

**ePAS
District Manager
2015 Q2 Update
Quick Reference Guide**

District Manager ePAS Manager Self-Service

ePAS Manager Self-Service is your dashboard for completing personnel actions for store managers and other store-level employees when District Manager approval is necessary. This Manager Self-Service tool allows District Managers (DMs) to complete certain personnel actions relating to Store Managers and other store-level employees when DM approval is necessary. There are 4 Types of ePAS transactions for DMs:

- **View Transfer, Termination, Promotion, & Demotion activity within your district**
- **Approve or reject all Off-Cycle Pay Changes (if pay rate is out of SM-approved pay guidance)**
- **Approve or reject new hire decisions if a Store Manager is not present (e.g., the position of SM is open)**
- **Approve or reject promotions when a Store Manager is not present (e.g., the position of SM is open)**

NOTE: As the District Manager, you are responsible for the overall expense management in your district. Part of this is through wage management and the pay decisions that you make and approve in ePAS. Think about overall wage rates in your district when approving or making a pay decision.

In the absence of a Store Manager (e.g., a SM position is open in a store), the District Manager can process every type of transaction normally done by the Store Manager as listed below:

- Transfer a store employee
- Promote a store employee
- Demote a store employee
- Terminate a store employee

If you have questions about ePAS, or if you have technical issues with ePAS, call: **1-855-ASK-DGHR.**

For guidance on how to conduct these actions, see the Store Manager ePas Quick Reference Guide.

ePAS Staffing Guidance and Hiring Queue Tables

The Staffing Guidance and Hiring Queue Tables are new features that display when you log into ePAS.

The Staffing Guidance Table displays the number of employees suggested for each position in that store. The table also displays the variance to the guidance for each position.

The Hiring Queue Table displays the current hiring needs of the store and any candidate who is in the process of being hired for an open position in the store. Each row has specific guidelines created based on the store's need. Examples for each row are on the following pages.

The screenshot shows the ePAS interface with the following components:

- Header:** ePAS logo on the left and DOLLAR GENERAL logo on the right.
- Navigation:** Dashboard | Delegation | Staffing Report | FAQ
- Section:** Dashboard
- Instruction:** START HERE by selecting a transaction button below
- Transaction Selection:**
 - What type of transaction**
 - Do you need to Transfer/Promote an employee to a **Store Manager**? (Buttons: Store Manager, Transfer, Terminate, Other Transaction, RMS)
 - Do you need to **Transfer** an employee...?
 - Do you need to **Terminate** an employee...?
 - Do you need to perform some **Other** transaction...?
 - Do you need to access **RMS**?
 - Other transactions include promotions, demotions and off-cycle pay changes.
- Instructions:** Instructions - click on the link below to view [Click here to view](#)
- Staffing Guidance Table:**

Store 01743	SM	ASM	LSA FT	LSA PT	SA
Guidance	1	1	1	1	4
Actual	1	1	1	1	3
Variance to Guidance	0	0	0	0	-1
On Leave	0	0	0	0	0
Turnover	100%	150%	46%	46%	144%
- Hiring Queue Table:**

Hiring Queue					
Staffing Need Summary:					
Ready for Work	0	0	0	0	1
Qualified Candidates	0	2	1	1	3
Waiting for Candidates to Complete Paperwork	0	0	0	0	1

ePAS Staffing Guidance Table – Variance to Guidance

This section outlines the variance by position versus the staffing model. Negative numbers represent a staffing deficit, and positive numbers represent a staffing overage.

Staffing Guidance					
Store 01743 ▾	SM	ASM	LSA FT	LSA PT	SA
Guidance	1	1	1	1	4
Actual	1	1	1	1	3
Variance to Guidance	0	0	0	0	-1
On Leave	0	0	0	0	0
Turnover	100%	150%	46%	46%	144%
Hiring Queue					
Staffing Need Summary:					
Ready for Work	0	0	0	0	1
Qualified Candidates	0	2	1	1	3
Waiting for Candidates to Complete Paperwork	0	0	0	0	1

ePAS Staffing Guidance Table – Turnover by Position

This section shows store turnover percentage at each position (LSA percent is not separated by FT/PT and is the same). This information is updated on the second week of each period. The calculation for turnover is (Total Terms / Average Active * 100). The Average Active is the sum of active employee count by month divided by 12.

Example: A store with ASM having 1 term with an average active of 10 ($1/10 * 100 = 10\%$).

Staffing Guidance					
Store 01743 ▾	SM	ASM	LSA FT	LSA PT	SA
Guidance	1	1	1	1	4
Actual	1	1	1	1	3
Variance to Guidance	0	0	0	0	-1
On Leave	0	0	0	0	0
Turnover	100%	150%	46%	46%	144%
Hiring Queue					
Staffing Need Summary:					
Ready for Work	0	0	0	0	1
Qualified Candidates	0	2	1	1	3
Waiting for Candidates to Complete Paperwork	0	0	0	0	1

ePAS Hiring Queue Table – Staffing Need Summary

This section identifies hiring needs at critically staffed stores:

1. No Store manager.
2. Missing 1 or more Key Carrier.
3. Missing 2 or more part time Sales Associates.

Note: This is a net number unless the store is missing a Store Manager. For example, if a store currently has an extra full time Key Carrier in a position (as indicated in the staffing guidance table), the system will net out another full time position need (full time Key Carrier or 2 part time employees). When a store has a staffing need, it will fall into the following categories: SM Need, KC Need, KC Mix Need, and/or SA Need.

