

OTHER DESCRIBE BELOW - EPAR SUBMISSION GUIDE

Overview/Tips

This option should be used **ONLY IF** the action you would like to request is not listed on the E-PAR Selection page.

If no applicable E-PAR action is listed, select "Other – Describe below." When this option is chosen, a custom description is required for the E-PAR action in the unnamed field located immediately above the Position Number.

E-PARs that require OA Classification approval cannot be processed using an Other – Please Explain action.

EPAR Form

The screenshot shows the E-PAR form interface. At the top, it says "Commonwealth of PA E-PAR". The form is divided into two main columns. The left column has a "Position Action:" dropdown menu with options: "Change Supervisor Position", "Create a Position", "Delimit a Position", "Fill a Vacant Position", "Reclassify/Reallocate a Filled Position", "Reclassify/Reallocate a Vacant Position", "Update Roles", and "Other - Please Explain" (highlighted with a red box and a '1' in a red box). Below this is an "Other/Please Explain:" dropdown menu with "Other - Describe below" selected (highlighted with a red box and a '2' in a red box). Below that is a text input field with "Update Task on Position" (highlighted with a red box and a '3' in a red box). At the bottom left is a "Position Number:" text input field with "00300588" (highlighted with a red box and a '4' in a red box). The right column has an "Employee Action:" dropdown menu with options: "Separation", "Working Out of Class", and "Other - Please Explain". Below this is another "Other/Please Explain:" dropdown menu with "Select One" selected. Below that is an empty text input field. At the bottom right is a "Personnel Number:" text input field. A "Submit" button is located at the bottom right of the form. A note at the bottom right says "*To deselect an action, hold down the Ctrl ke".

- 1** Under Position Action, Select Other - Please Explain.
- 2** Under Other/Please Explain, select Other – Describe Below.
- 3** Enter a Description of the type of EPAR you are submitting.
- 4** Enter the Position Number and click Submit.

Update Task on Position

PAR ID:	Update Task on Position - 00181630 - Clk 2 - 00300588		
Name:			
Start Dt:	<input type="text"/> 1	End Dt:	<input type="text"/>
Pers No:	<input type="text"/>	Pos No:	00300588
Pay Area:	<input type="text"/>		
Org:	00181630 - RV Cstmr Exp Ctr Txpyr Serv Info Ctr		
Job:	00120 - Clerk 2		
Emp Grp:	<input type="text"/>	Emp Sub Grp:	<input type="text"/>
Pers Subarea:	<input type="text"/>		
Earl RA Dt:	<input type="text"/>		
Description:*	<input type="text"/> 2		
*Indicates a Required Field			
Status:	Requester		
Submit to:	<input type="text"/> Select One 3		
Your email:	<input type="text"/> rbrtalik@pa.gov	Attach Documents	
SpwMgr email:	<input type="text"/> thjoh@pa.gov	<input type="button" value="EditEmail"/>	
HR email:	<input type="text"/> jfreysinge@pa.gov		
<input type="button" value="Submit"/>			

- 1 Enter effective date in which requested changes should be made.
- 2 Include a description of all requested updates and attach any documents to EPAR.
- 3 Choose appropriate option based on your agency's chain of approval and click submit.