To: HR Facilitators Listserv, Business Managers Listserv

From: Matthew S. Brody, Senior Director, HR Planning & Systems
      Annette Crabtree, Director of EPA Personnel

Subject: Processing PD7s prior to EPAWeb Implementation

Date: November 14, 2005

** Note: This memo will be of interest to those who have involvement in processing, approving or reporting on EPA personnel actions. Please forward this memo to those in your office who have such involvement but may not directly receive this notice.**

The EPAWeb project team has finalized the date for full implementation of EPAWeb, now scheduled for January 9, 2006. Based on this date we are asking all departments to perform the following as it relates to PD7 paper and electronic actions:

- Process all PD7 actions with an effective date equal to or before 12/31/2005 prior to December 13, 2005. This will allow all actions to be processed in the December payroll.
- For all PD7 actions with an effective date of 1/1/2006 or later, hold the action until EPAWeb is live and operational. Once EPAWeb is live enter these actions in EPAWeb
  - For actions that require APT, BOT and BOG review, continue to send forward packets according to committee review schedule. Attach a copy of the PD7. Hold original PD7 for entering into EPAWeb
  - All supporting documentation, i.e. AP2, I-9, etc., should be sent through administration channels as usual. Please attach a copy of the EPAWeb PIF to the supporting documentation
- If you cannot process the PD7 that has an effective date equal to or before 12/31/2005 during the December payroll you will need to process that action in EPAWeb as a retroactive action after EPAWeb is live.
- No actions will be entered in EPAWeb until the system is live on January 9, 2006 except for the pilot departments. After Jan 9, ALL actions will be entered into the new EPAWeb system. Electronic and PD7s will no longer be accepted. Please ensure that all appropriate parties in your area have been trained.
- The payroll deadline for the month of January 2006 only will be January 18, 2006. This will allow actions to be processed in a timely manner following the January 9, 2006, implementation.

If you have any questions regarding the EPAWeb implementation contact the EPAWeb Project Manager, Scott Jackson, at scott_jackson@unc.edu or telephone 3-8351.