

EMPLOYEE

MANAGEMENT

CPAC

CPOC

OTHER

1
 Complete PERSACTION
 Obtain org approval (fund cite, TDA, etc.)
 Establish effective date
 Coordinate to CPAC at least 21 days before proposed eff date

2
 Review PERSACTION for completeness
 Update Notes section as necessary
 Clear classification with CPOC, PMCD
 Clear PPP
 Coordinate effective date if required
 Coordinate PERSACTION to CPOC PMCD
 4 Days

3
 PMCD
 Refer to C5 (14 days), or C2 (3 days)

4
 RSD
 Determine employee eligibility
 Clear PPP as necessary
 Complete and authorize PERSACTION
 Update PERSACT tracker information
 Coordinate PERSACTION to CPOC ISD
 5 Days

5
 ISD
 Input/print/review/sign NPA
 Update PERSACT tracker information
 Forward employee and utility copy of NPA to CPAC
 4 Days

Total Calendar Days= 12
 Personnel Process Days= 16