



Introduction to E-PAR

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Introduction

E-PAR stands for Enterprise Personnel Action Request. It is an online system that allows personnel and position action requests to be initiated, routed, documented and completed using a paperless process. A request submitted through the system is also referred to as an E-PAR.

The E-PAR system is designed to assist supervisors in requesting HR services, as well as to facilitate the processing of SAP transactions within the HR office. Agency HR offices will use the E-PAR system to request tasks to be performed by the HR Service Center. It also allows individuals involved throughout the process, such as the individual initiating the request or anyone who must provide approvals and/or the agency HR office, to know when an action is completed.

Training and Resources

Additional documents and guides can be found at <https://www.hrm.oa.pa.gov/Pages/e-par.aspx>.

Protecting Personal Information

Some of the information entered or pre-populated on the E-PAR form may be considered sensitive. Several checks have been built into the system to ensure that this information is secure.

Information which is not considered to be public information will not pre-populate. This includes the employee's Social Security number, bank key, bank account number and bank control key. This information is only displayed in Requester, HR Resource Account, and HR Office statuses and not in Supervisor/Manager status.

Misuse of HR data violates the provisions of Management Directive 505.18, Maintenance, Access, and Release of Employee Information, and may result in disciplinary action.

Accessing the E-PAR System

Logging On

The E-PAR system can be found at <http://oaiss.state.pa.us/PAR>. In most cases, users do not need to log into the system.

If you are asked to log in, please do so using the following information:

Domain: CWOPA

User Name: your user name (your email address without "@pa[LC1].gov")

Password: your password (the same one used to logon to your computer at work)

In some cases, users may need to enter the following[LC2][BR3][BR4]:

User Name: CWOPA\your user name. For example: CWOPA\jsmith

Password: your password.

Contact your agency's IT staff regarding log-on errors. Agency IT staff may submit a Help Desk ticket using the category: HR Application Support and type: E-PAR for assistance with additional issues.

Getting Started

Every E-PAR session begins on the E-PAR Selection Page, which is used to select the type of Position Action or Employee Action being requested.

In most cases, a supervisor will initiate the E-PAR, which is then reviewed by the agency HR office for quality assurance and additional details. The agency HR office then approves the E-PAR and forwards it to the HR Service Center for completion. An E-PAR may also be initiated by an agency HR office. Agencies may select who initiates E-PARs based on what best suits their business needs. Most EPAR's must be submitted to the HR Service Center for completion. Exceptions include Request to Fill (Post Vacancy), Working Out of Class and Other Pos COVID-19 Hire Freeze.

The most commonly used actions are displayed on the selection page, while other, less commonly used E-PARs can be accessed by selecting "Other – Please Explain" from either the "Position Action" or "Employee Action" windows and then selecting an appropriate option from the "Other – Please Explain" drop down menu below them.

Quick Tips

- When you click on a specific position action or employee action, its definition will appear in the "Description of Action" area of the page.
- The Reclassify/Reallocate a Filled Position E-PAR is the only option that combines both Position and Employee actions.
- The E-PAR Selection page also includes fields for position and personnel numbers. In addition to being required for certain actions, the information entered into these fields will be used to automatically populate other parts of the form. Some E-PAR actions require both numbers, while others need only one or the other.

The following E-PARs require either a position OR personnel number:

- Delimit a Position
- Reclassify/Reallocate a Filled Position
- Reclassify/Reallocate a Vacant Position
- Separation

The following E-PARs require a position number ONLY

- Fill a Vacant Position
- Request to Fill (Post Vacancy)

NO numbers required

- Create a Position
- Other – Please Explain

Although a position or personnel number is not required for all actions, they can be used to pre-populate information into other parts of the form.

Common EPAR Elements

The following elements apply to most E-PAR actions.

Required Fields – A red asterisk indicates that information must be entered into a field in order to submit the form.

E-PAR ID - Every E-PAR is automatically assigned an identification number, which includes the name of the action, followed by an 8-digit organization ID, the abbreviated job name, and an 8-digit position number. If your agency uses a different naming convention to track E-PARs, the ID may be edited by reviewers in Requester, HR Resource Account, and HR Office status of the E-PAR workflow. Reviewers in the Supervisor/Manager status are unable to edit the E-PAR ID.