Staffing Guidance					
Store 01743 ▾	SM	ASM	LSA FT	LSA PT	SA
Guidance	1	1	1	1	4
Actual	1	1	1	1	3
Variance to Guidance	0	0	0	0	-1
On Leave	0	0	0	0	0
Turnover	100%	150%	46%	46%	144%
Hiring Queue					
Staffing Need Summary:					
Ready for Work	0	0	0	0	1
Qualified Candidates	0	2	1	1	3
Waiting for Candidates to Complete Paperwork	0	0	0	0	1

ePAS Hiring Queue Table – Staffing Need Categories

SM Need: Store is missing a Store Manager.

Key Carrier Need: Indicates the store is short on headcount and short a Key Carrier. Headcount totals represented are counting all positions as one head count. Stores staffed at -2 or less of guidance will be considered, “short headcount.”

Key Carrier Mix: Store has the correct headcount but is short a Key Carrier. Headcount totals represented are counting all positions as one head count. Stores staffed at -1 or greater of guidance will be considered, “fully staffed.”

SA Need: Indicates a store staffed with Key Carriers but needs 2 or more part time Sales Associates. Sales Associate need is based on a net number. For every Key Carrier over guidance, the need for Sales Associates will be reduced by 1.

For example, if a store currently has an extra full time Key Carrier in a position (as indicated in the staffing guidance table), the system will net out another full time position need (full time Key Carrier or 2 part time employees).

Staffing Guidance					
Store 00151	SM	ASM	LSA FT	LSA PT	SA
Guidance	1	2	1	0	7
Actual	1	2	1	1	6
Variance to Guidance	0	0	0	1	-1
On Leave	0	0	0	0	0
Turnover	0%	0%	86%	86%	224%
Hiring Queue					
Staffing Need Summary:					
Ready for Work	0	0	0	0	2
Qualified Candidates	0	5	1	2	13
Waiting for Candidates to Complete Paperwork	0	0	0	1	0

ePAS District Staffing Report

You can access your district's Staffing Report by clicking on the tab, "Staffing Report," on the ePAS dashboard.



ePAS
DOLLAR GENERAL

Dashboard
Delegation
Staffing Report
FAQ

Dashboard

START HERE by selecting a transaction button below

What type of transaction

Do you need to Transfer/Promote an employee to a **Store Manager**? Store Manager

Do you need to **Transfer** an employee...? Transfer

Do you need to **Terminate** an employee...? Terminate

Do you need to perform some **Other** transaction...? Other Transaction

Do you need to access **RMS**? RMS

Other transactions include [promotions](#), [demotions](#) and [off-cycle](#) pay changes.

Staffing Guidance

Store 01743	SM	ASM	LSA FT	LSA PT	SA
Guidance	1	1	1	1	4
Actual	1	1	1	1	3
Variance to Guidance	0	0	0	0	-1
On Leave	0	0	0	0	0
Turnover	100%	150%	46%	46%	144%

Hiring Queue

Staffing Need Summary:					
Ready for Work	0	0	0	0	1
Qualified Candidates	0	2	1	1	3
Waiting for Candidates to Complete Paperwork	0	0	0	0	1

Instructions - click on the link below to view [Click here to view](#)

ePAS Staffing Report – Staffing Variance to Model

This section outlines the variance by position versus the staffing model. Negative numbers represent a staffing deficit and positive numbers represent a staffing overage.

Staffing Report - District 29

Store Information			Staffing Model Details			Staffing Variance to Model					Other Metrics	RMS Reporting		Turnover By Position			
Store	City	State	Operating Hours	Key Carrier Model	SA PT Guidance	SM	ASM	LSA FT	LSA PT	SA	Critical Indicator	Candidate Count	RMS Logins	SM	ASM	LSA	SA
01870	SALLISAW	OK	8--10	1-1-1-1	3	-1		1		-1	SM Need - Hiring Need 1	78	5	218%	86%	300%	441%
01983	MULDROW	OK	7--11	1-2-1-0	7							36	15	133%	96%	100%	411%
02007	ROLAND	OK	7--11	1-2-1-0	7			1		-1		14	1	0%	0%	200%	109%
02253	POTEAU	OK	8--10	1-1-1-1	3			-1	1	-1	KC Mix Need - Hiring Need 0.5	51	4	0%	0%	57%	324%
03350	POCOLA	OK	8--10	1-1-1-1	4				1	-2		21	8	100%	200%	129%	167%
03939	SPIRO	OK	7--10	1-2-1-0	5		-1				KC Mix Need - Hiring Need 1	0	0	0%	0%	133%	75%
03940	HEAVENER	OK	8--10	1-2-1-0	5					2		23	1	0%	0%	0%	147%
03967	GORE	OK	8--10	1-1-1-1	3							21	8	109%	0%	46%	178%
04408	POTEAU	OK	8--10	1-1-1-1	3					1		16	2	0%	0%	0%	246%
06783	VIAN	OK	8--10	1-1-1-1	4				-1		KC Mix Need - Hiring Need 0.5	7	6	100%	225%	0%	273%
06681	PANAMA	OK	8--10	1-1-1-1	3							15	7	0%	0%	114%	347%
07803	SALLISAW	OK	8--10	1-1-1-1	4				1	-1		33	16	120%	100%	290%	510%
10636	WISTER	OK	7--10	1-1-2-0	5							20	5	0%	160%	75%	316%
13466	GORE	OK	8--10	1-1-1-1	3		1		-1	-1		7	13	0%	0%	126%	528%
						-1	0	1	1	-4	SM Need - Hiring Need 1 KC Mix Need - Hiring Need 2.0	342	91	56%	62%	112%	291%

ePAS Staffing Report – Critical Indicator

This section of the Staffing Report identifies hiring needs at critically staffed stores.

