SAMPLE

THE NAVAJO NATION PERSONNEL ACTION FORM

Employee Position I.D. No.

DPM USE ONLY

Employment Notice	Employment Notice Change Notice		Termination Notice		Effective Date October 1, 2021	
		Mailing Address	ss (City, State, Zip Code)		Social Security Number	
Census Number Marital Status	Gender		Date of Birth	Ethnic Code	000-00-0000 Worksite	
Division /Department DHR / Department of Personne	l Management		Depar	tment Number	Business Unit Number 000000.0000	
Position Title Administrative Assistant		Class Code 1260	Grade Step BQ62A	Hourly Rate Per Annum \$ 18.60 \$ 38,836.80		
Remarks: General Wage Adjustment (GWA); Change in Schedule ID, Hourly Rate and Per Annum.						
Employee Signature	Date		Type of Termination:	☐ Resignation	☐ Discharge ☐ Layoff	
UNAVAILABLE FOR SIGNATURE Department Acceptance Date			This section must be completed to ensure that all Tribal monies/property during employment have accounted for by the Financial Services Department and the following NN Departments or Offices			
REQUIRED			Cashiers Ofc EE Benefits			
Department Release	Date	P-0	ccts Rec Card Sec		Housinget Mgmt	
Department of Personnel Management	Date		avel Adv edit Svcs		Property tirement	
		Clear	ance by initial from each		eterans	
Type of Action: General Wage A	A)	Notice Type: Change				
Pursuant to the NNC Resolution No. CS-49-21, a 3.0% General Wage Adjustment was included in the approval of the Navajo Nation Fiscal Year 2021 Comprehensive Budget. Accordingly, the following Salary Schedules are to be utilized by all programs, departments and divisions of the Navajo Nation with regard to all personnel, payroll and budgetary documentation:						
■ "BQ" - Navajo Nation Regula						
 "BR" - Navajo Nation Regula "BS" - Commissioned Law B 						
 "BT" - Navajo Head Start Reg "BU" - Navajo Head Start Pre 					determine the Per Annum, ate (x) 2,088 hours = Per Annum	
ATTACHMENTS & SUPPORTING DOCUMENTS						
Approved Budget and/or Approved Budget Revision Request (BRR) - Copy						
PAF REQUIREMENTS						
☐ Employee's Signature is preferred but not required. If the employee is unavailable, the PAF must state "Unavailable for Signature"						
☐ Department Acceptance Signature & Date						
Annual Salary is calculated at <u>2,088</u> hours pursuant to the Navajo Nation FY`21 Budget Instructions Manual (BIM)						
OTHER REQUIREMENTS						
☐ If the position is funded b	v an external cont	ract and/or ar	ant varification from	m Contract Accoun	ating/OOC is required prior to	