Workflow Status- The current status of an E-PAR is displayed in bold, red text under the "Comments" section on each form. The process begins with a user with an HR request. The requester may be a supervisor, support staff member or HR representative for a work unit.

Description or Comments – This area allows users to provide more detailed information about the E-PAR. Many E-PARs require specific information to be entered into this section in order to be processed. All entries can be read by ALL past and present reviewers in the workflow of the E-PAR, including the requester.

Links for Additional Information – Some E-PAR forms contain links to additional information that is relevant to the request. Although they may be displayed differently, they can usually be found near the bottom of the form. Types of additional information include:

- **Attach Documents** – To attach a document, click on the "Attach Documents" link, which is usually located near the bottom of the E-PAR form. This will open a new window. Select "Browse" to search for and select the desired document. Once the file name appears in the "File" field, select "Submit" to attach the document. The requester may include multiple attachments to the E-PAR, and can delete them if uploaded in error. The list of attached files appears at the top of the page. Once all necessary documents are attached, the window can be closed.
- **View Position Description** – Displays the current position description available. It is recommended that an up-to-date, active position description be in place prior to submitting any E-PAR associated with that position.
- **View Role Summary** – Displays a list of the roles currently assigned to the position. Also displayed as "Current Role Summary."

Links for Additional Information on an EPAR form

Status:	Requester	View Position Description
Submit to:	Select One	View Role Summary
Your email:	vnguyen@state.pa.us	Attach Documents
Spw/Mgr email:	jhonchar@state.pa.us	Edit Email
HR email:	RevenueHR@state.pa.us	
Submit		

Links for Additional Information (Alternate Display)

Select Roles	View Current Role Summary	
<input type="checkbox"/> No structural authorization (For enterprise-wide positions)		
<input type="checkbox"/> ZESS_USER (Assigned to positions with any HR/Payroll/Travel Roles)		
<input type="checkbox"/> ZAGENCY_ORG (Assigned to supervisor positions with subordinate relationships)		
<input type="checkbox"/> ZTCP_813021 (Assigned to supervisor positions in the Harrisburg area to allow access to Temporary Clerical Pool data)		
<input type="checkbox"/> Z00011000 (Assigned only to Central HR positions in the Governor's Office with Agency-wide access)		
<input type="checkbox"/> Z_DEF_POS (Used to access employees no longer with the Org., e.g. retirees, separated employees, external travelers)		
<input type="checkbox"/> ZTRANSFER (Used to access the Statewide Org. (999999) to perform transfer outside of the position's scope of authority)		
<input type="checkbox"/> ZNATL_GUARD (Used to access National Guard employees)		
Comments:		
Status:	Requester	View Position Description
Submit to:	Select One	Attach Documents

Selecting EPAR Recipients

Once the E-PAR form is complete, the next step is to submit it to either the requester's supervisor (if applicable) or agency HR Office.

To change the default Supervisor/Manager email address to which the E-PAR will be routed, select the "Edit Email" button located next to the "Spv/Mgr" email field. This will open a search window with fields for a last name and first name (these fields are not case-sensitive).

The user must enter at least part of the last name to conduct a search. The user can then select the appropriate email address from the results page. The selected email address will replace the default address in the "Spv/Mgr" email field on the E-PAR form.

E-mail Search Results [BR5]