1. No Store manager
2. Missing 1 or more Key Carriers
3. Missing 2 or more part time Sales Associates.

Note: This is a net number unless the store is missing a Store Manager. For example, if a store currently has an extra full time Key Carrier in a position (as indicated in the staffing guidance table), the system will net out another full time position need (full time Key Carrier or 2 part time employees). When stores are critically staffed they will fall into the following categories: SM Need, KC Need, KC Mix Need, and/or SA Need.

Staffing Report - District 29

Store Information			Staffing Model Details			Staffing Variance to Model					Other Metrics	RMS Reporting		Turnover By Position			
Store	City	State	Operating Hours	Key Carrier Model	SA PT Guidance	SM	ASM	LSA FT	LSA PT	SA	Critical Indicator	Candidate Count	RMS Logins	SM	ASM	LSA	SA
01870	SALLISAW	OK	8--10	1-1-1-1	3	-1		1		-1	SM Need - Hiring Need 1	78	5	218%	86%	300%	441%
01983	MULDROW	OK	7--11	1-2-1-0	7							36	15	133%	96%	100%	411%
02007	ROLAND	OK	7--11	1-2-1-0	7			1		-1		14	1	0%	0%	200%	109%
02253	POTEAU	OK	8--10	1-1-1-1	3			-1	1	-1	KC Mix Need - Hiring Need 0.5	51	4	0%	0%	57%	324%
03350	POCOLA	OK	8--10	1-1-1-1	4				1	-2		21	8	100%	200%	129%	167%
03939	SPIRO	OK	7--10	1-2-1-0	5		-1				KC Mix Need - Hiring Need 1	0	0	0%	0%	133%	75%
03940	HEAVENER	OK	8--10	1-2-1-0	5					2		23	1	0%	0%	0%	147%
03967	GORE	OK	8--10	1-1-1-1	3							21	8	109%	0%	46%	178%
04408	POTEAU	OK	8--10	1-1-1-1	3					1		16	2	0%	0%	0%	246%
06783	VIAN	OK	8--10	1-1-1-1	4				-1		KC Mix Need - Hiring Need 0.5	7	6	100%	225%	0%	273%
06581	PANAMA	OK	8--10	1-1-1-1	3							15	7	0%	0%	114%	347%
07803	SALLISAW	OK	8--10	1-1-1-1	4				1	-1		33	16	120%	100%	290%	510%
10636	WESTER	OK	7--10	1-1-2-0	5							20	5	0%	160%	75%	316%
13466	GORE	OK	8--10	1-1-1-1	3		1		-1	-1		7	13	0%	0%	126%	528%
						-1	0	1	1	-4	SM Need - Hiring Need 1 KC Mix Need - Hiring Need 2.0	342	91	56%	62%	112%	291%

ePAS Staffing Report – RMS Reporting

Candidate Count: Displays the count of candidates available in RMS for each store. This information is based on the last 45 days of available candidates.

RMS Logins: Displays the count of Store Manager logins to RMS. This information is based on the last 2 week timeframe.

Note: When the store manager position is open, logins from other Key Carriers will be included in the count.

Staffing Report - District 29

Store Information			Staffing Model Details			Staffing Variance to Model					Other Metrics	RMS Reporting		Turnover By Position			
Store	City	State	Operating Hours	Key Carrier Model	SA PT Guidance	SM	ASM	LSA FT	LSA PT	SA	Critical Indicator	Candidate Count	RMS Logins	SM	ASM	LSA	SA
01870	SALLISAW	OK	8--10	1-1-1-1	3	-1		1		-1	SM Need - Hiring Need 1	78	5	218%	86%	300%	441%
01983	MULDROW	OK	7--11	1-2-1-0	7							36	15	133%	96%	100%	411%
02007	ROLAND	OK	7--11	1-2-1-0	7			1		-1		14	1	0%	0%	200%	109%
02253	POTEAU	OK	8--10	1-1-1-1	3			-1	1	-1	KC Mix Need - Hiring Need 0.5	51	4	0%	0%	57%	324%
03350	POCOLA	OK	8--10	1-1-1-1	4				1	-2		21	8	100%	200%	129%	167%
03939	SPIRO	OK	7--10	1-2-1-0	5		-1				KC Mix Need - Hiring Need 1	0	0	0%	0%	133%	75%
03940	HEAVENER	OK	8--10	1-2-1-0	5					2		23	1	0%	0%	0%	147%
03967	GORE	OK	8--10	1-1-1-1	3							21	8	109%	0%	46%	178%
04408	POTEAU	OK	8--10	1-1-1-1	3					1		16	2	0%	0%	0%	246%
06783	VIAN	OK	8--10	1-1-1-1	4				-1		KC Mix Need - Hiring Need 0.5	7	6	100%	225%	0%	273%
06881	PANAMA	OK	8--10	1-1-1-1	3							15	7	0%	0%	114%	347%
07803	SALLISAW	OK	8--10	1-1-1-1	4				1	-1		33	16	120%	100%	290%	510%
10636	WISTER	OK	7--10	1-1-2-0	5							20	5	0%	160%	75%	316%
13466	GORE	OK	8--10	1-1-1-1	3		1		-1	-1		7	13	0%	0%	126%	528%
						-1	0	1	1	-4	SM Need - Hiring Need 1 KC Mix Need - Hiring Need 2.0	342	91	56%	62%	112%	291%

ePAS Staffing Report – Turnover by Position

This section shows store turnover percentage at each position (LSA percent is not separated by FT/PT and is the same). This information is updated on the second week of each period. The calculation for turnover is (Total Terms / Average Active * 100). The Average Active is the sum of active employee count by month divided by 12.

