



MEMORANDUM

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

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

DATE : March 21, 2011

SUBJECT: REQUEST FOR AUTOMATION OF PAF SUBMISSION SCHEDULE

The Department of Personnel Management (DPM) is providing additional clarification and guidance regarding the General Wage Adjustment Procedures issued on March 16, 2011.

Per the Procedures, 3.b. Non-General Funds, employees assigned to a non-general fund positions must submit a manually prepared PAF unless the program submits a Request for Automation of PAFs along with an approved budget, budget revision or modification from the Office of Contract and Grants to DPM within five (5) working days of the actual payroll run. The Request for Automation of PAF Form is subject to review and approval by DPM.

Accordingly, to ensure that there is sufficient time for the review and approval, all requests must be submitted five (5) working days prior to the actual payroll run. Attached for your information is a submission schedule for the Requests for Automation of PAFs to implement the GWA. The schedule has two (2) columns the first column is a list of the dates that the request is due at DPM and the second column is a list of the dates of the actual payroll run. Please submit your requests to DPM according to the schedule to ensure the timely review and processing of your requests for automation.

Effective immediately, all general fund programs are to begin using Salary Schedules "R" and "S" for all personnel actions. Attached is a sample PAF that is to be used when preparing manual PAFs. Should you have any questions, please contact DPM at (928) 871-6330. Thank you.

ATTACHMENT

XC: File

**REQUEST FOR AUTOMATION OF PAF FORM SUBMISSION SCHEDULE**

<b>DUE DATE AT DPM</b>	<b>ACTUAL PAYROLL RUN</b>
March 23, 2011	March 30, 2011
April 6, 2011	April 13, 2011
April 20, 2011	April 27, 2011
May 4, 2011	May 11, 2011
May 18, 2011	May 25, 2011
June 1, 2011	June 8, 2011
June 15, 2011	June 22, 2011
June 29, 2011	July 6, 2011

**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 <b>October 1, 2010</b>	
Last Name <b>DOE,</b>		First <b>John</b>		Middle <b>Yazzie</b>		Address City/State/Zip Code Social Security Number <b>123-45-6789</b>	
Census Number	Marital Status	Sex	Date of Birth	Ethnic Code	Tax Exemption		
Division /Department <b>DHR/Department of Personnel Management</b>			Department No. <b>22</b>	Account Number <b>11XXXX.1101</b>	Worksite		
Position Title <b>Administrative Assistant</b>				Class Code <b>1260</b>	Grade Step <b>R62A</b>	Hourly Rate <b>\$15.42</b>	Per Annum <b>\$32,073.90</b>
REMARKS: <b>GENERAL WAGE ADJUSTMENT: Change in grade step, hourly rate and per annum</b>							
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"/> Discharge <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 Receivable _____	
Tribal Housing _____		Credit Services _____		Fleet Management _____		Property _____	
Group Insurance _____		Travel Office _____		Clearance by initial from each section/departments.			

**GENERAL WAGE ADJUSTMENT**

**REQUIREMENTS:**

1. Copy of approved budget, budget revision or modification
2. Employee's signature is not required.
3. Department Acceptance Signature is required.
4. PAF must be approved for funds availability by Contract or General Accounting.