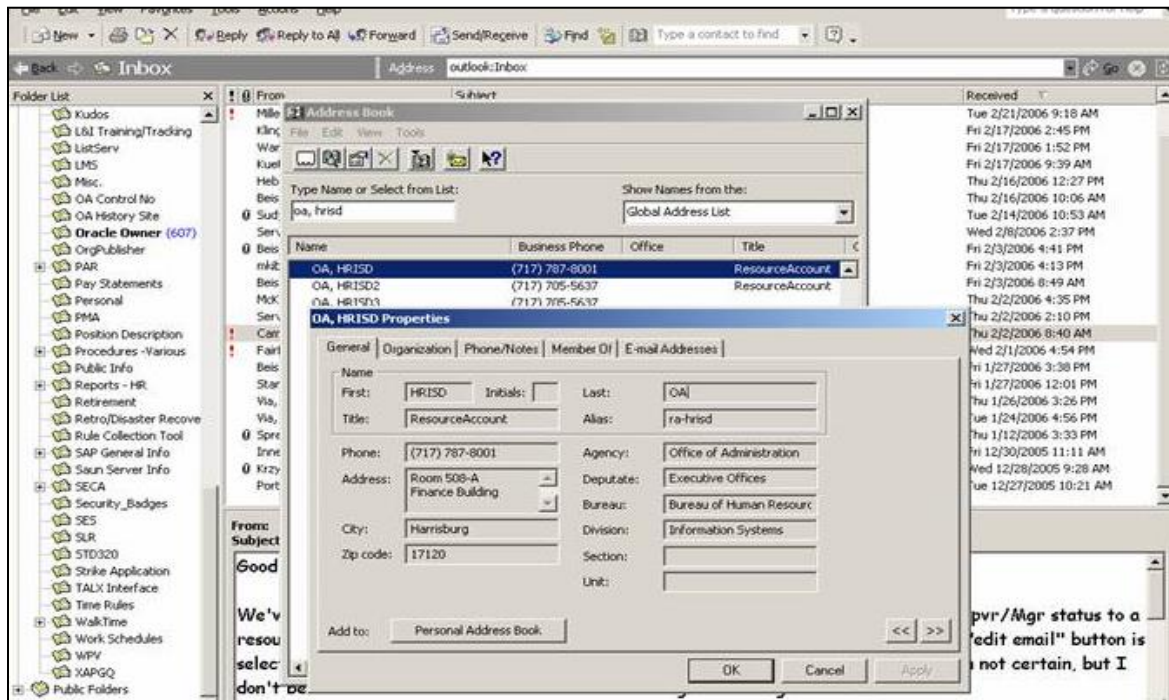
67 records have been found:

Select	Last	First	Agency	Bureau
jamasmith@pa.lcl	Smith	James	Corrections	CR SCI Smithfield
jamesm@state.pa.us	Smith	James	Cnsvn & Natrl Resrcs	CN Fors Distr #2
jamesmi@state.pa.us	Smith	James	Revenue	RV Admv Srvs Mtrls Mgmt
jamesmit@state.pa.us	Smith	James	Fish And Boat	FB Mntnc Area 5

Selecting a Resource Account

In order to locate an agency resource account using the email search, users need to first determine the first and last names assigned to the account. These names can be found by viewing the properties of the account in Microsoft Outlook.

Outlook Address Book Properties



Submitting an EPAR

Before submitting an E-PAR, please make sure that:

1. All appropriate fields are completed. A link is available in the top right-hand corner of the EPAR with specific instructions for that type of action. Additional instructions can also be found at <https://www.hrm.oa.pa.gov/Pages/e-par.aspx>.
2. Any necessary attachments are inserted.
3. The appropriate Supervisor/Manager or HR email address is selected based on your agencies chain of command.

When you are finished, select "Submit." The requester will receive a confirmation message in the browser window.

Confirmation Email

After submitting an E-PAR, a confirmation email is automatically sent to the requester's commonwealth email account. This email contains comments, the E-PAR access code and a direct link to view the E-PAR status. This email should be kept until the E-PAR is completed.

E-PAR Access Code

Each E-PAR is assigned a unique access code which can be used by the requester to access and review the status of each submitted E-PAR. This code is included in the confirmation email.

Notes

- Whenever the agency HR office completes an E-PAR, a summary email with all included comments is sent to the HR staff member under whose account the E-PAR was completed. This individual has the following three options for sending a copy of the E-PAR summary to other users:
N/A – Only the person completing the E-PAR will receive a summary.
- Requester – In addition to the person completing the E-PAR, only the requester will receive a copy of the summary.
- Requester and All Spv/Mgr Reviewers – In addition to the person completing the E-PAR, the requester and all users having reviewed the E-PAR in the Supervisor/Manager status will receive a copy of the summary.

For most E-PAR actions, the completion summary is the same for both the HR Office and the other chosen recipients.

Viewing EPAR Status

The E-PAR Status Login can be found at:

http://oaiss.state.pa.us/par/par_reports/StatusLogin.asp

Enter the E-PAR access code provided in the confirmation email and select "Login."

The E-PAR Status page shows the workflow of the E-PAR, including what actions have been taken, who performed them, action date, current status, who is handling the next action and all comments made on the E-PAR.

Another way to View the Status of an EPAR is by using the EPAR Reporting Tool. You can [find](#) [LC6](#) [BR7](#) [LC8](#) [BR9](#) specific instructions in the *EPAR Reporting Tool Manual*.

