

THE NAVAJO NATION

JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE-PRESIDENT



MEMORANDUM

TO : Reycita Toddy, (D) Human Resources Director
DHR/Department of Personnel Management

FROM : _____

DATE :

SUBJECT: **Request for Automation of Employee Assignments**

This memorandum is to request for the automation of extension of assignments resulting from a new budget or change in business unit for the following business unit(s):

To Be Completed by Program/Department	To Be Completed by OMB/Budget Section	
Business Unit Number	Business Unit Number	Budget End Date

We certify that budgets for these Business Unit(s) are sufficient to cover personnel expenditures resulting from the extension of assignments. Furthermore, we certify that a copy of the approved budget, including budget forms 3 & 5, are attached to this request, and authorize the Department of Personnel Management to automate the extension of assignments based on the information provided above for those employees who meet the requirements for automation.

Division Director's Signature

OFFICE OF MANAGEMENT & BUDGET - BUDGET VERIFICATION

Contract & Grants Section

Cordell Shortey, Contracting Officer

OFFICE OF THE CONTROLLER - AUTHORIZATION FOR EXPENDITURE OF FUNDS

Contract Accounting Section

Pearline Kirk, Controller - OOC

DEPARTMENT OF PERSONNEL MANAGEMENT

Position Control Section

Reycita Toddy, (D) HR Director

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



PROCEDURES
EXECUTIVE AND LEGISLATIVE BRANCHES
DEPARTMENT OF PERSONNEL MANAGEMENT

SUBJECT	EXTENSION OF EMPLOYEE ASSIGNMENTS	RELEASE DATE: 09/25/2020
---------	-----------------------------------	-----------------------------

PURPOSE

To provide guidance on the extension of employee assignments pursuant to the approval of the new fiscal year budgets, new contracts or grants, or extension of existing contracts or grants.

APPLICABILITY

1. These procedures contained herein are applicable to all Regular Full-Time employees of the Navajo Nation Executive Branch and Legislative Branch.
2. Exclusion from these procedures contained herein are Temporary and Youth employees of the Nation Executive Branch and Legislative Branch.

PROCESS

Extension of employee assignments may be addressed using one of the following procedures:

1. By the program preparing Personnel Action Form ("PAF") and submitting the PAF to the Department of Personnel Management ("DPM") via appropriate review and approval channels or
2. By requesting that employee assignments be automated by DPM pursuant to the Automation of Assignment Procedures outlined below.

AUTOMATION OF ASSIGNMENT PROCEDURES

The following procedures are to be utilized when requesting the automation of employee assignments by DPM:

1. Eligible programs may request for the automation of employee assignments by completing the Request for Automation of Employee Assignments and submitting to the appropriate office for authorization and approval.
2. Programs funded by general funds, fiduciary funds, permanent, proprietary-enterprise, proprietary-internal service, special revenue fund-internal funds, will only need to submit the request form with appropriate approvals from the following:
 - a. Division/Executive Director
 - b. HR Director (Approval)

The DPM will use the approved Fiscal Year 2021 budget to determine if funds are allocated for the position. If the approved Fiscal Year 2021 budget does not include the position, the employee assignment will not be included in the automation.

3. Programs that are funded by an external contract or grant must submit a copy of the approved budget for all requested business unit numbers. Upon approval, employees who are assigned to positions under externally funded business units will have their assignments extended through automation.
4. Each program is responsible for obtaining the required signatures on the Automation Request from the following:
 - a. Division/Executive Director
 - b. Contracting Officer – Contracts & Grants Section/OMB
 - c. Controller – OOC
 - d. HR Director – DPM (Approval/Disapproval)

5. The request with all of the required approvals must be received by DPM at least (7) calendar days prior to the current assignment end dates for the respective business units. This will allow adequate time for the DPM to review and enter the approved budgets into the Position Control database, as well as, completing additional updates to the employee master file in the File Maker Pro database. There will be **no exceptions** to this deadline. Failure to comply with the established deadline will result with the disapproval of the automation request.
6. Failure to adhere to these procedures may result with the disapproval of the automation request. In the event that the automation request is returned with no action for either lacking the required approval signatures or for failing to comply with the established deadline, the requesting program shall be required to submit manual PAFs for their employees. Furthermore, Programs required to submit manual PAFs shall adhere to the PAF Submission Schedule to avoid delays.
7. After the successful completion of the automation, the DPM will issue a computer generated PAF for each employee to certify that their assignment was updated.

MANUAL PERSONNEL ACTION FORMS

1. Programs who elect the option to prepare manual Personnel Action Forms (PAF) for their employees must ensure that the information is accurate. PAFs containing incorrect information will be returned with no action. For a sample of the appropriate PAF, please contact the DPM - Support Services Section.
2. Programs are required to obtain the appropriate approvals and ensure funds are available for the extension of employee assignments. Funds availability checks and approval is normally done by Contract Accounting if the position is funded by an external contract or grant. Availability of funds for positions funded by general funds and other internal funds will be done by DPM using the approved Fiscal Year 2021 budget or other approved documents submitted by the Office of Management and Budget.
3. A manual PAF is required for an employee in the following situations:
 - a. The business unit for their position is changing, or
 - b. The employee is on acting status assignment, special assignment, or on any other type of assignment.
 - c. The employee is on any type of leave without pay status, i.e. family medical leave, educational Leave, military leave, suspension, etc.
 - d. The current employee assignment end date (date pay stop) is before the end of the fiscal year or budget end date whichever is applicable.
 - e. The employee is a temporary employee.
 - f. The employee is assigned to a position that is cost allocated among more than one funding source.
4. **Back Pay Request Forms**
Programs are responsible for submitting a Back Pay Request if an employee receives either no pay or partial payment but whose assignment extension is subsequently processed. All Back Pay Request forms must be submitted directly to the Payroll Office in accordance with the procedures established by the Payroll office.

FORMS REQUIRED:

Request for Automation of Employee Assignments Form
Personnel Action Form
Back Pay Request Form
Approved Budget