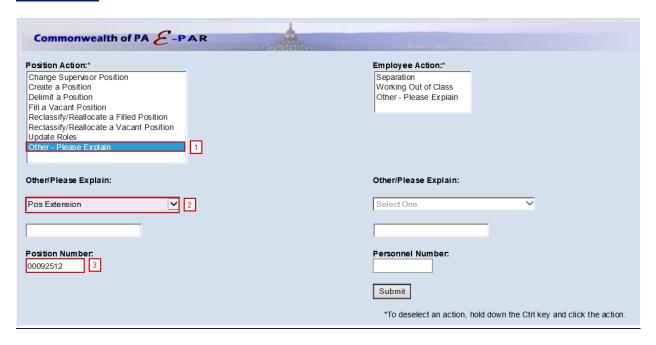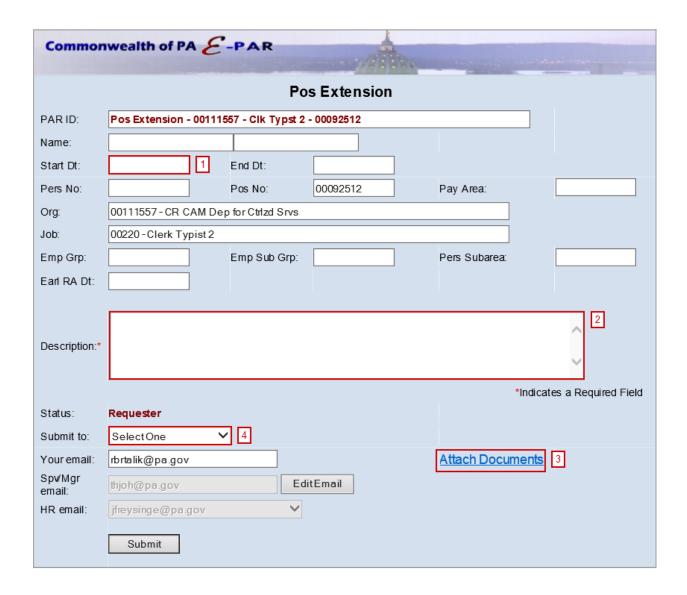## POSITION EXTENSION EPAR SUBMISSION GUIDE

Overview/Tips

This E-PAR is used to make a request to extend a current filled or vacant position with an expiration date on your agency's authorized complement.

EPAR Form

Commonwealth of PA E-PAR

Position Action:*
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
Other - Please Explain   1

Other/Please Explain:
Pos Extension   2

Position Number:
00092512   3

Employee Action:*
Separation
Working Out of Class
Other - Please Explain

Other/Please Explain:
Select One

Personnel Number:

Submit

*To deselect an action, hold down the Ctrl key and click the action.

[1] Under Position Action, Select Other - Please Explain.

[2] Under Other/Please Explain, select Pos Extension.

[3] Enter the Position Number and click Submit.

Pos Extension

PAR ID:	**Pos Extension - 00111557 - Clk Typst 2 - 00092512**
Name:	
Start Dt:	☐ [1] End Dt:
Pers No:	Pos No: 00092512 Pay Area:
Org:	00111557 - CR CAM Dep for Ctrlzd Srvs
Job:	00220 - Clerk Typist 2
Emp Grp:	Emp Sub Grp: Pers Subarea:
Earl RA Dt:	
Description:*	[2]

*Indicates a Required Field

Status: **Requester**

Submit to: Select One [4]

Your email: rbrtalik@pa.gov

Attach Documents [3]

Spv/Mgr email: thjoh@pa.gov   Edit Email

HR email: jfreysinge@pa.gov

Submit

[1] Enter effective date in which requested changes should be made.

[2] Include a description of all requested updates.

- Expiration Date: The position's new expiration date.

- Approval: HR office must indicate approval of project & budget extension has been granted.

[3] Attach OA's approval of position extension request, which includes new position expiration date.

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

References

Complement Management Page on OA Website