



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 : September 22, 2011

SUBJECT : EXTENSION OF EMPLOYEE ASSIGNMENTS

All divisions, departments and programs are to utilize the attached Extension of Employee Assignments Procedures and adhere to the appropriate deadlines when submitting requests for automation.

Each program is responsible for obtaining the required signatures on the Request for Automation of Employee Assignments from the Office of Management and Budget (OMB) Contracts and Grants; and for submitting the approved request to the Department of Personnel Management at least 7 calendar days prior to the pay period end date in which the employee assignment ends. There will be **no exceptions** to this deadline. If request is submitted after the deadline or if the request form does not contain all of the required approvals or documents, the request form will be returned and a manual PAF will need to be submitted with an approved budget.

The authorized signatures on the Request for Automation of PAF form include the Division Director of the requesting program, the Controller of the Office of the Controller and the Contracting Officer of the Office of Management and Budget Contracts and Grants only. Any requests submitted with signatures other than those indicated above will not be accepted and will be returned with no action.

Should you have any questions regarding these procedures, please contact DPM at (928) 871-6330. Thank you.

ATTACHMENT

DISTRIBUTION



**PROCEDURES  
EXECUTIVE AND LEGISLATIVE BRANCHES  
DEPARTMENT OF PERSONNEL MANAGEMENT**

SUBJECT:	<b>Extension of Employee Assignments</b>	RELEASE DATE: 09/22/2011
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#### 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 guidelines apply to all regular status (full-time and part-time) and temporary employees.
2. Exception: These guidelines do not apply to Public Employment Program (PEP) and Summer Youth Employment.

#### 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. All programs whose budget is ending (i.e., 9/30/2011, 12/31/2011, etc.) may request the automation of employee assignments by completing and submitting a Request for Automation of Employee Assignments to DPM with the appropriate review and approval.

2. Programs whose business unit is categorized as general fund, fiduciary, permanent, proprietary-enterprise, proprietary-internal service, special revenue fund-internal funds, will only need to submit the request form with appropriate approvals. DPM will use the approved Fiscal Year 2012 budget to determine if the position and budget were approved. If the approved Fiscal Year 2012 budget does not contain the position, the employee assignment will not be included in the automation.
3. Programs whose business unit is funded by an external contract or grant must submit an approved budget with the request form. Employees who are assigned to positions under externally funded business units will have their assignment extended through automation.
4. Each program is responsible for obtaining the required signatures on a Request for Automation of Employee Assignments from the Office of Management and Budget (OMB) Contracts and Grants and the Office of the Controller; and submitting the approved request to the DPM.
5. The request with all of the required approvals must be received by DPM at least 7 calendar days prior to the pay period end date in which the employee assignment ends. This will give DPM sufficient time to update the budgets in the position control files and update the employee master file prior to the actual generation of the payroll. There will be **no exceptions** to this deadline. If the request form is submitted after the deadline or if the request form does not contain all of the required approvals or documents, the request form will be returned.
6. If the Request for Automation of Employee Assignments is returned due to lack of approvals or required documents, then the program will need to submit manual PAFs for the employees. All manual PAFs will be processed in accordance with the PAF Submission Schedule issued by DPM.
7. DPM will provide a computer generated PAF to document the employee assignment extension.

#### MANUAL PERSONNEL ACTION FORMS

1. Programs choosing to manually prepare and submit Personnel Action Forms must utilize the attached PAF sample to prepare their PAFs.
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 2012 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 Form

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:

