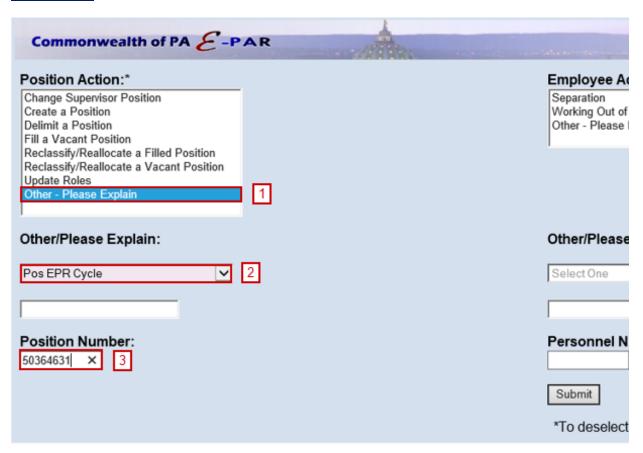**pennsylvania**
HR SERVICE CENTER

POS EPR CYCLE EPAR SUBMISSION GUIDE
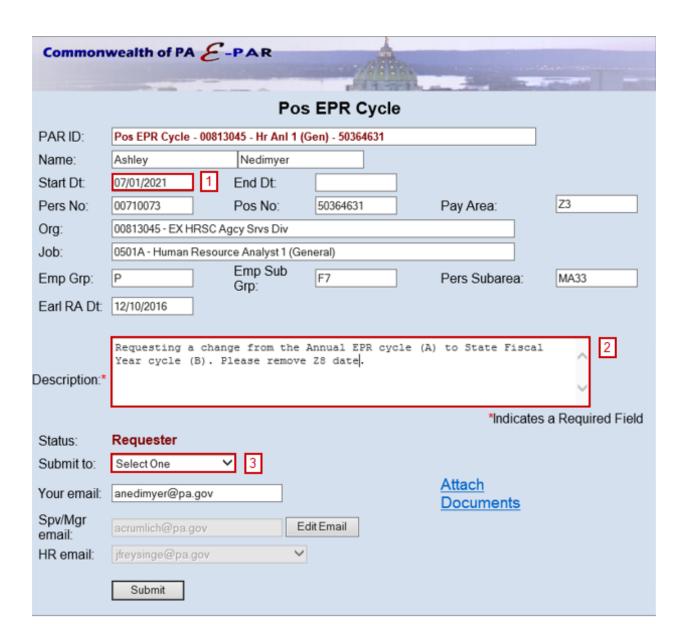
Overview/Tips

This EPAR form is used to update the EPR Cycle on the Detail Position Attribute infotype on the position.
- Fiscal Year should be specified as State Fiscal Year (B) or Federal Fiscal Year (D)
- Permanent employees in positions with Performance Cycle A receive a Z8 date on IT0041.

EPAR Form

1   Under Position Action, Select Other - Please Explain.

2   Under Other/Please Explain, select Pos EPR Cycle.

3   Enter the Position Number and click Submit.

Pos EPR Cycle

PAR ID: Pos EPR Cycle - 00813045 - Hr Anl 1 (Gen) - 50364631

Name: Ashley | Nedimyer

Start Dt: 07/01/2021 [1] End Dt:

Pers No: 00710073 | Pos No: 50364631 | Pay Area: Z3

Org: 00813045 - EX HRSC Agcy Srvs Div

Job: 0501A - Human Resource Analyst 1 (General)

Emp Grp: P | Emp Sub Grp: F7 | Pers Subarea: MA33

Earl RA Dt: 12/10/2016

Description:* Requesting a change from the Annual EPR cycle (A) to State Fiscal Year cycle (B). Please remove Z8 date. [2]

*Indicates a Required Field

Status: **Requester**

Submit to: Select One [3]

Your email: anedimyer@pa.gov

Attach Documents

Spv/Mgr email: acrumlich@pa.gov | Edit Email

HR email: jfreysinge@pa.gov

Submit

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[1] Enter the effective date that the update should be made.

[2] Identify the new performance cycle in the description field. The options are listed in the table to the right.
If a permanent position is filled and the performance cycle code is being changed to A, a Z8 date will be added to IT0041. If it is being changed from A to another code, the Z8 date will be removed from IT0041.

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

References
Management Directive 540.7

Cycle Code	Short Description
A	Annual EPR Date
B	State Fiscal Year
C	Calendar Year
D	Federal Fiscal Year
E	February Cycle
F	March Cycle
G	April Cycle
H	May Cycle
I	June Cycle
J	August Cycle
K	September Cycle
L	November Cycle
M	December Cycle
	Undefined