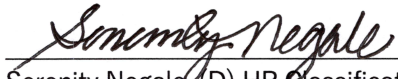




The Navajo Nation **DR. BUU NYGREN** **PRESIDENT**
Yideeskáadi Nitsáhákees **RICHELLE MONTOYA** **VICE PRESIDENT**

M E M O R A N D U M

TO : Division/Executive Directors and Department/Program Managers
Navajo Nation Executive and Legislative Branches

FROM : 
Serenity Negale, (D) HR Classification & Pay Mgr.
DHR | Department of Personnel Management

DATE : October 1, 2024

SUBJECT : **Fiscal Year 2025 – Personnel Action Form (“PAF”) Submission Schedule**

Attached for your information and use is the PAF Submission Schedule for Fiscal Year 2025. All programs are expected to comply with the established deadlines when submitting PAFs to the Department of Personnel Management (“DPM”) for review and approval.

Compliance with the established deadlines is necessary to ensure that all personnel actions are properly documented and updated in the Human Resources Information System (“HRIS”) database. PAFs are time sensitive documents used to authorize payment for payroll purposes in regard to employment, changes in employment and separation. Such changes may impact personnel data, payroll, benefits, contracts and grants, etc.

Programs are responsible for initiating personnel actions for their staff and must ensure that the PAF is approved by the proper officials prior to the effective date. All employment notice PAFs must be officially processed before the individual can report to work to avoid liability issues. Programs shall ensure all PAFs are submitted with the appropriate supporting documentation. PAFs that are incomplete, lack supporting documentation or require correction will be immediately returned to the program with no action.

Additionally, all personnel actions involving a rate adjustment, changes in employment status and/or assignment, i.e. transfers, promotions, demotions, acting status assignments, shall become effective on the beginning date of the next pay period after the respective requirements are met. Prior to signing the PAF, supervisors should ensure that the personnel action is made in accordance with the Navajo Nation Personnel Policies Manual (“NNPPM”) and other NN laws, rules and regulations.

Please be reminded that all new hires who are eligible for coverage under the NN Employee Benefits Plan must enroll for coverage prior to submitting their employment notice PAF to the DPM for processing. For additional information, please contact the NN Employee Benefits Program at (928)871-6300, or visit their website at <https://www.isd.benefits.navajo-nsn.gov/>.

With regard to the health and safety of our staff, DPM is only accepting documents electronically, so please submit all PAFs and supporting documents to SubmitPAFs@dpm.navajo-nsn.gov. Any Requests for Automations and approved budgets, shall be submitted to the Position Control Section, DPM_PositionControlGroup@navajo-nsn.gov. Should your office have any questions and/or need additional assistance, please feel free to contact the DPM.

CONCURRENCE:


Charlotte Bigthumb, Human Resources Director
Department of Personnel Management

CC: Distribution

DEPARTMENT OF PERSONNEL MANAGEMENT
P.O. Box 7080, Window Rock, Arizona 86515

PHONE NO: (928) 871-6330; FAX NO: (928) 871-6976; Website: www.dpm.navajo-nsn.gov

