

## **END/EXTEND PROB EPAR SUBMISSION GUIDE**

### **Overview/Tips**

Use this process when an employee has successfully **completed** his/her probationary period, or the evaluation has been submitted to HR for processing.

Also use this process when a probationary period needs to be **extended**. The effective date of an extension of prob action should be the date at the top of the letter provided to the employee. Letters are required for extension of prob actions and should be attached to the PAR except for:

- Seasonal Fish and Boat employees
- EAW's who need 975 hours before they can be moved to regular status
- TEOA extension of prob based on the side letter dated 10/15/2019
- Extension for an employee out on LWOP – if a letter was provided to the employee, it should be included with the PAR, otherwise, one is not required.

### **EPAR Form**

The screenshot shows a web form with the following elements:

- Employee Action: \*** A dropdown menu with three options: "Separation", "Working Out of Class", and "Other - Please Explain". The "Other - Please Explain" option is highlighted with a red box and a red "1" next to it.
- Other/Please Explain:** A dropdown menu with the option "End/Extend Prob Pd" selected. This dropdown is highlighted with a red box and a red "2" next to it. Below it is an empty text input field.
- Personnel Number: \*** A text input field containing the number "00710073", highlighted with a red box and a red "3" next to it.
- A "Submit" button.
- A note at the bottom: "\*To deselect an action, hold down the Ctrl key an

- 1** Select Other – Please Explain
- 2** Select End/Extend Prob Pd
- 3** Enter the personnel number of the employee and select Submit.

## END of Probationary Period

**Commonwealth of PA E-PAR**

---

**End/Extend Prob Pd**

PAR ID:

Name:

Start Dt:  **1** End Dt:  **2**

Pers No:  Pos No:  Pay Area:

Org:

Job:

Emp Grp:  Emp Sub Grp:  Pers Subarea:

Earl RA Dt:

Description:\*  **3**

\*Indicates a Required Field

Status: **Requester**

Submit to:  **5**

Your email:

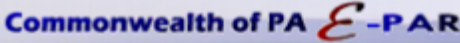

Spv/Mgr email:

HR email:

[Attach Documents](#) **4**

- 1** Start Date should be the day after the Date of Task on IT0019 in SAP.
- 2** Enter 12/31/9999 in the End Date box.
- 3** Include any additional instructions in the Description box.
- 4** Attach Documents: Attach any relevant documents.
- 5** Choose appropriate option based on your agency's chain of approval.

## EXTENSION of Probationary Period

### End/Extend Prob Pd

PAR ID:

Name:

Start Dt:  1 End Dt:  2

Pers No:  Pos No:  Pay Area:

Org:

Job:

Emp Grp:  Emp Sub Grp:  Pers Subarea:

Earl RA Dt:

Description:  3

\*Indicates a Required Field

Status: **Requester**

Submit to:  5

Your email:  Attach Documents 4

Spv/Mgr email:

HR email:

- 1 The start date should be the date on the letter provided to the employee (The date the employee was notified their prob period is being extended).
- 2 The end date should be the new end of prob as identified in the letter.
- 3 Include any additional instructions in the Description box.
- 4 Attach a copy of the letter provided to the employee if required. See exemptions at the beginning of this guide.
- 5 Choose appropriate option based on your agency's chain of approval.

### **References**

[Personnel Rules \(MD 505.7 Amended\)](#)  
[Civil Service Rules](#)  
[Contracts by Bargaining Unit](#)