

OTHER DESCRIBE BELOW - EPAR SUBMISSION GUIDE

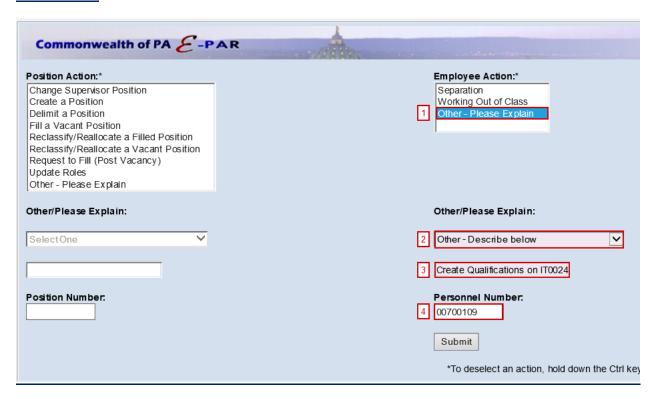
Overview/Tips

This option should be used **ONLY IF** the action you would like to request is not listed on the E-PAR Selection page.

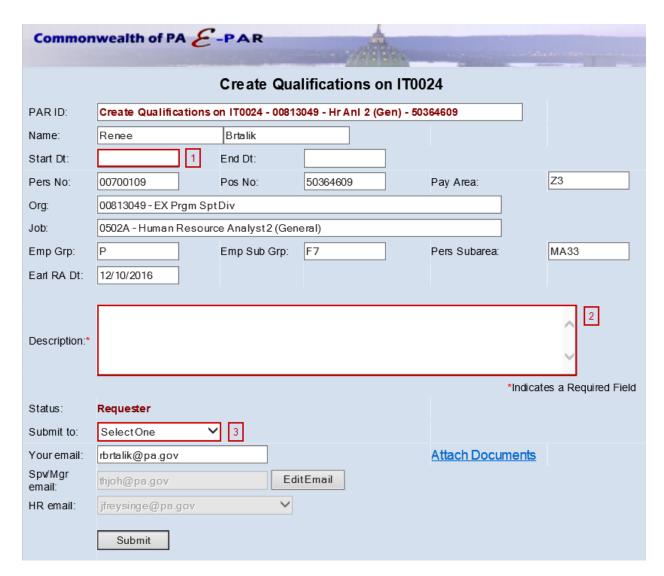
If no applicable E-PAR action is listed, select "Other – Describe below." When this option is chosen, a custom description is required for the E-PAR action in the unnamed field located immediately above the Personnel Number.

E-PARs that require OA Classification approval cannot be processed using an Other – Please Explain action.

EPAR Form



- Under Employee Action, Select Other Please Explain.
- Under Other/Please Explain, select Other Describe Below.
- Enter a Description of the type of EPAR you are submitting.
- Enter the Personnel Number and click Submit.



- Enter effective date in which requested changes should be made.
- Include a description of all requested updates and attach any documents to EPAR.
- Choose appropriate option based on your agency's chain of approval and click submit.