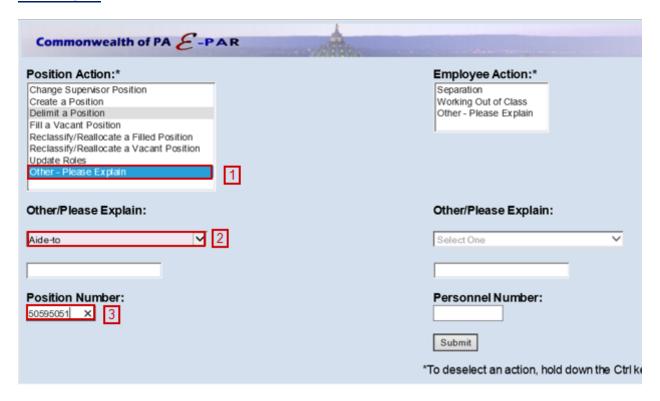


OTHER - AIDE TO EPAR SUBMISSION GUIDE

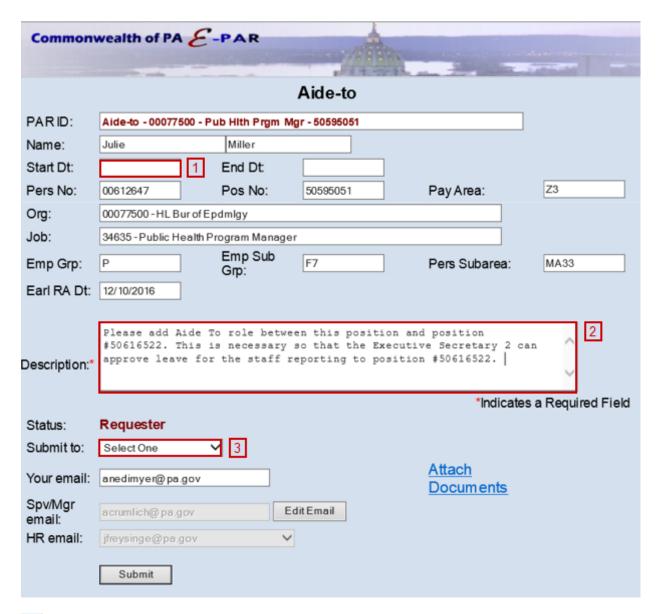
Overview/Tips

This EPAR form is used to add the Aide-to role that allows the position holder to aide an executive-level individual by approving time and leave workflow on their behalf.

EPAR Form



- Under Position Action, Select Other Please Explain.
- Under Other/Please Explain, select Aide-to.
- Enter the Position Number of the subordinate and click Submit.



- Enter the effective date that the Aide-to relationship should be added or removed.
- Identify the other position in the Aide-to relationship and justification for the request.
- Choose appropriate option based on your agency's chain of approval and click submit.