERVISOR
00913600	TRANSPORTATION EQUIPMENT OPERATOR TRAINEE
00913800	TRANSPORTATION EQUIPMENT OPERATOR A
00914000	TRANSPORTATION EQUIPMENT OPERATOR B
00914005	TRANSPORTATION EQUIPMENT OPERATOR SPECIALIST
00914100	TUNNEL MAINTAINER
00914200	TUNNEL MAINTAINER SUPERVISOR
00921301	TRANSPORTATION EQUIPMENT OPERATOR INSTRUCTOR
00921302	TRAINING SITE ADMINISTRATOR
00923100	DRILL OPERATOR 1
00923200	DRILL OPERATOR 2
00600500	FSHG BTNG FCLTS MNTR
00601208	GAME LAND MNTC WRKR 2
00601209	GAME LAND MNTC SUPVR
00610200	FISH CLTRST 2
00695100	CORR EQUIP OP
00710400	DRVR LIC EXMNR
00710401	DRVR LIC CTR SUPVR

The requirement is added to these jobs by OA, Operations in the form of a relationship on the **job's** Relationships infotype (IT1001). The relationships are CDL License (50411311) and the CDL Employee training (50411362).

If the requirement is on the job, it is not necessary to request it be added to the position as it duplicates the requirement.

References

[PA Alert 2014-01 \(Clarification on Coding Commercial Driver License Qualifications for Employees/Positions and LSO\)](#)
[Personnel Rules \(MD 505.7\)](#)