Example: A store with ASM having 1 term with an average active of 10 (1/.83 * 100 = 120%).

Staffing Report - District 29

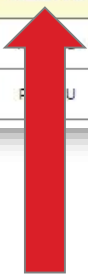
Store Information			Staffing Model Details			Staffing Variance to Model					Other Metrics	RMS Reporting		Turnover By Position			
Store	City	State	Operating Hours	Key Carrier Model	SA PT Guidance	SM	ASM	LSA FT	LSA PT	SA	Critical Indicator	Candidate Count	RMS Logins	SM	ASM	LSA	SA
01870	SALLISAW	OK	8--10	1-1-1-1	3	-1		1		-1	SM Need - Hiring Need 1	78	5	218%	86%	300%	441%
01983	MULDROW	OK	7--11	1-2-1-0	7							36	15	133%	96%	100%	411%
02007	ROLAND	OK	7--11	1-2-1-0	7			1		-1		14	1	0%	0%	200%	109%
02253	POTEAU	OK	8--10	1-1-1-1	3			-1	1	-1	KC Mix Need - Hiring Need 0.5	51	4	0%	0%	57%	324%
03350	POCOLA	OK	8--10	1-1-1-1	4				1	-2		21	8	100%	200%	129%	167%
03939	SPIRO	OK	7--10	1-2-1-0	5		-1				KC Mix Need - Hiring Need 1	0	0	0%	0%	133%	75%
03940	HEAVENER	OK	8--10	1-2-1-0	5					2		23	1	0%	0%	0%	147%
03967	GORE	OK	8--10	1-1-1-1	3							21	8	109%	0%	46%	178%
04408	POTEAU	OK	8--10	1-1-1-1	3					1		16	2	0%	0%	0%	246%
06783	VIAN	OK	8--10	1-1-1-1	4				-1		KC Mix Need - Hiring Need 0.5	7	6	100%	225%	0%	273%
06881	PANAMA	OK	8--10	1-1-1-1	3							15	7	0%	0%	114%	347%
07803	SALLISAW	OK	8--10	1-1-1-1	4				1	-1		33	16	120%	100%	290%	510%
10636	WISTER	OK	7--10	1-1-2-0	5							20	5	0%	160%	75%	316%
13466	GORE	OK	8--10	1-1-1-1	3		1		-1	-1		7	13	0%	0%	126%	528%
						-1	0	1	1	-4	SM Need - Hiring Need 1 KC Mix Need - Hiring Need 2.0	342	91	56%	62%	112%	291%

ePAS Staffing Report – Drill Down Ability

The District Manager Staffing Report has the ability to drill down to the store level.

Staffing Report - District 29

Store Information			Staffing Model Details			Staffing Variance to Model					Other Metrics	RMS Reporting	Turnover By Position			
Store	City	State	Operating Hours	Key Carrier Model	SA PT Guidance	SM	ASM	LSA FT	LSA PT	SA		Candidates	RMS			
01870	SALLISAW	OK	8--10	1-1-1-1	3											
01983	MULDROW	OK	7--11	1-2-1-0	7				1	-2						
02007		OK	7--11	1-2-1-0	7					-1						
02253	P...U	OK	8--10	1-1-1-1	3											



Staffing Guidance					
Store 01983	SM	ASM	LSA FT	LSA PT	SA
Guidance	1	2	1	0	7
Actual	1	2	1	1	5
Variance to Guidance	0	0	0	1	-2
On Leave	0	0	0	0	0
Turnover	133%	96%	100%	100%	411%
Hiring Queue					
Staffing Need Summary:					
Ready for Work	0	0	0	0	1
Qualified Candidates	0	4	9	7	28
Waiting for Candidates to Complete Paperwork	0	0	0	0	1



Click on the store, and the Staffing Guidance Table and the Hiring Queue Table for the store displays.

ePAS – District Manager Action: Employee Transfer

Once the DM action is complete, it is no longer listed on your dashboard.

Questions?
Call 1-855-
ASK-DGHR

ePAS
DOLLAR GENERAL

Dashboard
FAQ

Dashboard

START HERE by selecting a transaction button below

What type of transaction

Do you need to **Transfer/Promote** to a **Store Manager**?

Do you need to **Transfer** an employee...?

Do you need to **Terminate** an employee...?

Do you need to perform some **Other** transaction...?

Other transactions include promotions, demotions and off-cycle pay changes.

Instructions - click on a question to see the answer

[How do I review a transaction?](#)

[What if a transaction requires approval?](#)

[How long are transactions visible?](#)

[Can I cancel a transaction?](#)

[DM Only Info](#)

Store: District: Region: Status: Type:

Store	Transaction Type	Transaction Status	Employee Name	Date Modified	Effective Date	Submitted to SSC
14204	New Hire Rate Approval	Pending RD Approval	marilyn monroe	10/18/2013 8:39:48 AM		
13518	Other - Promotion	Pending RD Approval	EVONNA PEREZ	10/3/2013 7:49:43 AM	09/28/2013	
13756	Other - Promotion	Pending DM Approval	RICHARD HERNANDEZ	10/24/2013 4:01:31 PM	10/19/2013	
13518	Transfer	Pending Receiving SM Approval	EDUARDO BALTAZAR	10/23/2013 4:49:09 PM	09/28/2013	

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ePAS – District Manager Action: Other Transactions

Promotions, Demotions, Off-Cycle Pay Changes, & Job Code

DMs are required to approve promotions, demotions, and pay rate changes for SMs, or when a store does not have a SM, DMs must process promotions, demotions, and pay rate changes for store-level employees. When an SM offers a pay rate above the amount allowed for the position, DM approval is required.

