

## **EXEMPTION - DISCLOSURE OF PUBLIC INFO EPAR SUBMISSION GUIDE**

### **Overview/Tips**

The Exemption from Disclosure of Public Information checkbox is used to exclude employees from disclosure of public information requests.

There are two types of exemptions: Full Exemption OR Home Address Only. The approval will specify which type should be entered.

### **EPAR Form**

The screenshot shows the Commonwealth of PA E-Par form. The form is titled "Commonwealth of PA E-Par" and features a background image of a building. The form is divided into two main columns. The left column contains the "Position Action:" dropdown menu, which is currently set to "Other - Please Explain". Below this is the "Other/Please Explain:" dropdown menu, which is currently set to "Select One". The right column contains the "Employee Action:" dropdown menu, which is currently set to "Other - Please Explain". Below this is the "Other/Please Explain:" dropdown menu, which is currently set to "Exemption - Disclosure of Public Info". The "Personnel Number:" field is currently set to "00700109". A "Submit" button is located at the bottom right of the form. A note at the bottom right of the form states: "\*To deselect an action, hold down the Ctrl key and".

- 1** Under Employee Action, Select Other - Please Explain.
- 2** Under Other/Please Explain, select Exemption – Disclosure of Public Info.
- 3** Enter the Personnel Number and click Submit.

**Exemption - Disclosure of Public Info**

PAR ID:	Exemption - Disclosure of Public Info - 00813049 - Hr Anl 2 (Gen) - 50364609				
Name:	Renee	Brtalik			
Start Dt:	<input type="text" value="1"/> 1	End Dt:	12/31/9999		
Pers No:	00700109	Pos No:	50364609	Pay Area:	Z3
Org:	00813049 - EX Prgm SptDiv				
Job:	0502A - Human Resource Analyst2 (General)				
Emp Grp:	P	Emp Sub Grp:	F7	Pers Subarea:	MA33
Earl RA Dt:	12/10/2016				
Description:*	<input type="text" value=""/>			<input type="text" value="2"/>	
*Indicates a Required Field					
Status:	Requester				
Submit to:	SelectOne	<input type="text" value="3"/>			
Your email:	rbrtalik@pa.gov		<a href="#">Attach Documents</a>		
SpwMgr email:	thjoh@pa.gov	<input type="button" value="EditEmail"/>			
HR email:	jfreysinge@pa.gov				
<input type="button" value="Submit"/>					

- 1** Enter effective date in which requested changes should be made.
- 2** Include a description of all requested updates.
  - Specify if fully exempt or just home address exempt
- 3** Choose appropriate option based on your agency's chain of approval and click submit.

**References**

[Management Directive 205.36 \(Right-to-Know Law Compliance\)](#)

[Information Technology Policy SEC019 \(Policy and Procedures for Protecting Commonwealth Electronic Data\)](#)