

## ESS EPAR SUBMISSION GUIDE

### Overview/Tips

This type of EPAR should be submitted to have updates made to the ESS indicators on the position and employee records if the employee no longer prefers to receive their pay statement via ESS. This EPAR would also be submitted if the EE is receiving pay statements by mail and chooses to receive electronic statements instead.

This type of update involves updates on both IT9105 (Detail Position Attributes) of the position and IT0655 (ESS Settings Rem Statement) of the employee record.

### EPAR Form

The screenshot shows the 'Commonwealth of PA E-PAR' form. It has two columns of fields. On the left, under 'Position Action:\*', a dropdown menu is open with 'Other - Please Explain' selected. Below it is an 'Other/Please Explain:' dropdown with 'Select One' chosen. At the bottom left is a 'Position Number:' text box. On the right, under 'Employee Action:\*', a dropdown menu is open with 'Other - Please Explain' selected. Below it is an 'Other/Please Explain:' dropdown with 'ESS' chosen. At the bottom right is a 'Personnel Number:' text box containing '00700109'. A 'Submit' button is at the bottom center. A note at the bottom right says '\*To deselect an action, hold down the Ctrl key and click'. Red boxes with numbers 1, 2, and 3 highlight the 'Other - Please Explain' dropdown, the 'ESS' dropdown, and the 'Personnel Number' text box respectively.

**1** Under Employee Action, Select Other - Please Explain.

**2** Under Other/Please Explain, select ESS.

**3** Enter the Personnel Number and click Submit.

**ESS**

PAR ID: **ESS - 00813049 - Hr Anl 2 (Gen) - 50364609**

Name:

Start Dt:  **1** End Dt:

Pers No:  Pos No:  Pay Area:

Org:

Job:

Emp Grp:  Emp Sub Grp:  Pers Subarea:

Earl RA Dt:

Description:\*

**2**

\*Indicates a Required Field

Status: **Requester**

Submit to:  **3**

Your email:

SpwMgr email:

HR email:

[Attach Documents](#)

- 1** Enter effective date in which requested changes should be made.
- 2** Include a description of all requested updates. This type of update should be made on both IT9105 (Detail Position Attributes) of the position and IT0655 (ESS Settings Rem Statement) of the employee record.
- 3** Choose appropriate option based on your agency's chain of approval and click submit.