The screenshot shows the ePAS dashboard interface. At the top, there is a navigation bar with 'ePAS' on the left and 'DOLLAR GENERAL' on the right. Below this is a yellow header with 'Dashboard' on the left and 'FAQ' on the right. The main content area has a blue 'Dashboard' title. A green banner says 'START HERE by selecting a transaction button below'. There are two main panels: a blue one for 'What type of transaction' with buttons for 'Store Manager', 'Transfer', 'Terminate', and 'Other Transaction', and a green one for 'Instructions' with links for 'How do I review a transaction?', 'What if a transaction requires approval?', 'How long are transactions visible?', 'Can I cancel a transaction?', and 'DM Only Info'. A red callout box on the right says 'Questions? Call 1-855-ASK-DGHR'. At the bottom, there is a search filter section with dropdowns for 'Store', 'District', 'Region', 'Status', and 'Type', along with 'Search' and 'Reset' buttons. Below the filters is a table of transactions.

Store	Transaction Type	Transaction Status	Employee Name	Date Modified	Effective Date	Submitted to SSC
14204	New Hire Rate Approval	Pending RD Approval	marilyn monroe	10/18/2013 8:39:48 AM		
13518	Other - Promotion	Pending RD Approval	EVONNA PEREZ	10/3/2013 7:49:43 AM	09/28/2013	
13756	Other - Promotion	Pending DM Approval	RICHARD HERNANDEZ	10/24/2013 4:01:31 PM	10/19/2013	
13518	Transfer	Pending Receiving SM Approval	EDUARDO BALTAZAR	10/23/2013 4:49:09 PM	09/28/2013	

ePAS – District Manager Action: Other Transactions

When you approve a pay rate above the amount allowed for a position, a message will display reminding you that the RD must review and approve the pay amount. Click **Approve and Submit**.

**Questions?
Call 1-855-
ASK-DGHR**

ePAS Transaction for your Review

This transaction needs your review because the rate of pay set by the store manager is higher than the range approved by the pay guidance.

Type of Transaction: Other - Promotion
Employee: RICHARD HERNANDEZ (1463410)

Store Information

Current Store	13756		
Address	1625 N. FRUIT AVENUE FRESNO, CA 93705		
Phone	559-241-8695		
Current Position	LEAD SALES ASSOCIATE	New Position	STORE ASST MGR
Current Pay Rate	12.50	New Pay Rate	23.00
Effective Date	10/19/2013		

The new pay rate is above the amount allowed for this position (\$17.98).
You may submit this pay rate increase, but it will go to your RD for review and approval.

Instructions

Note: the Store Manager will receive confirmation of the approval/rejection through the ePAS system.

NOTE: The SM will be notified of the DM's approval or rejection for the promotion and pay increase.



ePAS – District Manager Action: Other Transactions

The “Transaction Details” screen summarizes the transfer transaction. Click **Return to Dashboard** to view other pending transactions requiring DM action.

Questions?
Call 1-855-
ASK-DGHR

Transaction Details

This transaction was updated successfully

Transaction Type: Other - Promotion	Date Submitted: 10/24/2013
Transaction Status: Pending RD Approval	Date Effective: 10/19/2013
Employee: RICHARD HERNANDEZ	Submitted By: ROBERT CROSSLEY JR
Employee Number: 1463410	
Store: 13756	Reviewing DM: SALVADOR TREJO
1625 N. FRUIT AVENUE	Date DM Reviewed: 10/25/2013 11:04:06 AM
FRESNO, CA 93705	Reviewing RD:
559-241-8695	Date RD Reviewed:

Current Information

Position: LEAD SALES ASSOCIATE
Pay Rate: 12.50

Updated Information

Position: STORE ASST MGR
Pay Rate: 23.00

[Return to Dashboard](#)

ePAS – District Manager Action: Other Transactions

Other types of transactions DMs will conduct include Promotions, (of SMs), Demotions (of SMs), & Off-Cycle Pay Changes (of SMs and approval of SM chooses a pay rate that is outside the range allowed for the position).

NOTE: In the absence of a SM, the DM can process every type of transaction normally done by the SM.

Click on **Other Transaction** to start an action.

The screenshot shows the ePAS dashboard interface. At the top left is the 'ePAS' logo. To the right is a red box with the text 'Questions? Call 1-855-ASK-DGHR'. Further right is the 'DOLLAR GENERAL' logo and an 'FAQ' link. Below the header is a yellow navigation bar with 'Dashboard' selected. The main content area is titled 'Dashboard' and contains a green banner that says 'START HERE by selecting a transaction button below'. On the left, a blue box titled 'What type of transaction' lists four options: 'Store Manager', 'Transfer', 'Terminate', and 'Other Transaction'. The 'Other Transaction' button is circled in red. Below the list, it states 'Other transactions include promotions, demotions and off-cycle pay changes.' On the right, a green box titled 'Instructions' lists several links: 'How do I review a transaction?', 'What if a transaction requires approval?', 'How long are transactions visible?', 'Can I cancel a transaction?', and 'DM Only Info'.

ePAS – District Manager Action: Other Transactions

Step 1 – Select Store & Select Employee

Select the store in your district at which the employee works. Select the employee from the drop down menu, and click **Continue**.


