

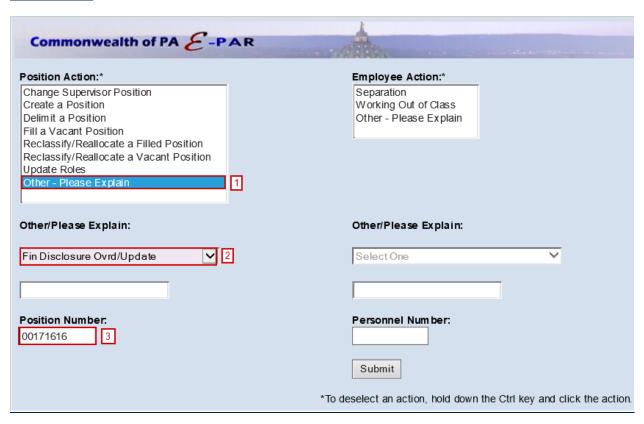
## FIN DISCLOSURE OVRD/UPDATE EPAR SUBMISSION GUIDE

## **Overview/Tips**

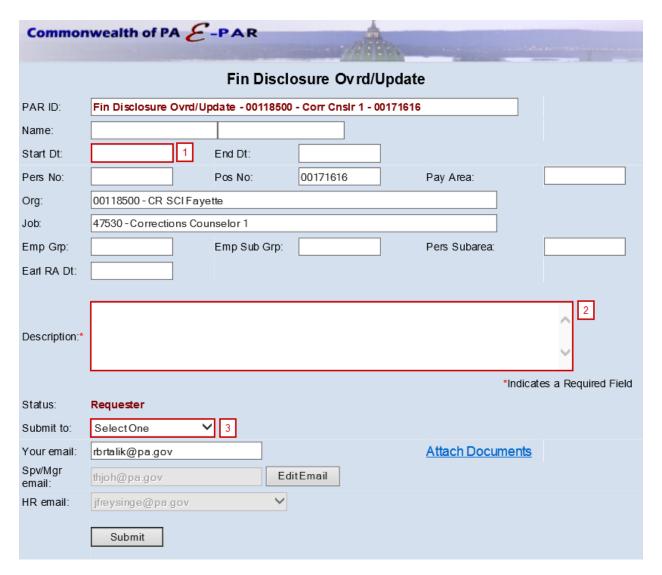
This E-PAR is used to assign a financial disclosure filing task designation to a position that does not already have the relationship assigned to the position's job classification.

Verify that a financial disclosure task is not already present on the position's job classification **before** submitting this EPAR.

## **EPAR Form**



- Under Position Action, Select Other Please Explain.
- Under Other/Please Explain, select Fin Disclosure Ovrd/Update.
- Enter the Position Number and click Submit.



- Enter effective date in which requested changes should be made.
- Include a description of all requested updates.

Indicate which task needs added to the position:

- Task 50333125 for Public Official (Fin Disc PO)
- Task 50333126 for Public Employee (Fin Disc PE)
- Task 50333127 for Attorney (Fin Disc A)
- Task 50333128 for Board/Commission (Fin Disc BC)
- Choose appropriate option based on your agency's chain of approval and click submit.

## References

Management Directive 205.9 (Code of Conduct Statement of Financial Interest-Filing)

Management Directive 205.10 (Financial Disclosures Required by the Public Official and Employees Ethics Act)

<u>Management Directive 205.12 (Financial Disclosure Required of Former Employees by the Public Official Employees Ethics Act)</u>

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