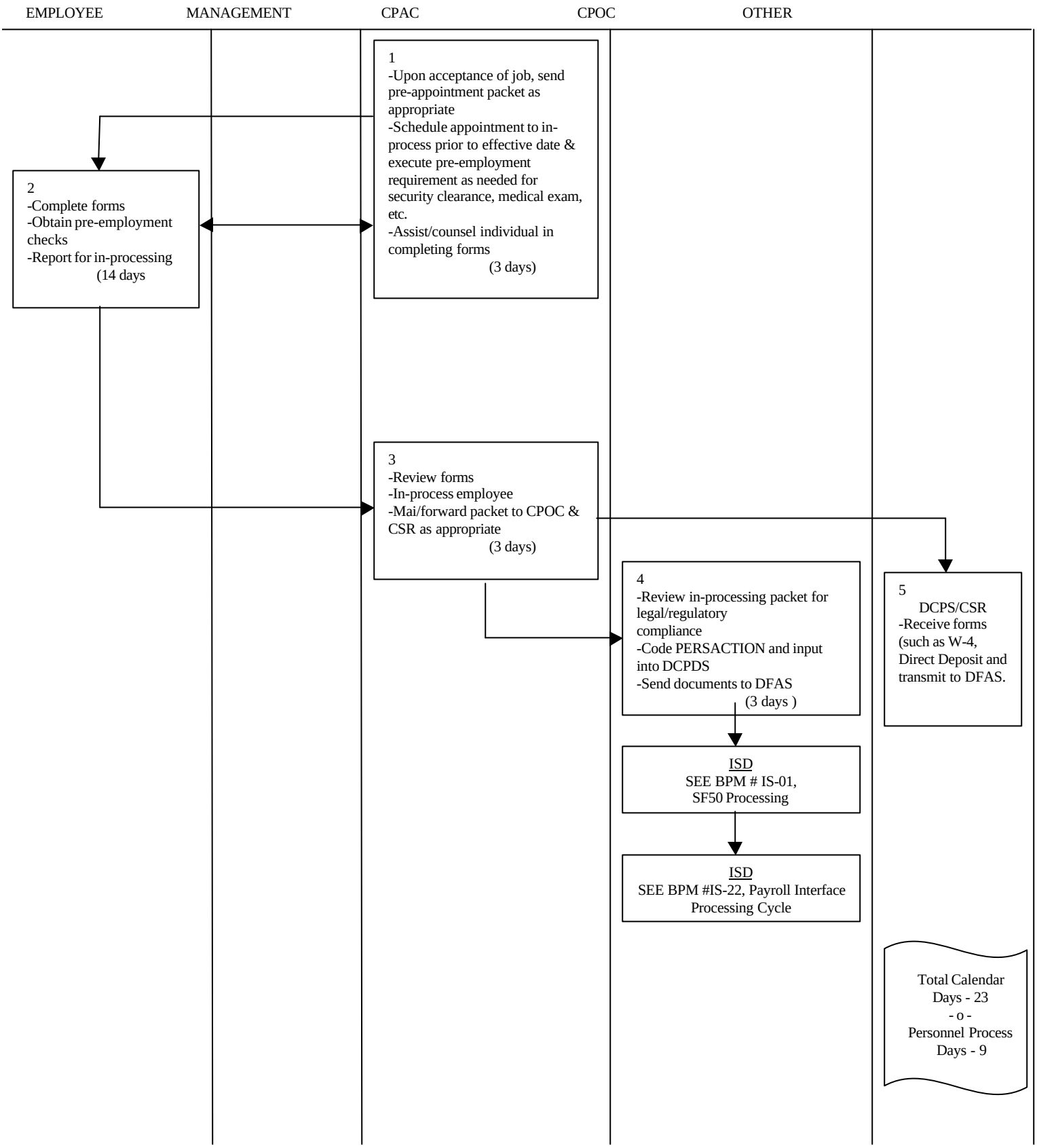
EMPLOYEE
MANAGEMENT
CPAC
CPOC
OTHER
1
-Upon acceptance of job, send pre-appointment packet as appropriate
-Schedule appointment to in-process prior to effective date & execute pre-employment requirement as needed for security clearance, medical exam, etc.
-Assist/counsel individual in completing forms
(3 days)
2
-Complete forms
-Obtain pre-employment checks
-Report for in-processing
(14 days
3
-Review forms
-In-process employee
-Mai/forward packet to CPOC & CSR as appropriate
(3 days)
4
-Review in-processing packet for legal/regulatory compliance
-Code PERSACTION and input into DCPDS
-Send documents to DFAS
(3 days)
5
DCPS/CSR
-Receive forms (such as W-4, Direct Deposit and transmit to DFAS.
ISD
SEE BPM # IS-01, SF50 Processing
ISD
SEE BPM #IS-22, Payroll Interface Processing Cycle
Total Calendar Days - 23
- o -
Personnel Process Days - 9