

OTHER POSITION - MISCELLANEOUS 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.

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

EPAR Form

The screenshot shows the Commonwealth of PA E-PAR form. The 'Position Action*' dropdown menu is open, with 'Other - Please Explain' selected and highlighted in blue. A red box with the number '1' is next to this selection. Below this, the 'Other/Please Explain:' dropdown menu is set to 'Miscellaneous', also highlighted in blue with a red box and the number '2'. The 'Position Number:' field contains '00300568' with a red box and the number '3' next to it. The 'Employee Action*' dropdown menu is set to 'Other - Please Explain'. The 'Other/Please Explain:' dropdown menu is set to 'Select One'. A 'Submit' button is located at the bottom right. A note at the bottom right states: '*To deselect an action, hold down the Ctrl'.

1 Under Position Action, Select Other - Please Explain.

2 Under Other/Please Explain, select Miscellaneous.

3 Enter the Position Number and click Submit.

Miscellaneous

| | | | |
|---------------------------------------|---|--|----------------------|
| PAR ID: | Miscellaneous - 00182000 - Tx Seasn Clk - 00300568 | | |
| Name: | <input type="text"/> | | |
| Start Dt: | <input type="text"/> 1 | End Dt: | <input type="text"/> |
| Pers No: | <input type="text"/> | Pos No: | 00300568 |
| Pay Area: | <input type="text"/> | | |
| Org: | 00182000 - RV lmg and Doc Mgmt Dir Sff | | |
| Job: | 00006 - Tax Season Clerk | | |
| 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 |
| Status: | Requester | | |
| Submit to: | <input type="text" value="SelectOne"/> 3 | | |
| Your email: | <input type="text" value="rbtalik@pa.gov"/> | Attach Documents | |
| SpwMgr email: | <input type="text" value="thjoh@pa.gov"/> | <input type="button" value="EditEmail"/> | |
| HR email: | <input type="text" value="jfreysinge@pa.gov"/> | | |
| <input type="button" value="Submit"/> | | | |

*Indicates a Required Field

- 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.