Supervisor/Manager Review and Approval

Once the requester submits an E-PAR, an email will be sent to the commonwealth email account of the appropriate supervisor/manager. This email contains any comments the requester may have made and provides a link to review the requested E-PAR. By selecting the "Review E-PAR" link, the supervisor/manager can review the E-PAR and approve or disapprove the request.

NOTE: Supervisors/managers are unable to change any information on the E-PAR form. If corrections are necessary, the E-PAR must be routed back to the requester or to the HR office.

Supervisor/Manager Email

A new Position/Personnel Action Request has been submitted for your review.

Requester/Comments:

Courtney Lucas - 5/19/2022 10:53:10 AM - Submitted

Effective 5/5/22 EE has attained regular civil service status. Please process end of prob action. Attached is the employee's EPR.

Please click the following link to review:

[Review PAR](#)

Supervisor/Manager Email

Supervisor Action Options

Supervisors have the following options on the bottom of the E-PAR form:

Approve: This option marks the E-PAR as approved at this level. If administrative procedures require another manager to review and approve the request, the supervisor should choose "Supervisor/Manager" in the "Submit to" field and enter the appropriate email address using the "Edit Email" function. Refer to the Selecting E-PAR Recipients section for further instructions.

Move to: This allows the supervisor to forward the E-PAR to the requester, another supervisor, or the HR Office without marking it as "Approved" or "Disapproved." Supervisors should utilize this option if they would like to send the E-PAR back to the requester to make any necessary changes or to forward the E-PAR to another supervisor or the HR office with any questions or concerns.

- **Note:** If the "Move to" option is selected, the supervisor is required to enter information in the "Your Comments" field.

Disapprove: When the supervisor/manager disapproves the request, the E-PAR is closed and no further actions can be taken on the request. The requester will receive an email notification that the E-PAR has been disapproved.

- **Note:** As with the "Move to" option, the user is required to enter information in the "Your Comments" field.

Once a reviewer has taken action on the E-PAR (i.e. approve, move to, or disapprove), the reviewer cannot make any changes unless the E-PAR is routed back to the same reviewer by someone else in the workflow. If a reviewer attempts to re-access the E-PAR through the link contained in a previous email notification, the system will notify the reviewer that the E-PAR has already been reviewed.

Agency HR Office Review and Approval

The agency HR office will receive all E-PARs through its assigned resource account.

When an E-PAR is received, the status will be listed as "HR Resource Account." Once the E-PAR is assigned to the appropriate agency HR specialist, the status will change to "HR Office."

HR Resource Account Manager

The resource account manager should click on the link provided in the email to review the E-PAR and move it to the appropriate division/staff member within the HR Office for processing. This is done by selecting "Move to" in the "Action" field, HR Office in the "Submit to" field and entering the email address of the appropriate division/staff member using the "Get Email" button. Refer to the Selecting E-PAR Recipients section above for instructions on how to use this function.

The screenshot displays a web interface for reviewing an E-PAR. On the left, there are labels for 'Your Comments:', 'Status:', 'Action:', 'Submit to:', 'Recipient email:', 'Completed PAR Recipients:', and a 'Submit' button. The 'Status' field shows 'HR Resource Account'. The 'Action' dropdown menu is open, listing options: 'Select One', 'Update Only', 'Approve', 'Move to' (highlighted), 'Disapprove', and 'Complete PAR'. To the right of the 'Action' dropdown is an 'Attach Documents' link. Below the 'Action' dropdown is a 'Get Email' button. The 'Submit to:' field has a dropdown menu with 'Select One' and a small arrow icon. The 'Completed PAR Recipients:' field has a dropdown menu with a small arrow icon.

Action Options

The HR division/staff member within the HR office has the following options in the "Action" field when processing an E-PAR:

- **Update Only:** This action allows the HR Office to add comments to the E-PAR without actually taking any action or moving it to another reviewer. This keeps the requester informed about the status of the E-PAR if there is a long delay. An HR staff member who updates an E-PAR can return to the request later by accessing the same "Review E-PAR" link in their original email notification.
- **Approve:** This option marks the E-PAR as approved at this review step. If administrative procedures require the approval of another HR manager, the HR staff member must select the appropriate email address using the "Get Email" function. Refer to Selecting E-PAR Recipients section above to use this function.