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

**THE NAVAJO NATION  
PERSONNEL ACTION FORM**

Employee Position I.D. No.
DPM USE ONLY

<input type="checkbox"/> Employment Notice		<input checked="" type="checkbox"/> Change Notice		<input type="checkbox"/> Termination Notice		Effective Date October 1, 2011	
Last Name DOE,		First John		Middle Yazzie		Address City/State/Zip Code Social Security Number 123-45-9789	
Census Number		Marital Status		Sex		Date of Birth Ethnic Code Tax Exemption	
Division /Department DHR/Department of Personnel Management				Department No. 022		Account Number 3-18290-1001	
Position Title Administrative Assistant				Class Code 1260		Grade Step Hourly Rate Per Annum	
REMARKS: <u>Change in business unit and extension of assignment.</u>							
Employee Signature Unavailable for signature				Date			
Department Acceptance				Date			
Department Release				Date			
Department of Personnel Management				Date			
Type of Termination: <input type="checkbox"/> Resignation <input type="checkbox"/> Discharg <input type="checkbox"/> Layoff							
Employee is responsible and accountable for the following:							
All Tribal monies/property during employment has been accounted for the Financial Services Department:							
Cashiers _____				Accts. Rec. (Vets./Pers.) _____			
Travel Advances _____				Accounts Receivabl _____			
Tribal Housing _____				Credit Service _____			
Fleet Management _____				Property _____			
Group Insurance _____				Travel Offic _____			
Clearance by initial from each section/departments.							

**CHANGE IN BUSINESS UNIT PER NEW BUDGET**

**NOTE: Only those blocks that are filled in on sample are required. Please do not fill in other blank blocks.**

**REQUIREMENTS:**

1. Copy of approved budget.
2. Employee's signature is not required. Can state unavailable for signature.
3. Department's approval signature is required. Check with supervisor for other required approvals.
4. PAF must be approved for funds availability by Contract Accounting if business units start with a "K".

**THE NAVAJO NATION  
PERSONNEL ACTION FORM**

Employee Position I.D. No.
DPM USE ONLY

<input type="checkbox"/> <b>Employment Notice</b>		<input checked="" type="checkbox"/> <b>Change Notice</b>		<input type="checkbox"/> <b>Termination Notice</b>		Effective Date <b>October 1, 2011</b>	
Last Name <b>DOE,</b>		First <b>John</b>		Middle <b>Yazzie</b>		Address <b>City/State/Zip Code</b>	
Census Number		Marital Status		Sex		Social Security Number <b>123-45-9789</b>	
Date of Birth		Ethnic Code		Tax Exemption			
Division /Department <b>DHR/Department of Personnel Management</b>				Department No. <b>022</b>		Account Number <b>114009-1001</b>	
Position Title <b>Administrative Assistant</b>				Class Code <b>1260</b>		Grade Step	
				Hourly Rate		Per Annum	
REMARKS: <u>Extension of assignment per approved approved budget</u>							
Employee Signature <b>Unavailable for Signature</b>				Date			
Department Acceptance				Date			
Department Release				Date			
Department of Personnel Management				Date			
Type of Termination: <input type="checkbox"/> Resignation <input type="checkbox"/> Discharg <input type="checkbox"/> Layoff							
Employee is responsible and accountable for the following:							
All Tribal monies/property during employment has been accounted for the Financial Services Department:							
Cashiers _____				Accts. Rec. (Vets./Pers.) _____			
Travel Advances _____				Accounts Receivabl _____			
Tribal Housing _____				Credit Service _____			
Fleet Management _____				Property _____			
Group Insurance _____				Travel Offic _____			
Clearance by initial from each section/departments.							

**EXTENSION OF ASSIGNMENT PER FISCAL YEAR BUDGET**

**NOTE: Only those blocks that are filled in on sample are required. Please do not fill in other blank blocks.**

**REQUIREMENTS:**

1. Copy of approved budget, if business unit starts with a "K".
2. Employee's signature is not required. Can state Unavailable for Signature
3. Department's approval signature is required. Check with supervisor for other required approvals.
4. PAF must be approved for funds availability by Contract Accounting if position is funded by an external contract or grant. If the position is funded by general or other internal funds, DPM will use approved FY 2012 budget to determine if sufficient funds are available for the assignment.



**MEMORANDUM**

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

From : \_\_\_\_\_  
 Program Manager  
 Department/Division

DATE :

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

This Memorandum is to request 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/Contracts and Grants	
Old Business Unit Number	New Business Unit Number	Budget End Date

The following signatures authorizes 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 as outlined in the guidelines.

\_\_\_\_\_  
 Division Director's Signature

\_\_\_\_\_  
 Contracting Officer's Signature

**AUTHORIZATION FOR EXPENDITURE OF FUNDS:**

\_\_\_\_\_  
 Controller's Signature

**DPM APPROVAL**

\_\_\_\_\_  
 HR Director's Signature