THE NAVAJO NATION

BEN SHELLY PRESIDENT
REX LEE JIM VICE PRESIDENT

MEMORANDUM

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

FROM : Serenity Smith

Serenity S. Smith, HR Position Control Analyst
Department of Personnel Management

DATE : December 5, 2012

SUBJECT: **CONTRACTS/GRANTS ENDING DECEMBER 31, 2012**

This correspondence is to inform all departments and programs whose contract/grant is ending on December 31, 2012, that an approved budget or budget modification must be submitted to the Department of Personnel Management (DPM) no later than December 21, 2012 in order to extend the assignments of their respective employees.

Due to the upcoming holidays and workload constraints of the DPM staff, it is imperative that all departments and programs submit their budget information by the deadline date. This will allow DPM staff sufficient time to update all budget information in the HRIS system, which will also allow the timely processing of PAF's for the affected employees. Also, please be advised that all requests for automation of employee assignments must be in accordance with the Extension of Employee Assignment Procedures.

Your cooperation and adherence to this deadline is appreciated. If you do not anticipate that your budget will be approved by the deadline, please provide appropriate notice to your staff and inform DPM as soon as possible. Please note that DPM is unable to extend the employee assignments without an approved budget. Should you have any questions please contact us directly at (928) 871-6332. Thank you.

CONCURRENCE:

Reycita Toddy, HR Classification & Pay Manager
Department of Personnel Management

Xc: Thomas Ranger, Division Director
Bernadette Bernally, HR Director

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