



THE NAVAJO NATION

JOE SHIRLEY, JR.
PRESIDENT

BEN SHELLY
VICE PRESIDENT

MEMORANDUM

TO : ALL PROGRAM, DEPARTMENT, DIVISION AND EXECUTIVE
OFFICE DIRECTORS
EXECUTIVE AND LEGISLATIVE BRANCH

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

Lita Sam
Lita Sam, Payroll Supervisor
Payroll Section
Office of the Controller

DATE : September 28, 2009

SUBJECT : **Processing of Personnel Action Forms and Payroll**

This memorandum is to establish deadlines for the submission and processing of Personnel Action Forms (PAF) for fiscal year 2010. Adherence to the deadlines is necessary to allow Personnel and Payroll sufficient time to review and process the PAFs. Attached is the deadline schedule for your information.

Deadlines are necessary to ensure that PAFs submitted on or before the deadline are either processed or returned to the initiating program, depending on whether the PAF is correct or the personnel action is in accordance with established personnel policies and procedures. PAFs that are incomplete, lack supporting documentation or require correction will be returned to the program.

PAFs received after the deadline will be processed the following pay period. **NO REQUESTS FOR "WALK-THROUGH" WILL BE HONORED.** Processing of late PAFs as a "walk-through" is not an efficient practice and results in additional work for the Personnel, Payroll and Program staff. Manual processing of payroll advances for employees is also a time consuming process. Supervisors are responsible for ensuring that established personnel policies and procedures are followed before a PAF is submitted.

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Your cooperation and adherence to these deadlines is expected. Please ensure that PAFs are submitted in the proper format with the appropriate documentation. PAFs are to be **typed without errors or type overs and will be returned to the initiating program for corrections if typographical errors are detected.** If you need assistance or have any questions regarding personnel or payroll issues please do not hesitate to call us. Thank you.

Attachment

DISTRIBUTION:

**PERSONNEL ACTION FORM (PAF) SUBMISSION
SCHEDULE
FISCAL YEAR 2010**

| PAY CYCLE | BEGIN DATE | END DATE | CHECK DATE | DATE DUE TO DPM |
|----------------------|-----------------------|---------------------|-----------------------|--------------------------------|
| 01 | 09/26/2009 | 10/09/2009 | 10/21/2009 | 09/25/2009 |
| 02 | 10/10/2009 | 10/23/2009 | 11/04/2009 | 10/09/2009 |
| 03 | 10/24/2009 | 11/06/2009 | 11/18/2009 | 10/23/2009 |
| 04 | 11/07/2009 | 11/20/2009 | 12/02/2009 | 11/06/2009 |
| 05 | 11/21/2009 | 12/04/2009 | 12/16/2009 | 11/20/2009 |
| 06 | 12/05/2009 | 12/18/2009 | 12/30/2009 | 12/04/2009 |
| 07 | 12/19/2009 | 01/01/2010 | 01/13/2010 | 12/18/2009 |
| 08 | 01/02/2010 | 01/15/2010 | 01/27/2010 | 12/31/2009 |
| 09 | 01/16/2010 | 01/29/2010 | 02/10/2010 | 01/15/2010 |
| 10 | 01/30/2010 | 02/12/2010 | 02/24/2010 | 01/29/2010 |
| 11 | 02/13/2010 | 02/26/2010 | 03/10/2010 | 02/12/2010 |
| 12 | 02/27/2010 | 03/12/2010 | 03/24/2010 | 02/26/2010 |
| 13 | 03/13/2010 | 03/26/2010 | 04/07/2010 | 03/12/2010 |
| 14 | 03/27/2010 | 04/09/2010 | 04/21/2010 | 03/26/2010 |
| 15 | 04/10/2010 | 04/23/2010 | 05/05/2010 | 04/09/2010 |
| 16 | 04/24/2010 | 05/07/2010 | 05/19/2010 | 04/23/2010 |
| 17 | 05/08/2010 | 05/21/2010 | 06/02/2010 | 05/07/2010 |
| 18 | 05/22/2010 | 06/04/2010 | 06/16/2010 | 05/21/2010 |
| 19 | 06/05/2010 | 06/18/2010 | 06/30/2010 | 06/04/2010 |
| 20 | 06/19/2010 | 07/02/2010 | 07/14/2010 | 06/18/2010 |
| 21 | 07/03/2010 | 07/16/2010 | 07/28/2010 | 07/02/2010 |
| 22 | 07/17/2010 | 07/30/2010 | 08/11/2010 | 07/16/2010 |
| 23 | 07/31/2010 | 08/13/2010 | 08/25/2010 | 07/30/2010 |
| 24 | 08/14/2010 | 08/27/2010 | 09/08/2010 | 08/13/2010 |
| 25 | 08/28/2010 | 09/10/2010 | 09/22/2010 | 08/27/2010 |
| 26 | 09/11/2010 | 09/24/2010 | 10/06/2010 | 09/10/2010 |