

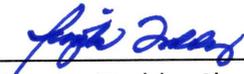
THE NAVAJO NATION

JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE-PRESIDENT



MEMORANDUM

TO : DIVISION DIRECTORS, DEPARTMENT AND PROGRAM MANAGERS
EXECUTIVE AND LEGISLATIVE BRANCHES

FROM : 
Reycita Toddy, Classification & Pay Manager
Department of Personnel Management

DATE : October 7, 2019

SUBJECT: **Personnel Action Form (PAF) SUBMISSION SCHEDULE**

Attached is the Personnel Action Form (PAF) Submission Schedule to be utilized for the submission and processing of Personnel Action Forms for Fiscal Year 2020. Adherence to the deadlines is necessary to allow the Department of Personnel Management (DPM) and the Payroll Section/NNOOC sufficient time to review and process the PAFs in accordance with the established deadlines.

Programs are reminded to ensure all PAFs are complete and submitted with appropriate supporting documents for each personnel action form. PAFs that are incomplete, lack supporting documents or require correction will be returned to the program. Please be reminded, all actions involving a change in pay rate, business unit number, transfers, promotion, demotion, change in employment status from temporary to introductory and acting status assignments must begin at the beginning of a pay period. Supervisors are responsible for ensuring established personnel policies and procedures are followed before signing PAFs.

Should you have any questions, please contact the Department of Personnel Management at (928) 871-6330 or (928) 871-6154. Thank you.

CONCURRENCE:


Tonia W. Becenti, HR Director

Attachment

DISTRIBUTION

PERSONNEL ACTION FORM SUBMISSION SCHEDULE FY 2020

PAY CYCLE	EFFECTIVE DATE	DATE DUE TO DPM	PAY PERIOD BEGINNING	PAY PERIOD ENDING	CHECK DATE
1	09/30/2019	09/23/2019	09/28/2019	10/11/2019	10/23/2019
2	10/14/2019	10/07/2019	10/12/2019	10/25/2019	11/06/2019
3	10/28/2019	10/21/2019	10/26/2019	11/08/2019	11/20/2019
4	11/11/2019	11/04/2019	11/09/2019	11/22/2019	12/04/2019
5	11/25/2019	11/18/2019	11/23/2019	12/06/2019	12/18/2019
6	12/09/2019	12/02/2019	12/07/2019	12/20/2019	01/01/2020
7	12/23/2019	12/16/2019	12/21/2019	01/03/2020	01/15/2020
8	01/06/2020	12/30/2019	01/04/2020	01/17/2020	01/29/2020
9	01/20/2020	01/13/2020	01/18/2020	01/31/2020	02/12/2020
10	02/03/2020	01/27/2020	02/01/2020	02/14/2020	02/26/2020
11	02/17/2020	02/10/2020	02/15/2020	02/28/2020	03/11/2020
12	03/02/2020	02/24/2020	02/29/2020	03/13/2020	03/25/2020
13	03/16/2020	03/09/2020	03/14/2020	03/27/2020	04/08/2020
14	03/30/2020	03/23/2020	03/28/2020	04/10/2020	04/22/2020
15	04/13/2020	04/06/2020	04/11/2020	04/24/2020	05/06/2020
16	04/27/2020	04/20/2020	04/25/2020	05/08/2020	05/20/2020
17	05/11/2020	05/04/2020	05/09/2020	05/22/2020	06/03/2020
18	05/25/2020	05/18/2020	05/23/2020	06/05/2020	06/17/2020
19	06/08/2020	06/01/2020	06/06/2020	06/19/2020	07/01/2020
20	06/22/2020	06/15/2020	06/20/2020	07/03/2020	07/15/2020
21	07/06/2020	06/29/2020	07/04/2020	07/17/2020	07/29/2020
22	07/20/2020	07/13/2020	07/18/2020	07/31/2020	08/12/2020
23	08/03/2020	07/27/2020	08/01/2020	08/14/2020	08/26/2020
24	08/17/2020	08/10/2020	08/15/2020	08/28/2020	09/09/2020
25	08/31/2020	08/24/2020	08/29/2020	09/11/2020	09/23/2020
26	09/14/2020	09/07/2020	09/12/2020	09/25/2020	10/07/2020
	09/28/2020	09/21/2020	09/26/2020	10/09/2020	10/21/2020