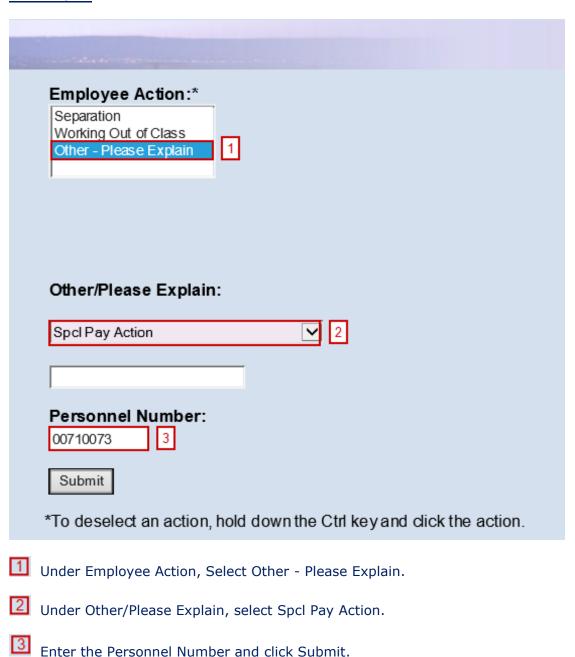


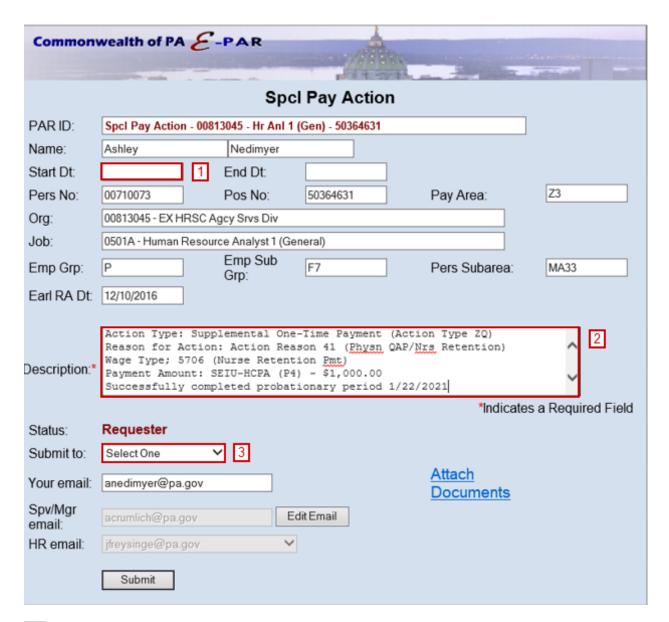
SPECIAL PAY ACTION EPAR SUBMISSION GUIDE

Overview/Tips

This EPAR form is used to for special pay actions including but not limited to supplemental one-time payments, retention payments, and lump sum payments.

EPAR Form





- Enter the effective date that the requested payment should be made.
- Include a detailed explanation including the following and attach any necessary approvals.
 - Reason for action
 - Wage Type
 - Payment Amount
- Choose appropriate option based on your agency's chain of approval and click submit.