

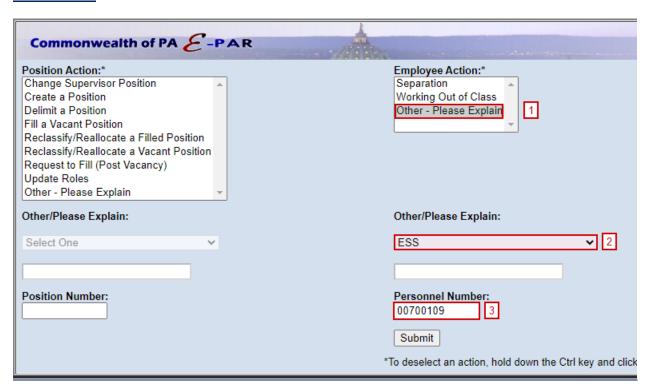
ESS EPAR SUBMISSION GUIDE

Overview/Tips

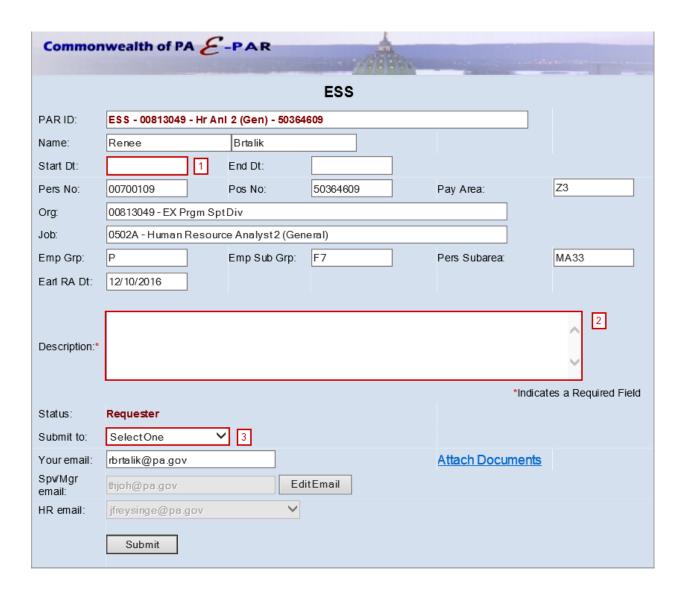
This type of EPAR should be submitted to have updates made to the ESS indicators on the position and employee records if the employee no longer prefers to receive their pay statement via ESS. This EPAR would also be submitted if the EE is receiving pay statements by mail and chooses to receive electronic statements instead.

This type of update involves updates on both IT9105 (Detail Position Attributes) of the position and IT0655 (ESS Settings Rem Statement) of the employee record.

EPAR Form



- Under Employee Action, Select Other Please Explain.
- Under Other/Please Explain, select ESS.
- Enter the Personnel Number and click Submit.



- Enter effective date in which requested changes should be made.
- Include a description of all requested updates. This type of update should be made on both IT9105 (Detail Position Attributes) of the position and IT0655 (ESS Settings Rem Statement) of the employee record.
- Choose appropriate option based on your agency's chain of approval and click submit.