

SPECIAL PAY ACTION EPAR SUBMISSION GUIDE

Overview/Tips

This EPAR form is used to for special pay actions including but not limited to supplemental one-time payments, retention payments, and lump sum payments.

EPAR Form

The screenshot shows a web form with the following elements:

- Employee Action:*** A dropdown menu with three options: "Separation", "Working Out of Class", and "Other - Please Explain". The "Other - Please Explain" option is highlighted in blue and has a red box with the number "1" next to it.
- Other/Please Explain:** A dropdown menu with one visible option: "Spcl Pay Action". This option is highlighted in light pink and has a red box with the number "2" next to it.
- Personnel Number:** An input field containing the text "00710073". The input field and the text are highlighted with a red box, and a red box with the number "3" is next to it.
- A "Submit" button is located below the Personnel Number field.
- A note at the bottom of the form reads: "*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 Spcl Pay Action.
- 3** Enter the Personnel Number and click Submit.

Spcl Pay Action

PAR ID:	Spcl Pay Action - 00813045 - Hr Anl 1 (Gen) - 50364631		
Name:	Ashley	Nedimyer	
Start Dt:	<input type="text"/>	1	End Dt: <input type="text"/>
Pers No:	00710073	Pos No:	50364631
Org:	00813045 - EX HRSC Agcy Srvs Div		
Job:	0501A - Human Resource Analyst 1 (General)		
Emp Grp:	P	Emp Sub Grp:	F7
Earl RA Dt:	12/10/2016	Pers Subarea:	MA33
Description:	<div style="border: 1px solid red; padding: 5px;"><p>Action Type: Supplemental One-Time Payment (Action Type ZQ) Reason for Action: Action Reason 41 (Physn QAP/Nrs Retention) Wage Type: 5706 (Nurse Retention Pmt) Payment Amount: SEIU-HCPA (P4) - \$1,000.00 Successfully completed probationary period 1/22/2021</p></div>		
Status:	Requester		
Submit to:	Select One	3	
Your email:	anedimyer@pa.gov		Attach Documents
Spv/Mgr email:	acrumlich@pa.gov	<input type="button" value="Edit Email"/>	
HR email:	jfreysinge@pa.gov		
<input type="button" value="Submit"/>			

*Indicates a Required Field

- 1 Enter the effective date that the requested payment should be made.
- 2 Include a detailed explanation including the following and attach any necessary approvals.
 - Reason for action
 - Wage Type
 - Payment Amount
- 3 Choose appropriate option based on your agency's chain of approval and click submit.