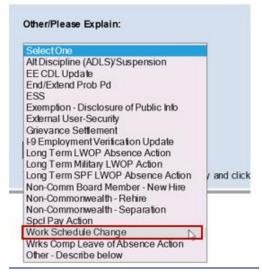## WORK SCHEDULE CHANGE EPAR SUBMISSION GUIDE

Overview/Tips

Determine whether work schedule change will be less than 60 days, due to benefit impact.

EPAR Form

1 Highlight Other – Please Explain under Employee Actions.

2 Select Work Schedule Change under Other/Please Explain.

3 Enter Personnel Number of employee whose work schedule is changing and click Submit.

Employee Information

   Start Dt: Effective date of change; Saturday (Z2, T2, Z3 or T3) or Sunday (Z1)

   End Dt: If the change is temporary, enter the end date; elsewise, enter 12/31/9999

   Description box:
- Enter new work schedule rule
- Indicate if there are any time management status (TMS) changes
- Notate if this change is expected to be less than 60 days
- Refer to work schedule look up tool

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

References
Personnel Rules
Benefit Alert 2015-02 (Work Schedule Change less than 60 days)