

FIN DISCLOSURE OVRD/UPDATE EPAR SUBMISSION GUIDE

Overview/Tips

This E-PAR is used to assign a financial disclosure filing task designation to a position that does not already have the relationship assigned to the position's job classification.

Verify that a financial disclosure task is not already present on the position's job classification **before** submitting this EPAR.

EPAR Form

The screenshot shows the Commonwealth of PA E-PAR form interface. At the top, it says "Commonwealth of PA E-PAR". The form is divided into two main columns: "Position Action:*" and "Employee Action:*".

Position Action:*

- Change Supervisor Position
- Create a Position
- Delimit a Position
- Fill a Vacant Position
- Reclassify/Reallocate a Filled Position
- Reclassify/Reallocate a Vacant Position
- Update Roles
- Other - Please Explain** 1

Employee Action:*

- Separation
- Working Out of Class
- Other - Please Explain

Other/Please Explain:

Position Action: Fin Disclosure Ovr/Update 2

Employee Action: Select One 2

Position Number: 00171616 3

Personnel Number:

*To deselect an action, hold down the Ctrl key and click the action.

- 1 Under Position Action, Select Other - Please Explain.
- 2 Under Other/Please Explain, select Fin Disclosure Ovr/Update.
- 3 Enter the Position Number and click Submit.

Fin Disclosure Ovr/Update

PAR ID:	Fin Disclosure Ovr/Update - 00118500 - Corr Cnslr 1 - 00171616		
Name:	<input type="text"/>		
Start Dt:	<input type="text"/> 1	End Dt:	<input type="text"/>
Pers No:	<input type="text"/>	Pos No:	00171616
Pay Area:	<input type="text"/>		
Org:	00118500 - CR SCI Fayette		
Job:	47530 - Corrections Counselor 1		
Emp Grp:	<input type="text"/>	Emp Sub Grp:	<input type="text"/>
Pers Subarea:	<input type="text"/>		
Earl RA Dt:	<input type="text"/>		
Description:*	<input type="text"/> 2		

*Indicates a Required Field

Status: **Requester**

Submit to: 3

Your email: [Attach Documents](#)

Spv/Mgr email:

HR email:

1 Enter effective date in which requested changes should be made.

2 Include a description of all requested updates.

Indicate which task needs added to the position:

- Task 50333125 – for Public Official (Fin Disc PO)
- Task 50333126 – for Public Employee (Fin Disc PE)
- Task 50333127 – for Attorney (Fin Disc A)
- Task 50333128 – for Board/Commission (Fin Disc BC)

3 Choose appropriate option based on your agency's chain of approval and click submit.

References

[Management Directive 205.9 \(Code of Conduct Statement of Financial Interest-Filing\)](#)
[Management Directive 205.10 \(Financial Disclosures Required by the Public Official and Employees Ethics Act\)](#)
[Management Directive 205.12 \(Financial Disclosure Required of Former Employees by the Public Official Employees Ethics Act\)](#)
[Organizational Management Alert 2008-2](#)