7(c). HCES Current State Hiring Process (Competitive Hires) – Post Entrance on Duty

1. Prepare EOD paperwork checklist

2. Validate PD, PDT, and CD-516

3. Submit In-Processing paperwork to Enterprise Services (ES)

4. Complete Benefits forms Day of Entrance on Duty (EOD)

5. Are required benefits forms submitted? Yes

6. Submit Benefits paperwork to ES

7. Receive final In-Processing and Benefits paperwork

8. Required forms complete? Yes

9. Resubmit to include all relevant forms and information

10. Are In-Processing forms complete? Yes

11. Resubmit to include all relevant forms and information

12. Are Optional forms complete? No

13. Process final In-Processing paperwork

14. Send all paperwork to eOPF

**Legend:**
- Standard Communication
- Start or End Process
- Decision Point
- Alternate Process
- Technology/System Interaction

**TBD:**
- Needs to be completed by TBD
- Needs to be completed by TBD
- TBD because of Comp and Ben go-live

**Notes:**
- This starts day of EOD and must be completed within 60 days
- Needs to be completed by Friday after EOD
- Needs to be completed by Friday after EOD