



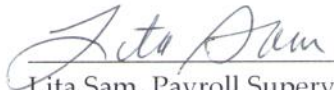
THE NAVAJO NATION

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 1, 2016

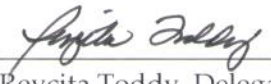
SUBJECT: **PAF Submission Schedule**

Attached is the PAF Submission Schedule to be utilized for the submission and processing of Personnel Action Forms (PAF) for fiscal year 2017. 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:


Reycita Toddy, Delegated 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 2017**

PAY CYCLE	BEGIN DATE	END DATE	CHECK DATE	DATE DUE TO DPM
01	10/01/2016	10/14/2016	10/26/2016	09/30/2016
02	10/15/2016	10/28/2016	11/09/2016	10/14/2016
03	10/29/2016	11/11/2016	11/23/2016	10/28/2016
04	11/12/2016	11/25/2016	12/07/2016	11/11/2016
05	11/26/2016	12/09/2016	12/21/2016	11/25/2016
06	12/10/2016	12/23/2016	01/04/2017	12/09/2016
07	12/24/2016	01/06/2017	01/18/2017	12/23/2016
08	01/07/2017	01/20/2017	02/01/2017	01/06/2017
09	01/21/2017	02/03/2017	02/15/2017	01/20/2017
10	02/04/2017	02/17/2017	03/01/2017	02/03/2017
11	02/18/2017	03/03/2017	03/15/2017	02/17/2017
12	03/04/2017	03/17/2017	03/29/2017	03/03/2017
13	03/18/2017	03/31/2017	04/12/2017	03/17/2017
14	04/01/2017	04/14/2017	04/26/2017	03/31/2017
15	04/15/2017	04/28/2017	05/10/2017	04/14/2017
16	04/29/2017	05/12/2017	05/24/2017	04/28/2017
17	05/13/2017	05/26/2017	06/07/2017	05/12/2017
18	05/27/2017	06/09/2017	06/21/2017	05/26/2017
19	06/10/2017	06/23/2017	07/05/2017	06/09/2017
20	06/24/2017	07/07/2017	07/19/2017	06/23/2017
21	07/08/2017	07/21/2017	08/02/2017	07/07/2017
22	07/22/2017	08/04/2017	08/16/2017	07/21/2017
23	08/05/2017	08/18/2017	08/30/2017	08/04/2017
24	08/19/2017	09/01/2017	09/13/2017	08/18/2017
25	09/02/2017	09/15/2017	09/27/2017	09/01/2017
26	09/16/2017	09/29/2017	10/11/2017	09/15/2017
27	09/30/2017	10/13/2017	10/25/2017	09/29/2017