

Fill a Vacant Position E-PAR Worksheet



General Instructions: Use this worksheet to collect the information necessary to launch the Fill a Vacant Position Enterprise Position/Personnel Action Request (E-PAR). Do not attach this document to the E-PAR.

Instructions to the Hiring Manager or Designate: Once the candidate has accepted the job offer and you have explained the online orientation process (see *Supervisor's Onboarding Handbook* for details), please complete Parts 1 and 2. Submit this document to your HR office for further processing.

Part 1: Vacancy Information (to be completed by the hiring manager)

Position Number		I-9 Verifier	
Organization		Job Title	
Work Address:			
Building			
Address 1			
Address 2			
City		State PA	Zip
Headquarters County	Headquarters Municipality		Position Zip
Supervisor's Name			

Part 2: Employee Information (to be completed by the hiring manager)

Confirm with the employee and provide the name as it appears on the employee's Social Security card.

Last Name		First Name		Middle Name	
Title (e.g. Mr, Mrs, Ms, etc.)		Designation (e.g. MD, DDS, PhD, Esq, etc.)		Suffix (e.g. Sr, Jr, II, III, etc.)	
Birth Date		Social Security Number		Gender	
Permanent Residence:					
Address 1			Address 2		
City			State	Zip	
Home Phone		Cell Phone		Home E-mail	
County		Municipality for Tax Purposes		Municipality Type <input type="checkbox"/> City <input type="checkbox"/> Borough <input type="checkbox"/> Township	
Mailing Address (if different than above):					
Address 1			Address 2		
City			State	Zip	

Instructions to the HR Office: Upon receipt of completed Parts 1 and 2, launch the *Fill a Vacant Position* E-PAR. Verify that the work address and other information are accurate within the E-PAR. Use Part 3 below as a worksheet to complete the required fields in the E-PAR. Submit the E-PAR directly to the HR Service Center 14 days in advance of the effective date.

Part 3: E-PAR Information (to be prepared by the HR office)

Employee Action	Personnel Number	Effective Date	Estimated End Date
Personnel Area	Personnel Subarea	Pay Area	
Organization ID	Organization Name	Work Contract	Confidential Indicator
Job Code	Job Name	Union Local	UC Exemption
Employee Group	Employee Subgroup	Contract Type	Headquarters Municipality
Pay Term	Pay Rate	Pay Group	Pay Level
QHOL Hours	Annual EPR Date	CS Cert	BSE No
Furlougee Final Check Date	Time Admin Code	Work Schedule Rule	