Questions?
Call 1-855-
ASK-DGHR

Step 1 of 5 - Select Employee

Choose employee from drop down list

Store: 14287

Select the Employee: HERRERA, ALEXANDREA

Cancel Back Continue 

Instructions

- Any additional data changes can be made on the following screens.
- DM's can process changes on the following:
 - Store Managers
 - All Store employees when an active SM is not assigned to the store.

ePAS – District Manager Action: Other Transactions

Step 2 – Changing Position

If the employee is not changing positions, click **Continue**. If the employee is changing positions, choose the new position from the drop down menu, and click **Continue** (see the next page for instructions on employees changing positions).

**Questions?
Call 1-855-
ASK-DGHR**

Step 2 of 5 - Position Changing?


Choose new position from the drop down list. If the position is not changing, simply click on the Continue button below.

Store: 14287
Name: ALEXANDREA HERRERA (1521809)

Current Position: SALES ASSOCIATE
New Position: SALES ASSOCIATE ▾

Any additional changes can be made on the following screens:

- Pay Rate
- Effective Date

Cancel Back Continue 

Instructions

- If you are completing an off-cycle pay change, the new position should be the same as the current position. Just select continue.
- Any additional changes can be made on the following screens.

ePAS – District Manager Action: Other Transactions

Step 2 – Changing Positions

If the employee is changing positions, choose the new position from the drop down menu. This position change requires a drug test. Type in the confirmation number from the employee’s latest drug test. After entering the confirmation number, click **Continue**.

**Questions?
Call 1-855-
ASK-DGHR**

Step 2 of 5 - Position Changing?

Choose new position from the drop down list. If the position is not changing, simply click on the Continue button below.

Store: 14287
Name: ALEXANDREA HERRERA (1521809)

Current Position: SALES ASSOCIATE
New Position: LEAD SALES ASSOCIATE

Drug Test Confirmation #: This is a required field

Any additional changes can be made on the following screens:

- Pay Rate
- Effective Date

Cancel Back Continue

Instructions

- If you are completing an off-cycle pay change, the new position should be the same as the current position. Just select continue.
- Any additional changes can be made on the following screens.

NOTE: SMs typically decide which employee will fill each position in the store; however, when a SM position is vacant, the DM will act as the SM for the store and fill positions accordingly.

ePAS – District Manager Action: Other Transactions

Step 3 – Pay Rate

When the new position is selected, the new pay rate is generated automatically by the system. Click Continue.


Questions?
Call 1-855-
ASK-DGHR

Step 3 of 5 - Pay Rate

Enter the new pay rate. If the pay rate is not changing, simply click "Continue".

Store: 14287
Name: ALEXANDREA HERRERA (1521809)
Position: LEAD SALES ASSOCIATE

Current Pay Rate:
New Pay Rate:



Instructions

You may take one of the following actions:

- "New Pay Rate" is the employee's existing pay rate or the minimum rate allowed.
- Select "Back" to choose a different employee or position.

NOTE: If you choose a pay rate that is higher than the one generated, the following message displays:

“The new pay rate you have entered is above the amount allowed for this position (\$10.25). You may submit this pay rate increase, but it will go to your RD for review and approval.”

ePAS – District Manager Action: Other Transactions

Step 4 – Effective Date

Select the effective date for the pay rate change from the drop down menu, and click **Continue**.


Questions?
Call 1-855-
ASK-DGHR

Step 4 of 5 - Effective Date

Select the effective date of the change from the drop down list

Store: 14287
Name: ALEXANDREA HERRERA (1521809)
Position: LEAD SALES ASSOCIATE
Pay Rate: 8.50

Effective Date:



Instructions

- Select "Back" to make changes to the store, employee name, position, pay rate or status.
- If a transaction is back-dated, retro pay may be required.

ePAS – District Manager Action: Other Transactions

Step 5 – Confirmation

Review the updated information for accuracy. If information is correct, click **Confirm and Submit**.

**Questions?
Call 1-855-
ASK-DGHR**

Step 5 of 5 - Confirmation

Review the updated information below for accuracy and confirm

Store: 14287

Employee: ALEXANDREA HERRERA (1521809)

	<u>Current Information</u>	<u>Updated Information</u>	
Position:	SALES ASSOCIATE	LEAD SALES ASSOCIATE	Edit
Pay Rate:	8.25	8.50	Edit
Drug Test #:		09/26/2013	Edit
Effective Date:		10/26/2013	Edit

Cancel Back Confirm and Submit 

Instructions

To change "Updated Information" click on the edit button by the field and enter the correct information.

Note: your manager will be notified of all position changes.

Once submitted, you can go to your ePas Dashboard and track the status of this employee's data change.

Click the Back button to return to the previous screen

ePAS – District Manager Action: Other Transactions

After confirming the action, the “Transaction Details” screen displays the transaction’s information. Click **Return to Dashboard** to view pending transactions or to start a new transaction.

**Questions?
Call 1-855-
ASK-DGHR**

Transaction Details

This transaction was processed successfully

Transaction Type: Other - Promotion	Date Submitted: 10/25/2013
Transaction Status: Approved	Date Effective: 10/26/2013
Employee: ALEXANDREA HERRERA	Submitted By: SALVADOR TREJO
Employee Number: 1521809	
Store: 14287	Drug Test Number: 09/26/2013
258 BERNARD STREET	Reviewing DM:
BAKERSFIELD, CA 93305	Date DM Reviewed:
	Reviewing RD:
	Date RD Reviewed:

Current Information

Position: SALES ASSOCIATE
Pay Rate: 8.25

Updated Information

Position: LEAD SALES ASSOCIATE
Pay Rate: 8.50

[Return to Dashboard](#)

ePAS – District Manager Action: Other Transactions

You will see the completed transaction on your dashboard.

ePAS **DOLLAR GENERAL**

Dashboard FAQ

Dashboard

START HERE by selecting a transaction button below

What type of transaction

Do you need to Transfer/Promote to a **Store Manager**?

