The Navajo Nation

JOE SHIRLEY, JR.
PRESIDENT

BEN SHELLY
VICE-PRESIDENT

MEMORANDUM

TO : ALL DIVISION DIRECTORS, DEPARTMENT AND PROGRAM MANAGERS
EXECUTIVE AND LEGISLATIVE BRANCHES

FROM : Bernadette Bernally
Bernadette Bernally, Human Resources Director
Department of Personnel Management

DATE : October 12, 2010

SUBJECT : **PERSONNEL TRANSACTIONS PURSUANT TO NNC RESOLUTION CS-37-10**

Pursuant to Navajo Nation Council Resolution CS-37-10, which adopts a Continuing Resolution (CR) beginning October 1, 2010 and ending no later than March 31, 2011, the following personnel guidelines pertain to the processing of PAF's:

- AUTOMATED POSITION ROLLOVERS
  Employees assigned to a general fund position will have their position and assignment handled through the automated position rollover process and receive a computer generated Personnel Action Form (PAF).

  Automation of contract extensions, change in business unit numbers and extension of assignments for all grant and contract funded positions will be included in the automated position rollover. **IF** the program submitted the Request for Automation of Personnel Action Forms by the October 7, 2010 deadline.

- MANUAL PAFS
  A manual PAF is required for the following:
  1. Employees who are on an "acting" status assignment or any other type of special assignment.
  2. Employees who are on any type of leave without pay status. ie: Family Medical Leave, Suspension, etc.
  3. Employees whose assignment has a not exceed date before September 30, 2010.

DEPARTMENT OF PERSONNEL MANAGEMENT
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- Employees whose positions are cost allocated.
- Temporary employees.
- Any changes, such as, business unit number changes from contract to general fund or change in business unit distribution, termination, promotion, transfer, etc., occurring on or before the implementation date.
- External funded programs who did not submit a Request for Automation of Personnel Actions form by October 7, 2010.

Manual PAFs need to be submitted to DPM as soon as possible to avoid missing the first payroll cycle of the fiscal year. Please contact the DPM if you have questions. Thank You.

xc: Chrono