Personnel Action Form ("PAF") Submission Schedule

Fiscal Year: 2025

Pay Cycle	Pay Period Ending	Effective Dates Dates Ranging Between	PAF to DPM Deadline	Final Updates Pending PAFs	Pre-Payroll Processing No Updates in HRIS	Check Date
1	10/04/2024	09/21/2024 - 10/04/2024	09/16/2024	10/04/2024	10/09/2024 - 10/10/2024	10/16/2024
2	10/18/2024	10/05/2024 - 10/18/2024	09/30/2024	10/18/2024	10/23/2024 - 10/24/2024	10/30/2024
3	11/01/2024	10/19/2024 - 11/01/2024	10/14/2024	11/01/2024	11/06/2024 - 11/07/2024	11/13/2024
4	11/15/2024	11/02/2024 - 11/15/2024	10/28/2024	11/15/2024	11/20/2024 - 11/21/2024	11/27/2024
5	11/29/2024	11/16/2024 - 11/29/2024	11/11/2024	11/29/2024	12/04/2024 - 12/05/2024	12/11/2024
6	12/13/2024	11/30/2024 - 12/13/2024	11/25/2024	12/13/2024	12/18/2024 - 12/19/2024	12/25/2024
7	12/27/2024	12/14/2024 - 12/27/2024	12/09/2024	12/27/2024	12/31/2024 - 01/01/2025	01/08/2025
8	01/10/2025	12/28/2024 - 01/10/2025	12/23/2024	01/10/2025	01/15/2025 - 01/16/2025	01/22/2025
9	01/24/2025	01/11/2025 - 01/24/2025	01/06/2025	01/24/2025	01/29/2025 - 01/30/2025	02/05/2025
10	02/07/2025	01/25/2025 - 02/07/2025	01/20/2025	02/07/2025	02/12/2025 - 02/13/2025	02/19/2025
11	02/21/2025	02/08/2025 - 02/21/2025	02/03/2025	02/21/2025	02/26/2025 - 02/27/2025	03/05/2025
12	03/07/2025	02/22/2025 - 03/07/2025	02/17/2025	03/07/2025	03/12/2025 - 03/13/2025	03/19/2025
13	03/21/2025	03/08/2025 - 03/21/2025	03/03/2025	03/21/2025	03/26/2025 - 03/27/2025	04/02/2025
14	04/04/2025	03/22/2025 - 04/04/2025	03/17/2025	04/04/2025	04/09/2025 - 04/10/2025	04/16/2025
15	04/18/2025	04/05/2025 - 04/18/2025	03/31/2025	04/18/2025	04/23/2025 - 04/24/2025	04/30/2025
16	05/02/2025	04/19/2025 - 05/02/2025	04/14/2025	05/02/2025	05/07/2025 - 05/08/2025	05/14/2025
17	05/16/2025	05/03/2025 - 05/16/2025	04/28/2025	05/16/2025	05/21/2025 - 05/22/2025	05/28/2025
18	05/30/2025	05/17/2025 - 05/30/2025	05/12/2025	05/30/2025	06/04/2025 - 06/05/2025	06/11/2025
19	06/13/2025	05/31/2025 - 06/13/2025	05/26/2025	06/13/2025	06/18/2025 - 06/19/2025	06/25/2025
20	06/27/2025	06/14/2025 - 06/27/2025	06/09/2025	06/27/2025	07/02/2025 - 07/03/2025	07/09/2025
21	07/11/2025	06/28/2025 - 07/11/2025	06/23/2025	07/11/2025	07/16/2025 - 07/17/2025	07/23/2025
22	07/25/2025	07/12/2025 - 07/25/2025	07/07/2025	07/25/2025	07/30/2025 - 07/31/2025	08/06/2025
23	08/08/2025	07/26/2025 - 08/08/2025	07/21/2025	08/08/2025	08/12/2025 - 08/13/2025	08/20/2025
24	08/22/2025	08/09/2025 - 08/22/2025	08/04/2025	08/22/2025	08/27/2025 - 08/28/2025	09/03/2025
25	09/05/2025	08/23/2025 - 09/05/2025	08/18/2025	09/05/2025	09/10/2025 - 09/11/2025	09/17/2025
26	09/19/2025	09/06/2025 - 09/19/2025	09/01/2025	09/19/2025	09/24/2025 - 09/25/2025	10/01/2025
1	10/03/2025	09/20/2025 - 10/03/2025	09/15/2025	10/03/2025	10/08/2025 - 10/09/2025	10/15/2025

Actual Date of Holiday	NN Holidays	Observed On
Veteran's Day		
Mon, November 11, 2024		11/11/2024
Thanksgiving Day		
Thu, November 28, 2024		11/28/2024
Navajo Nation Family Day		
Fri, November 29, 2024		11/29/2024
Christmas Day		
Wed, December 25, 2024		12/25/2024
New Year's Day		
Wed, January 01, 2025		01/01/2025
Martin Luther King Day		
Mon, January 20, 2025		01/20/2025
President's Day		
Mon, February 17, 2025		02/17/2025
Memorial Day		
Mon, May 26, 2025		05/26/2025
Navajo Nation Memorial Day		
Sun, June 01, 2025		06/02/2025
Juneteenth		
Thu, June 19, 2025		06/19/2025
Independence Day		
Fri, July 04, 2025		07/04/2025
Navajo Code Talker Day		
Thu, August 14, 2025		08/14/2025
Labor Day		
Mon, September 01, 2025		09/01/2025

Contact Us | Department of Personnel Management

Have questions? or need additional assistance?

Contact the Support Services Section at dpm_support_services@dpm.navajo-nsn.gov, or call (928) 871-6330 for more information.

Please visit our website at www.dpm.navajo-nsn.gov to download PAF Samples, Forms, Schedules and other helpful resources.

PAF Submittals

PAFs and supporting documents must be

submitted electronically via e-mail to:

submitPAFs@dpm.navajo-nsn.gov