Do you need to **Transfer** an employee...?

Do you need to **Terminate** an employee...?

Do you need to perform some **Other** transaction...?

Other transactions include promotions, demotions and off-cycle pay changes.

Instructions - click on a question to see the answer

[How do I review a transaction?](#)

[What if a transaction requires approval?](#)

[How long are transactions visible?](#)

[Can I cancel a transaction?](#)

[DM Only Info](#)

Questions?
Call 1-855-ASK-DGHR

Store: District: Region: Status: Type:

Store	Transaction Type	Transaction Status	Employee Name	Date Modified	Effective Date	Submitted to SSC
13518	Transfer	Pending Receiving SM Approval	MARCO ALVAREZ-TOSCANO	9/12/2013 4:46:40 PM	08/17/2013	
14287	Other - Promotion	Approved	ALEXANDREA HERRERA	10/25/2013 11:54:07 AM	10/26/2013	

ePAS – District Manager Action: Other Transactions (Off-Cycle Pay Changes)

Off-Cycle Pay Changes require DM approval. When an off-cycle pay change is entered by a SM, it will show on the DM's dashboard. Click on the transaction to begin start the task.

ePAS
DOLLAR GENERAL

Dashboard
FAQ

Dashboard

START HERE by selecting a transaction button below

What type of transaction

Do you need to Transfer/Promote to a **Store Manager**?

Do you need to **Transfer** an employee...?

Do you need to **Terminate** an employee...?

Do you need to perform some **Other** transaction...?

Other transactions include promotions, demotions and off-cycle pay changes.

Instructions - click on a question to see the answer

[How do I review a transaction?](#)

[What if a transaction requires approval?](#)

[How long are transactions visible?](#)

[Can I cancel a transaction?](#)

[DM Only Info](#)

Questions?
Call 1-855-
ASK-DGHR

Store: District: Region: Status: Type:

Store	Transaction Type	Transaction Status	Employee Name	Date Modified	Effective Date	Submitted to SSC
13756	Other - Promotion	Pending RD Approval	RICHARD HERNANDEZ	10/25/2013 11:04:05 AM	10/19/2013	
14204	New Hire Rate Approval	Pending RD Approval	marilyn monroe	10/18/2013 8:39:48 AM		
13518	Other - Promotion	Pending RD Approval	EVONNA PEREZ	10/3/2013 7:49:43 AM	09/28/2013	
13518	Other - Off Cycle	Pending DM Approval	NOEL REGALADO	10/25/2013 1:11:13 PM	10/26/2013	



ePAS – District Manager Action: Other Transactions

Off-Cycle Pay Change - Review

Review the transaction, and click **Approve and Submit** to approve the off-cycle pay change. Click **Reject** to reject the off-cycle pay change.

Questions?
Call 1-855-
ASK-DGHR

ePAS Transaction for your Review

This transaction needs your review because the new rate of pay is not within the range allowed to be set by the Store Manager

Type of Transaction: Other - Off Cycle
Employee: NOEL REGALADO (1499364)

Store Information

Current Store	13518		
Address	80 WEST BULLARD #101		
	CLOVIS, CA 93612		
Phone	559-203-1661		
Current Position	SALES ASSOCIATE	New Position	SALES ASSOCIATE
Current Pay Rate	9.25	New Pay Rate	10.25
Effective Date	10/26/2013		

The new pay rate is above the amount allowed for this position (\$10.03).
You may submit this pay rate increase, but it will go to your RD for review and approval.

Instructions

Note: the Store Manager will receive confirmation of the approval/rejection through the ePAS system.

Note: If the off-cycle pay change is outside the amount allowed for the position, it will go to the RD for review and approval.

If the action is rejected, a box pops up, and asks for confirmation. Click OK to confirm.

Reject Approve and Submit

Confirm

Are you sure you want to reject this transaction?

OK Cancel

ePAS – District Manager Action: Other Transactions

Off-Cycle Pay Changes: Reject Transaction Details

The “Transaction Details” page shows the action by the DM. The SM will receive a confirmation of the rejection. Click **Return to Dashboard** to view pending transactions or to start a new transaction.

**Questions?
Call 1-855-
ASK-DGHR**

Transaction Details

This transaction was updated successfully. Partner with Store Manager to submit a new request, if appropriate

Transaction Type: Other - Off Cycle	Date Submitted: 10/25/2013
Transaction Status: Rejected by DM 	Date Effective: 10/26/2013
Employee: NOEL REGALADO	Submitted By: MICHAEL INGALLS
Employee Number: 1499364	
Store: 13518	Reviewing DM: SALVADOR TREJO
80 WEST BULLARD #101	Date DM Reviewed: 10/25/2013 1:30:55 PM
CLOVIS, CA 93612	Reviewing RD:
559-203-1661	Date RD Reviewed:

Current Information

Position: SALES ASSOCIATE

Pay Rate: 9.25

Updated Information

Position: SALES ASSOCIATE

Pay Rate: 10.25

[Return to Dashboard](#)

ePAS – District Manager Action: Other Transactions

Off-Cycle Pay Changes: Approve Transaction Details

The “Transaction Details” page shows the action by the DM. The SM will receive a confirmation of the approval, and the transaction will show on the RD’s dashboard for review. Click **Return to Dashboard** to view pending transactions or to start a new transaction.

