

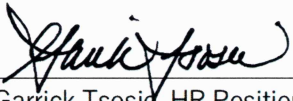
# THE NAVAJO NATION



JONATHAN NEZ | PRESIDENT    MYRON LIZER | VICE-PRESIDENT

## MEMORANDUM

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

FROM :   
Garrick Tsosie, HR Position Control Analyst  
DHR | Department of Personnel Management

DATE : October 1, 2021

SUBJECT : **Fiscal Year 2022 – Personnel Action Form (“PAF”) Submission Schedule**

Attached for compliance by all Divisions and Departments is the PAF Submission Schedule for Fiscal Year 2022. 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 regards 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. 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, until DPM receives all supporting documents as required.

Additionally, all personnel actions involving a rate adjustment, change 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 will ensure that the personnel action is made in accordance with the Navajo Nation Personnel Policies Manual (“NNPPM”) and other NN laws, rules and regulations.

As a reminder; 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. Election of coverage includes medical, prescription drug, dental, vision and short term disability. 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, all PAFs and supporting documents, including Requests for Automations and approved budgets, shall be submitted electronically by email to the Support Services Section at [DPM\\_Support\\_Services@dpm.navajo-nsn.gov](mailto:DPM_Support_Services@dpm.navajo-nsn.gov). Should your office have any questions and/or need additional assistance, please feel free to contact the DPM.

### CONCURRENCE:



Tomicita R. Woodie, Human Resources Director  
Department of Personnel Management

CC: Distribution

# PERSONNEL ACTION FORM (PAF) SUBMISSION SCHEDULE

FY 2022

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	10/08/2021	09/25/2021 - 10/08/2021	09/20/2021	09/27/2021	10/13/2021 - 10/14/2021	10/20/2021
2	10/22/2021	10/09/2021 - 10/22/2021	10/04/2021	10/11/2021	10/27/2021 - 10/28/2021	11/03/2021
3	11/05/2021	10/23/2021 - 11/05/2021	10/18/2021	10/25/2021	11/09/2021 - 11/10/2021	11/17/2021
4	11/19/2021	11/06/2021 - 11/19/2021	11/01/2021	11/08/2021	11/23/2021 - 11/24/2021	12/01/2021
5	12/03/2021	11/20/2021 - 12/03/2021	11/15/2021	11/22/2021	12/08/2021 - 12/09/2021	12/15/2021
6	12/17/2021	12/04/2021 - 12/17/2021	11/29/2021	12/06/2021	12/22/2021 - 12/23/2021	12/29/2021
7	12/31/2021	12/18/2021 - 12/31/2021	12/13/2021	12/20/2021	01/05/2022 - 01/06/2022	01/12/2022
8	01/14/2022	01/01/2022 - 01/14/2022	12/27/2021	01/03/2022	01/19/2022 - 01/20/2022	01/26/2022
9	01/28/2022	01/15/2022 - 01/28/2022	01/10/2022	01/17/2022	02/02/2022 - 02/03/2022	02/09/2022
10	02/11/2022	01/29/2022 - 02/11/2022	01/24/2022	01/31/2022	02/16/2022 - 02/17/2022	02/23/2022
11	02/25/2022	02/12/2022 - 02/25/2022	02/07/2022	02/14/2022	03/02/2022 - 03/03/2022	03/09/2022
12	03/11/2022	02/26/2022 - 03/11/2022	02/21/2022	02/28/2022	03/16/2022 - 03/17/2022	03/23/2022
13	03/25/2022	03/12/2022 - 03/25/2022	03/07/2022	03/14/2022	03/30/2022 - 03/31/2022	04/06/2022
14	04/08/2022	03/26/2022 - 04/08/2022	03/21/2022	03/28/2022	04/13/2022 - 04/14/2022	04/20/2022
15	04/22/2022	04/09/2022 - 04/22/2022	04/04/2022	04/11/2022	04/27/2022 - 04/28/2022	05/04/2022
16	05/06/2022	04/23/2022 - 05/06/2022	04/18/2022	04/25/2022	05/11/2022 - 05/12/2022	05/18/2022
17	05/20/2022	05/07/2022 - 05/20/2022	05/02/2022	05/09/2022	05/25/2022 - 05/26/2022	06/01/2022
18	06/03/2022	05/21/2022 - 06/03/2022	05/16/2022	05/23/2022	06/08/2022 - 06/09/2022	06/15/2022
19	06/17/2022	06/04/2022 - 06/17/2022	05/30/2022	06/06/2022	06/22/2022 - 06/23/2022	06/29/2022
20	07/01/2022	06/18/2022 - 07/01/2022	06/13/2022	06/20/2022	07/06/2022 - 07/07/2022	07/13/2022
21	07/15/2022	07/02/2022 - 07/15/2022	06/27/2022	07/04/2022	07/20/2022 - 07/21/2022	07/27/2022
22	07/29/2022	07/16/2022 - 07/29/2022	07/11/2022	07/18/2022	08/03/2022 - 08/04/2022	08/10/2022
23	08/12/2022	07/30/2022 - 08/12/2022	07/25/2022	08/01/2022	08/17/2022 - 08/18/2022	08/24/2022
24	08/26/2022	08/13/2022 - 08/26/2022	08/08/2022	08/15/2022	08/31/2022 - 09/01/2022	09/07/2022
25	09/09/2022	08/27/2022 - 09/09/2022	08/22/2022	08/29/2022	09/14/2022 - 09/15/2022	09/21/2022
26	09/23/2022	09/10/2022 - 09/23/2022	09/05/2022	09/12/2022	09/28/2022 - 09/29/2022	10/05/2022
	10/07/2022	09/24/2022 - 10/07/2022	09/19/2022	09/26/2022	10/12/2022 - 10/13/2022	10/19/2022

NN Holidays	
Actual Date	Observed On
<b>Veteran's Day</b>	
11/11/2021	11/11/2021
<b>Thanksgiving Day</b>	
11/25/2021	11/25/2021
<b>NN Family Day</b>	
11/26/2021	11/26/2021
<b>Christmas Day</b>	
12/25/2021	12/24/2021
<b>New Year's Day</b>	
01/01/2022	12/31/2021
<b>Martin Luther King Jr. Day</b>	
01/17/2021	01/17/2022
<b>President's Day</b>	
02/21/2022	02/21/2022
<b>Memorial Day</b>	
05/30/2022	05/30/2022
<b>NN Memorial Day</b>	
06/01/2022	06/01/2022
<b>Independence Day</b>	
07/04/2022	07/04/2022
<b>Navajo Code Talker's Day</b>	
08/14/2022	08/15/2022
<b>Labor Day</b>	
09/05/2022	09/05/2022