This option may also be selected to submit the E-PAR to the HR Service Center when all internal approvals have been received. See Sending E-PARs to the HR Service Center section below.

- **Move to:** This allows the HR staff member to forward the E-PAR to the requester, another supervisor or the HR Office without marking it as approved or disapproved. This option should be used to send the E-PAR back to the requester to make any necessary changes or to forward the E-PAR to another supervisor or to an HR office staff member with any questions or concerns.

This option may also be selected to submit the E-PAR to the HR Service Center when all internal approvals have been received See Sending E-PARs to the HR Service Center section below.

Note: When the "Move to" option is selected, the user is required to enter information in the "Your Comments" field.

- **Disapprove:** When the HR staff member disapproves the request, the E-PAR is closed and no further actions can be taken on the request. The requester and supervisors/managers involved in the E-PAR workflow will receive an email notification that the E-PAR has been disapproved.

Note: As with the "Move to" option, the user is required to enter information in the "Your Comments" field.

- **Complete E-PAR:** Agencies should only select "Complete E-PAR" for Request to Fill (Post Vacancy) and Working out of Class E-PARs. All other action types should be submitted to the HR Service Center for processing.

When "Complete E-PAR" is selected, a final E-PAR summary email will be sent to the individual completing the E-PAR, as well as to any recipients chosen by the staff member under the "Submit to" dropdown (i.e. N/A, Requester, or Requester and All Spv/Mgr Reviewers).

- **Complete and Close E-PAR:** As stated above, this last action in the drop-down list is available only in the Request to Fill (Post Vacancy) E-PAR.

E-PARs and the OA Classification & Pay Division

The following E-PAR actions cannot be completed or moved to the HR Service Center without approval from the Office of Administration Classification and Pay Division (OA C&P). Proposed job classes in the dropdown menu are classified as centralized (C) or decentralized (D) and are designated with the respective letter at the end of the job title.

- Reclassify/Reallocate a Filled Position (positions in centralized classes only)
- Reclassify/Reallocate a Vacant Position (positions in centralized classes only)
- Create a Position (positions in centralized classes only)

HR Office reviewers processing Reclassify/Reallocate a Filled Position or Reclassify/Reallocate a Vacant Position E-PARs will also notice the Position Description link has been replaced by the link "View PD w/Technical." This link opens a new browser window and displays the current position description with the technical evaluation provided at the bottom. This modified link is only available to reviewers in the HR office and OA C&P statuses, and not by reviewers in either Requester or Supervisor/Manager status.

All documentation previously provided to OA in hard copy, except for technical evaluations, should also be attached to the E-PAR using the attach documents functionality. Technical evaluations cannot be included as attachments or added as comments since requesters can view all comments and attachments associated with their E-PAR request. Technical evaluations should only be added in the online Position Description Application and are only accessible to HR and OA C&P users via the "View PD w/Technical" link.

When an HR staff member receives one of the E-PARs listed in this section, they must submit the E-PAR to OA C&P by selecting "Move to" in the "Action" field and "OA-Classification and Pay" in the "Submit to" field. OA C&P's resource account email address (RA-CPPAR@state.pa.us) appears by default. Once OA C&P has processed the request, the E-PAR is routed back to the HR staff member who moved it to OA C&P for review.

The return email notification from OA C&P will include a determination as to whether the E-PAR has been Approved, Disapproved, or Returned Without Action. If OA C&P has provided an OA Control Number, the number will now appear on the E-PAR form when the E-PAR is re-accessed by the HR staff member. With an OA Control Number now in place, the E-PAR may now be completed or moved to the HR Service Center.

Sending E-PARs to the HR Service Center

E-PARs should only be sent to the HR Service Center from designated agency HR resource accounts. The HR Service Center will not accept emails from individual email accounts. Therefore, once an E-PAR has been routed through all internal reviews and approvals, it should be moved to a designated agency HR resource account before being submitted to the Service Center. See HR Office Status View below.