Questions?
Call 1-855-
ASK-DGHR

Transaction Details

This transaction was updated successfully

Transaction Type: Other - Off Cycle	Date Submitted: 10/25/2013
Transaction Status: Pending RD Approval 	Date Effective: 10/26/2013
Employee: NOEL REGALADO	Submitted By: MICHAEL INGALLS
Employee Number: 1499364	Reviewing DM: SALVADOR TREJO
Store: 13518	Date DM Reviewed: 10/25/2013 1:34:59 PM
80 WEST BULLARD #101	Reviewing RD:
CLOVIS, CA 93612	Date RD Reviewed:
559-203-1661	

Current Information

Position: SALES ASSOCIATE
Pay Rate: 9.25

Updated Information

Position: SALES ASSOCIATE
Pay Rate: 10.25

[Return to Dashboard](#)

ePAS – District Manager Action: Other Transactions

You can see the completed transaction on your dashboard.

The screenshot shows the ePAS dashboard interface. At the top, there is a navigation bar with 'ePAS' on the left and 'DOLLAR GENERAL' on the right. Below this is a yellow bar with 'Dashboard' on the left and 'FAQ' on the right. The main content area is titled 'Dashboard' and contains a green banner that says 'START HERE by selecting a transaction button below'. There are two main panels: a blue panel on the left titled 'What type of transaction' with four questions and four buttons (Store Manager, Transfer, Terminate, Other Transaction), and a green panel on the right titled 'Instructions' with several links. Below these panels is a search bar with filters for Store, District, Region, Status, and Type, along with Search and Reset buttons. At the bottom is a table with columns for Store, Transaction Type, Transaction Status, Employee Name, Date Modified, Effective Date, and Submitted to SSC. A red arrow points to the first row of the table.

What type of transaction

Do you need to Transfer/Promote to a **Store Manager**?

Do you need to **Transfer** an employee...?

Do you need to **Terminate** an employee...?

Do you need to perform some **Other** transaction...?

Other transactions include promotions, demotions and off-cycle pay changes.

Instructions - click on a question to see the answer

- [How do I review a transaction?](#)
- [What if a transaction requires approval?](#)
- [How long are transactions visible?](#)
- [Can I cancel a transaction?](#)
- [DM Only Info](#)

Store: District: Region: Status: Type:

Store	Transaction Type	Transaction Status	Employee Name	Date Modified	Effective Date	Submitted to SSC
13518	Other - Off Cycle	Pending RD Approval	NOEL REGALADO	10/25/2013 1:34:59 PM	10/26/2013	
13756	Other - Promotion	Pending RD Approval	RICHARD HERNANDEZ	10/25/2013 11:04:05 AM	10/19/2013	

Questions?
Call 1-855-
ASK-DGHR

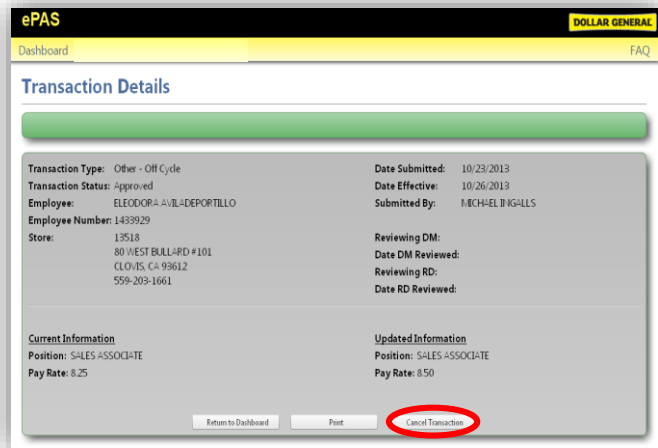
Cancelling Transactions in ePAS

Incorrect transactions can be cancelled in the following ways:

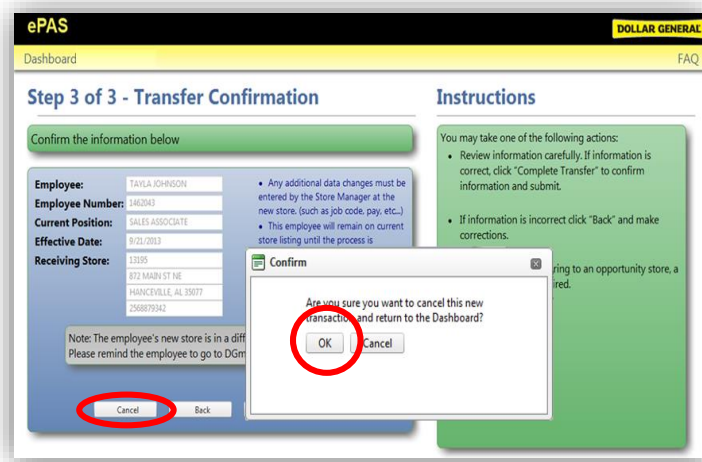
Questions?
Call 1-855-ASK-DGHR

Store	Transaction Type	Transaction Status	Employee Name	Date Modified	Effective Date	Submitted to SSC
13518	Other - Off Cycle	Approved	ELEODORA AVILADEPORTILLO	10/23/2013 6:10:57 PM	10/26/2013	
13518	Other - Demotion	Approved	ARTHUR LOPEZ-MORALES	10/23/2013 5:43:36 PM	10/26/2013	
13518	Other - Off Cycle	Approved	ELEODORA	10/23/2013 3:50:12 PM	10/12/2013	10/22/2013

- Transactions can be cancelled until a date appears in the “Submitted to SSC” column. Once a date submitted appears in this column, transactions can only be cancelled by calling HRSS at: **1-855-ASK DGHR**.



- Click Cancel Transaction on the “Transaction Details” page.



- Click Cancel during the transaction, and click OK to confirm the cancellation.