

OTHER – AIDE TO EPAR SUBMISSION GUIDE

Overview/Tips

This EPAR form is used to add the Aide-to role that allows the position holder to aide an executive-level individual by approving time and leave workflow on their behalf.

EPAR Form

The screenshot shows the Commonwealth of PA E-Par form interface. The 'Position Action:*' dropdown menu is open, with 'Other - Please Explain' selected and highlighted in blue. A red box with the number '1' is placed next to this selection. Below the dropdown, the 'Other/Please Explain:' field has a dropdown menu with 'Aide-to' selected, also highlighted with a red box and the number '2'. The 'Position Number:' field contains the text '50595051' and is highlighted with a red box and the number '3'. The 'Employee Action:*' dropdown menu is also visible, with options 'Separation', 'Working Out of Class', and 'Other - Please Explain'. The 'Personnel Number:' field is empty. A 'Submit' button is located at the bottom right of the form. A note at the bottom right states: '*To deselect an action, hold down the Ctrl key'.

- 1** Under Position Action, Select Other - Please Explain.
- 2** Under Other/Please Explain, select Aide-to.
- 3** Enter the Position Number of the subordinate and click Submit.

Aide-to

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:

Spw/Mgr email:

HR email:

[Attach Documents](#)

- Enter the effective date that the Aide-to relationship should be added or removed.
- Identify the other position in the Aide-to relationship and justification for the request.
- Choose appropriate option based on your agency's chain of approval and click submit.