

## **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**

The screenshot displays the 'Commonwealth of PA E-PAR' interface. It features two main columns of dropdown menus and text input fields. On the left, the 'Position Action:\*' dropdown is open, with 'Other - Please Explain' selected and highlighted by a red box labeled '1'. Below it, the 'Other/Please Explain:' dropdown is also open, with 'Position Review' selected and highlighted by a red box labeled '2'. At the bottom left, the 'Position Number:' text box contains '50364655' and is highlighted by a red box labeled '3'. On the right, the 'Employee Action:\*' dropdown is open, showing 'Separation', 'Working Out of Class', and 'Other - Please Explain'. Below it, the 'Other/Please Explain:' dropdown is closed and shows 'Select One'. At the bottom right, there is a 'Personnel Number:' text box and a 'Submit' button. A note at the bottom right states: '\*To deselect an action, hold down the (

**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:	<input type="text" value="1"/>	End Dt:	<input type="text"/>
Pers No:	<input type="text"/>	Pos No:	50364655
Pay Area:	<input type="text"/>		
Org:	00813049 - EX Prgm Spt Div		
Job:	05620 - Human Resource Assistant 1		
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" value="2"/>		
*Indicates a Required Field			
Status:	Requester		
Submit to:	<input type="text" value="Select One"/>	<input type="text" value="3"/>	
Your email:	<input type="text" value="coulucas@pa.gov"/>	<a href="#">Attach Documents</a>	
Spv/Mgr email:	<input type="text" value="jpalmer@pa.gov"/>	<input type="button" value="Edit Email"/>	
HR email:	<input type="text" value="mbellamy@pa.gov"/>		
	<input type="button" value="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 \(Position Descriptions\)](#)