

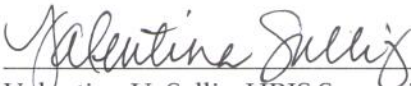


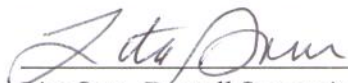
THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE PRESIDENT

MEMORANDUM

TO : ALL PROGRAMS, DEPARTMENTS, DIVISION AND EXECUTIVE OFFICE
DIRECTORS

FROM : 
Valentina U. Sallis, HRIS Supervisor
Department of Personnel Management


Lita Sam, Payroll Supervisor
Office of the Controller

DATE : September 11, 2017


SUBJECT: **PAF Submission Schedule**

Attached is the PAF Submission Schedule to be utilized for the submission and processing of Personnel Action Forms (PAF) for fiscal year 2018. Adherence to the deadlines is necessary to allow Personnel and Payroll 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. Also, notice was provided to ALL programs that PAFs involving a change in pay rate and business unit number such as transfer, promotion, demotion, a 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 that established personnel policies and procedures are followed before signing the PAFs.

Your cooperation and adherence to these deadlines is expected. If you need assistance or have any questions regarding personnel or payroll issues, please do not hesitate to call us.

CONCURRENCE:


Dr. Sharon Begay-McCabe, HR Director
Department of Personnel Management

Attachment
DISTRIBUTION

DEPARTMENT OF PERSONNEL MANAGEMENT
P.O. BOX 7080, WINDOW ROCK, ARIZONA 86515
TELEPHONE: (928) 871-6330; FAX: (928) 871-6976; Website: www.dpm.navajo-nsn.gov

**PERSONNEL ACTION FORM (PAF) SUBMISSION
SCHEDULE
FISCAL YEAR 2018**

PAY CYCLE	BEGIN DATE	END DATE	CHECK DATE	DATE DUE TO DPM
01	09/30/2017	10/13/2017	10/25/2017	09/29/2017
02	10/14/2017	10/27/2017	11/08/2017	10/13/2017
03	10/28/2017	11/10/2017	11/22/2017	10/27/2017
04	11/11/2017	11/24/2017	12/06/2017	11/10/2017
05	11/25/2017	12/08/2017	12/20/2017	11/24/2017
06	12/09/2017	12/22/2017	01/03/2018	12/08/2017
07	12/23/2017	01/05/2018	01/17/2018	12/22/2017
08	01/06/2018	01/19/2018	01/31/2018	01/05/2018
09	01/20/2018	02/02/2018	02/14/2018	01/19/2018
10	02/03/2018	02/16/2018	02/28/2018	02/02/2018
11	02/17/2018	03/02/2018	03/14/2018	02/16/2018
12	03/03/2018	03/16/2018	03/28/2018	03/02/2018
13	03/17/2018	03/30/2018	04/11/2018	03/16/2018
14	03/31/2018	04/13/2018	04/25/2018	03/30/2018
15	04/14/2018	04/27/2018	05/09/2018	04/13/2018
16	04/28/2018	05/11/2018	05/23/2018	04/27/2018
17	05/12/2018	05/25/2018	06/06/2018	05/11/2018
18	05/26/2018	06/08/2018	06/20/2018	05/25/2018
19	06/09/2018	06/22/2018	07/04/2018	06/08/2018
20	06/23/2018	07/06/2018	07/18/2018	06/22/2018
21	07/07/2018	07/20/2018	08/01/2018	07/06/2018
22	07/21/2018	08/03/2018	08/15/2018	07/20/2018
23	08/04/2018	08/17/2018	08/29/2018	08/03/2018
24	08/18/2018	08/31/2018	09/12/2018	08/17/2018
25	09/01/2018	09/14/2018	09/26/2018	08/31/2018
26	09/15/2018	09/28/2018	10/10/2018	09/14/2018