

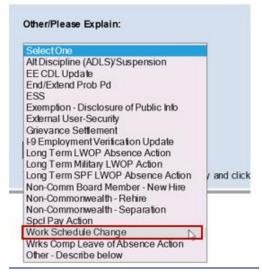
WORK SCHEDULE CHANGE EPAR SUBMISSION GUIDE

Overview/Tips

Determine whether work schedule change will be less than 60 days, due to benefit impact.

EPAR Form

Commonwealth of PA	-PA	R	
Position Action:* Change Supervisor Position Create a Position Delimit a Position Fill a Vacant Position Reclassify/Reallocate a Filled Position Reclassify/Reallocate a Vacant Position Request to Fill (Post Vacancy) Update Roles Other - Please Explain			Employee Action:* Separation Working Out of Class Other - Please Explain
Other/Please Explain:			Other/Please Explain:
Select One	~	2	Select One
Position Number:		3	Submit





Highlight Other – Please Explain under Employee Actions.

Select Work Schedule Change under Other/Please Explain.

Enter Personnel Number of employee whose work schedule is changing and click Submit.

Employee Information

Commor	wealth of PA	-PAR							
PAR ID:	- 00813045 - Hr Anl 3 (Gen) - 50359170								
Name:	Courtney	Lucas							
Start Dt:	1	End Dt:		2					
Pers No:	00603690	Pos No:	50359170	Pay Area:	Z3				
Org.	00813045 - EX HRSC Agcy Srvs Div								
Job:	0503A - Human Resource Analyst3 (General)								
Emp Grp:	Р	Emp Sub Grp.	F7	Pers Subarea:	MA33				
Earl RA Dt:	12/10/2016								
Description:*					<u>,</u> 3				
				"lr	idicates a Required Field				
Status:	Requester								
Submit to:	SelectOne	✓ 4							
Your email:	coulucas@pa.gov			Attach Docume	ints				
Spv/Mgr email:	jpalmer@pa.gov	E	Edit Email						
HR email:	ra-oapar@pa.gov	~							
	Submit								

Start Dt: Effective date of change; Saturday (Z2, T2, Z3 or T3) or Sunday (Z1)

End Dt: If the change is temporary, enter the end date; elsewise, enter 12/31/9999

Description box:

- Enter new work schedule rule
- Indicate if there are any time management status (TMS) changes
- Notate if this change is expected to be less than 60 days
- Refer to work schedule look up tool

Choose appropriate option based on your agency's chain of approval and click submit.

References

1

2

3

4

Personnel Rules Benefit Alert 2015-02 (Work Schedule Change less than 60 days)