HR Office Status View

Commonwealth of PA E-PAR

Separation

PAR ID:	Separation - 00813046 - Hr Anl 3 (Hr Sys) - 50364805				
Name:	Joseph Mangarella	Effective Dt:	10/10/2010 <small>(mm/dd/yyyy)</small>		
Pers No:	00619902	Pos No:	50364805		
Org ID:	00813046	Org Name:	EX Bus Info & Sprt Div		
Job Cd:	0503G	Job Name:	Human Resource Analyst 3 (Human Resource Systems)		
Emp Grp:	P	Emp Sub Grp:	F7	Pay Area:	Z3
Pay Grp:	MA08	Pay Lvl:	09	Pers Subarea:	MA33
Action Type:	ZH	Action Reason:	Select One ▼		

Permanent Residence

Street:	2828 Oakwood Drive	Tax Area:	PAUL		
City:	Harrisburg	State:	PA	Zip:	17110

Requester Comments: Joseph Mangarella - 4/6/2010 4:16:00 PM - Submitted Test

HR Comments: Joseph Mangarella - 4/6/2010 4:16:53 PM - Move to Test

Your Comments:

[Generate Exit Survey](#)

Status:	HR Office				Attach Documents
Action:	Select One ▼				View Role Summary
Submit to:	Select One ▼				View Position Description
Recipient email:		Get Email			
Submit to:	Select One ▼				
	Submit				

The agency HR office may route the E-PAR to the HR Service Center by selecting either "Move to" or "Approve" from the "Action" drop-down menu and selecting "HR Service Center" from the "Submit to" dropdown:

The "Completed E-PAR Recipients" field is required and determines who in the E-PAR workflow will receive the final E-PAR Summary notifications:

The screenshot shows a web form interface for E-PAR processing. It includes a "Your Comments:" text area, a "Status:" field set to "HR Office", an "Action:" dropdown menu set to "Move to", and a "Submit to:" dropdown menu set to "HR Service Center". There is a "Recipient email:" field with "N/A" and a "Get Email" button. The "Completed PAR Recipients:" dropdown menu is open, showing options: "Select One", "Requester (with attachments)", "Requester (no attachments)", "Requester and All Spv/Mgr Reviewers (no attachments)", and "N/A (HR Resource Account only)". A purple link "Attach Documents" is visible on the right side of the form.

Once the E-PAR has been processed by the Service Center, a summary email will be sent to the agency resource account. In addition, the completed E-PAR recipients designated by the agency HR office will receive the summary notification. The E-PAR summary contains all details of the action, as well as all comments entered by any participant in the E-PAR workflow (Figure 23).

If any attachments such as an appointment letter have been included with the completed E-PAR, a row labeled "E-PAR Attachments" will appear at the bottom of the E-PAR Summary email. Click the "View Attachments" link to view the included attachments.

The introductory text of the E-PAR Summary email will also include a link to complete the Agency Services Customer Survey (Figure 24). The survey link is provided only in the email sent to the agency HR resource account, not to supervisors or requesters.


Is[LC10][BR11][BR12] this real?

EPAR Summary Email

PAR Confirmation: Philadelphia Incentive Pay Increase - 00255143 - Prl Agt 2 -



rbrtalik@pa.gov

To  Brtalik, Renee

Please retain this email to check on the status of your PAR at anytime.

Requester/Comments:

Renee Brtalik - 1/23/2019 9:16:27 AM - Submitted

These actions have been processed to add the Philadelphia Locality Pay for the following EE's:

PAR Accesscode: **1901239121200700109**

[View PAR Status](#)

Figure 24: Agency Services Customer Survey

PA STATE AGENCIES ONLINE SERVICES --search PA--

PA pennsylvania **HR Service Center**

Finish

* indicates a required field

Ticket ID *
98131532

My transaction was resolved completely and to my satisfaction. *

Strongly Agree
 Agree
 Neutral
 Disagree
 Strongly Disagree

The transaction was accurately processed. *

Strongly Agree
 Agree
 Neutral
 Disagree
 Strongly Disagree

The center representative I dealt with was helpful and courteous. *

Strongly Agree
 Agree
 Neutral
 Disagree
 Strongly Disagree
 Specify your own value:

Given your experience with the Commonwealth of Pennsylvania HR Service Center, please rate your overall satisfaction with the center's performance: *

Very Satisfied
 Satisfied
 Neutral
 Unsatisfied
 Very Unsatisfied

Do you have any comments or suggestions for the Commonwealth of Pennsylvania HR Service Center?

I give The Commonwealth of PA HR Service Center permission to contact me in follow up to my survey response.

Finish