POSITION REVIEW EPAR SUBMISSION GUIDE

Overview/Tips

This PAR form should be used to update the Classification Review Date found on the position's Detail Position Attributes.

This date should be updated after an agency reviews that the classification of the position is correct.

This PAR form can be used for both vacant and filled positions. There are no employee actions associated with this update.

EPAR Form

1   Under Position Action, Select Other - Please Explain.

2   Under Other/Please Explain, select Position Review.

3   Enter the Position Number and click Submit.

Position Review

PAR ID:	Position Review - 00813049 - Hr Asst 1 - 50364655
Name:	
Start Dt:	[1] End Dt:
Pers No:	Pos No: 50364655 Pay Area:
Org:	00813049 - EX Prgm Spt Div
Job:	05620 - Human Resource Assistant 1
Emp Grp:	Emp Sub Grp: Pers Subarea:
Earl RA Dt:	

Description:* [2]

*Indicates a Required Field

Status:	Requester
Submit to:	Select One [3]
Your email:	coulucas@pa.gov Attach Documents
Spv/Mgr email:	jpalmer@pa.gov Edit Email
HR email:	mbellamy@pa.gov

Submit

[1] Enter start date new Detail Position Attributes record should be created on the position.

[2] Enter the new Classification Review Date.

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

References
Management Directive 520.06 Amended (Position Classification)
Management Directive 520.10 (Position Descriptions)