

REASSIGNMENT EPAR SUBMISSION GUIDE

Overview/Tips

This E-PAR is used to reassign an employee into a vacant position which falls within the same pay range as the position the employee currently works in.

A reassignment can include many scenarios, for example (but not limited to): permanent full-time to permanent full-time, permanent part-time, non-permanent, salary to wage, etc.

Reassignments can be within the same agency or a transfer between agencies.

EPAR Form

The screenshot shows the E-PAR form interface. The 'Position Action*' dropdown menu is open, with 'Fill a Vacant Position' selected and highlighted in blue. A red box with the number '1' is placed next to this selection. Below the dropdown, the 'Position Number' field contains '00230935' and is also highlighted with a red box and the number '2'. The 'Employee Action*' dropdown is set to 'Other - Please Explain'. The 'Description of Action' section is expanded to show the details for 'Fill a Vacant Position'. A 'Submit' button is located at the bottom of the form. A note at the bottom states: '*To deselect an action, hold down the Ctrl key and click the action.'

1 Select Fill a Vacant Position under the Position Action menu.

2 Position number the employee will be reassigned into and Click Submit.

Commonwealth of PA **E-PAR**

Fill a Vacant Position

Enter SSN of Candidate:

or

Enter Personnel Number of Candidate:

Input employee's personnel number and click continue.

Commonwealth of PA **E-PAR**

The candidate you have entered is currently employed with the Commonwealth in the following position:

Name	Pers Area	Position No	Org ID	Org Name	Job Cd	Job Name
Gregory Calhoun	Transportation	00059474	00081010	TR Armstrong Co	91380	Trnspt Equip Opr A

Will the candidate remain active in his/her current position?

Verify employee's information listed matches the individual you intend to reassign.

Select No and click Continue.

Employee Information

PAR ID:

Emp Action:

Name:

Pers No: Proposed Eff. Dt:

Earl RA Dt: (mm/dd/yyyy)

Verify employee's name and personnel number are correct. Input action Effective date.

Determine **preferred** effective date: Saturday or Sunday (the first day of the pay period) depending on the pay area. If an employee is changing pay areas, the effective date should reflect the day after the end of the pay period of the position that is being vacated.

Vacancy Information

Current					
Pos No:	00059474				
Org ID:	00081010	Org Name:	TR Armstrong Co		
Job Cd:	91380	Job Name:	Trnspt Equip Opr A		
Pers Subarea:	AJ11	Cont. Type:	NCS - Prob (union) ▼	Pay Area:	T3
Emp Grp:	P	Emp Sub Grp:	F7	Conf Ind:	<input type="checkbox"/>
Pay Grp:	ST03	Pay Lvl:	04		
Proposed					
Pos No:	00230935	Org Name:	TR York Co		
Org ID:	00080840	Job Name:	Transportation Equipment Operator A		
Job Cd:	91380	Cont. Type:	Select One ▼ 1	Pay Area:	T3 ▼ 2
Pers Subarea:	AJ11	Emp Sub Grp:	F7 - Fulltime 75 ▼	Conf Ind:	<input type="checkbox"/> 3
Emp Grp:	P - Permanent ▼	Pay Lvl:	4		
Pay Grp:	ST03 4	Pay Term:	Select One ▼ 5		
Pay Rate:	5	Will employee work 30 or more hours per week and 1,560 hours within the next 12 months?	Yes ▼ 6		

Verify all prepopulated information is correct. Fill in appropriate fields as described below.

- 1 Contract type (Civil Service, Non-Civil Service, Unclassified, etc.) of the new job code according to PO03D, Detail Job Attributes.
 - Choose the appropriate status (emergency, probationary, regular, etc.)
 - Some job codes can be either Civil Service (CS) or Non-Civil Service (NCS) - Confirm the correct status type with your HR Office
- 2 Appropriate pay area for your agency
- 3 Select this box if the position should be classified as Confidential.
 - Bargaining unit covered positions classified as Confidential do not earn seniority or pay union dues/fair share.
 - Management employees do not earn seniority, and therefore should not be classified as Confidential.
- 4 Pay group will pre-populate based on job class. Enter proper/approved pay level. Attach above minimum approval if applicable. This should reflect the same pay group and pay level in a reassignment.
- 5 Enter pay rate and term. Perm FT should reflect biweekly. Perm PT, Non-Perm, Per diem, and annuitant should reflect hourly.
- 6 Select Yes or No. Answering "Yes" to this question will make this employee eligible for Bronze Plan health benefits immediately upon hire. Verify projected benefit eligibility before selecting this option
 - Employee must be working **30 hours per week AND 1,560 hours within the next 12 months** in order to answer Yes to this question. Determines if employee should be offered benefits and should be analyzed **carefully**.

HR Information

[Hide HR Fields](#)

Action Type: Action Reason: 1

Action Reason 2: 1

CS Cert: 2 NCS Req No: 2

Time Admin Code: 3

Work Sched Rule: 4

*Description: 5

Status: **Requester**

Submit to: 6 [Attach Documents](#)

Your email:

Spv/Mgr email:

HR email:

- 1 Choose the appropriate Action Reasons from the drop-down menus.
 - The two most frequent selections for Action Reason 1 are:
 - 01 – Standard Payrate; used when there is no change in pay group and pay level
 - 02 – Payrate Exception; used in the case of a reassignment when an employee is changing pay schedules (ex. CO to ST)
 - Action Reason 2 options for a reassignment action:
 - 03 – Jobs Different, Position Different; this should be selected when an employee is changing job class and position number
 - 04 – Jobs Same, Position Different; this should be selected when an employee is staying in the same job class but the position number is changing
- 2 Input either a CS Cert # or NCS Req # depending on contract type.
 - If the contract type reflects Civil Service a CS cert # is **required**.
 - Appropriate NCS Req# of senior level approval if required
- 3 3-digit timekeeper code to provide access to employee's time records
- 4 Input appropriate Work Schedule Rule.
 - Specify if Additional Time ID field should be blank
 - Utilize the work schedule look up tool
 - Add any exceptions to the description field.
- 5 Include a description of all requested updates.
- 6 Choose appropriate option based on your agency's chain of approval and click submit.

References

[Personnel Administration Alert 2011-04 \(Appointment, Transfer, Leave Without Pay and Separation Action Effective Dates\)](#)

[Standard to Management Pay Schedule Rules Memo \(issued 4/1/14\)](#)

[Personnel Rules \(MD 505.7 Amended\)](#)

[Civil Service Rules](#)

[Management Directive 515.2 \(Transfer of Employees from One Agency to Another\)](#)

[Management Directive 530.11 \(Benefit Eligibility of Permanent and Nonpermanent Employees\)](#)