



MEMORANDUM

TO : EXECUTIVE AND LEGISLATIVE BRANCHES

FROM : *Charlotte Bighumb*
Charlotte Bighumb, Human Resources Director
DHR/Department of Personnel Management

DATE : January 12, 2026

SUBJECT: Dayforce and PAF Update

This memorandum is to inform all Navajo Nation departments and programs that the Department of Personnel Management (DPM) will reinstate the submission and acceptance of Personnel Action Forms (PAFs), effective immediately.

Over the past several weeks, DPM has encountered a number of challenges with the Dayforce system that require additional testing, validation, and troubleshooting. As a result, a collective decision has been made to place a temporary hold on utilizing the new system for employment actions while we work diligently to resolve these issues.

We understand that these system challenges have caused frustration and concern—particularly with payroll. Please know that this decision was made with the best interest of our employees in mind, and we are committed to ensuring that all issues are corrected and that employees are made whole.

Personnel Action Form (PAF) Process

Until further notice, the PAF process will continue using the same procedures as before, including:

- New Hires must continue to enroll with the Navajo Nation Employee Benefits Program and obtain the required stamped verification on all PAFs.
- All PAFs must continue to obtain verification from the appropriate departments, including:
 - The Office of the Controller (OOC) - Contract Accounting for all externally funded programs
- DPM will resume full acceptance and processing of PAFs for all personnel actions.

Continued Use of Dayforce

The Navajo Nation will continue utilizing Dayforce for its intended purpose as a Human Capital Management (HCM) system. At this time, Dayforce will continue to support HR and personnel functions only while system improvements are underway.

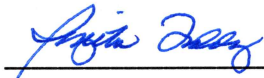
All employees are expected to continue clocking in and clocking out as required. Accurate timekeeping remains essential to ensure proper accountability during this transition period. Updates will continue to be transmitted as we make changes and improvements. Training initiatives will also continue.

We sincerely appreciate your patience, professionalism, and cooperation as we work through these challenges. Please be assured that DPM, the Office of the Controller, and our system partners are working diligently and collaboratively to resolve all issues and strengthen our processes moving forward.

If you have any questions or concerns, please contact the Department of Personnel Management or the Navajo Nation Office of the Controller for assistance.

Thank you for your understanding and continued partnership.

CONCURRENCE:



Reyrita Toddy, Division Director
Division of Human Resources