

## 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

The screenshot shows the E-PAR form interface. On the left, the 'Position Action:' dropdown menu is open, listing various actions. On the right, the 'Employee Action:' dropdown menu is open, with 'Other - Please Explain' highlighted and marked with a red box and the number 1. Below this, the 'Other/Please Explain:' dropdown menu is also open, with 'Work Schedule Change' highlighted and marked with a red box and the number 2. The 'Personnel Number:' text input field is marked with a red box and the number 3. A 'Submit' button is located at the bottom right of the form.

This is a close-up view of the 'Other/Please Explain:' dropdown menu. The menu is open, showing a list of options. The option 'Work Schedule Change' is highlighted with a red box. Other options include 'All Discipline (ADLS)/Suspension', 'EE CDL Update', 'End/Extend Prob Pd', 'ESS', 'Exemption - Disclosure of Public Info', 'External User-Security', 'Grievance Settlement', 'I-9 Employment Verification Update', 'Long Term LWOP Absence Action', 'Long Term Military LWOP Action', 'Long Term SPF LWOP Absence Action', 'Non-Comm Board Member - New Hire', 'Non-Commonwealth - Rehire', 'Non-Commonwealth - Separation', 'Spcl Pay Action', 'Wrks Comp Leave of Absence Action', and 'Other - Describe below'.

- 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

Commonwealth of PA **E-PAR**

PAR ID: - 00813045 - Hr Anl 3 (Gen) - 50359170

Name: Courtney Lucas

Start Dt:  1 End Dt:  2

Pers No: 00603690 Pos No: 50359170 Pay Area: Z3

Org: 00813045 - EX HRSC Agcy Svcs Div

Job: 0503A - Human Resource Analyst 3 (General)

Emp Grp: P Emp Sub Grp: F7 Pers Subarea: MA33

Earl RA Dt: 12/10/2016

Description:  3

\*Indicates a Required Field

Status: **Requester**

Submit to:  Select One 4

Your email: coulucas@pa.gov [Attach Documents](#)

Spw/Mgr email: jpalmer@pa.gov

HR email: ra-oapar@pa.gov

- 1 Start Dt: Effective date of change; Saturday (Z2, T2, Z3 or T3) or Sunday (Z1)
- 2 End Dt: If the change is temporary, enter the end date; otherwise, enter 12/31/9999
- 3 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
- 4 Choose appropriate option based on your agency's chain of approval and click submit.

## References

[Personnel Rules](#)

[Benefit Alert 2015-02 \(Work Schedule Change less than 60 days\)](#)