

THE NAVAJO NATION

JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE-PRESIDENT



MEMORANDUM

TO : Division/Executive Directors and Department/Program Managers
EXECUTIVE AND LEGISLATIVE BRANCHES

FROM : *Tomicita Woodie*
Tomicita Woodie, Human Resources Director
Department of Personnel Management

DATE : March 14, 2022

SUBJECT: TRANSITION OF DPM/SUPPORT SERVICES SECTION

On Monday, March 7, 2022, the DPM made some temporary internal department staff assignments and changes. The staff changes are with our Support Services Section and the Position Control Section, our main objective with this internal staff change is to review how PAFs are being processed and how we respond with each submittal. We are evaluating this process and hopefully make applicable improvements.

As we transition with our Support Services Section, each of the staff will be assigned a team lead who will assist with PAFs. The Division / Department assignments is attached. This process will be evaluated and therefore we would appreciate your understanding as we make these internal improvements.

The email to submit your PAFs to is submitPAFs@dpm.navajo-nsn.gov. This will help our department track the PAFs better. You will have to submit PAFs to this email address because other emails will no longer accept the PAFs. With this new PAF email, an electronic acknowledgment will be sent to you to indicate whether the PAF was accepted or not.

Several rules will go into effect and these new rules require your utmost attention.

1. Send the PAFs to the new email address and make certain this format is applied. Do Not Send PAFs in Batches, send the PAFs one at a time. This can create serious tracking problems if sent all at once.


DIVISION / DEPTNAME	LASTNAME, FIRSTNAME	TYPE OF PAF
EXAMPLE: DHR/DPM	EXAMPLE: DOE, JANE	EXAMPLE: NEW HIRE

2. All scanned documents have to be legible and readable, if we cannot verify the contents on the scanned copy this will delay the PAF process submittal. Use a high-resolution scanner. Be mindful not to send blank pages.
3. The DPM is requesting that all PAFs have to be submitted and sent to Contract Accounting and Employee Benefits Program first before it is sent to DPM. After the PAFs are returned to your program, you can send the PAF and all supporting documentation to DPM as one packet.

4. The DPM does have PAF samples available for your review on our DPM Website by clicking the Support Services Tab. We absolutely require the language be used on all PAFs outlined from the samples.
5. The DPM has a PAF submission schedule, which is attached. This particular document has been in effect for many years, therefore we ask that you abide by this schedule going forward. Otherwise you will expect delays in PAF submittal. Just for your information DPM receives on averages of 50 PAFs daily from various departments for various reasons.
6. The attached Point of Contact is for the Program / Department / Division to fill out and to return back to the DPM. We are collecting the names of all the HR Representative from your Program / Department / Division, allowing the DPM to know who the HR point of contact(s) are and who are the correct HR Representative. Complete the short form and email back to the DPM's attention DPM_Administration@dpm.navajo-nsn.gov Attn: Cheryl Johnson.
7. Other document submission the DPM encounters:
 - a. If you are sending a W-4 Form, send the form only and not the instructions. These are instructions specifically for the employee's records.
 - b. If you send the Drug & Alcohol Policy, send the signature page only. The other documents are for the employee's records.
8. You are required to sign all the applicable forms before it is sent to DPM, this will save you and DPM a lot of time.
9. Last but not least, All New Hires and Current employees **"must"** have an approved PAF or an extension of employee assignment prior to reporting to work.

We truly appreciate your time and attention with this information and we are doing our best to make necessary improvements within the DPM.

CONCURRED:



Dr. Perphelia Fowler, Division Director
Division of Human Resources

Attachments: Point of Contact Sheet
Division Assignments
PAF Submission Schedule FY22

XC: Paulson Chaco, Chief of Staff, OPVP
Sherylene Yazzie, Chief of Staff, LB
Dr. Perphelia Fowler, Division Director, DHR
File

**DEPARTMENT OF PERSONNEL MANAGEMENT
PERSONNEL ACTION FORM – DIVISION ASSIGNMENTS**

Support Services Staff

Rynealia Becenti, Sr. Human Resources Technician

rynealia.becenti@dpm.navajo-nsn.gov

Department of Health

Division of Social Services

Department of Dine Education

Department of Justice

Office of the Controller

Office of the President & Vice President

Galen Pete – Human Resources Technician

galen.pete@dpm.navajo-nsn.gov

Division of Public Safety

Division of Natural Resources

Division of Human Resources

Division of Community Development

Navajo Environmental Protection Agency

Legislative Branch

Rhiannon Begay, Human Resources Technician

rhiannon.begay@dpm.navajo-nsn.gov

Division of Transportation

Division of General Services

Division of Economic Development

Office of Navajo Tax Commission

Office of Management & Budget

Team Lead / Observer

Serenity Negale, Sr. Human Resources Analyst

serenity.negale@dpm.navajo-nsn.gov

Traci Shortey, Human Resources Technical Specialist

traci.shortey@dpm.navajo-nsn.gov

Valerie Wauneka, Associate Human Resources Analyst

valerie.wauneka@dpm.navajo-nsn.gov

PAF - Point of Contact (DPM_Administration@dpm.navajo-nsn.gov)	
Division Name:	
Department Number:	
Department Name:	
Point of Contact (1) Name:	
Contact Phone Number:	
Contact Email:	

PAF - Point of Contact (DPM_Administration@dpm.navajo-nsn.gov)	
Division Name:	
Department Number:	
Department Name:	
Point of Contact (2) Name:	
Contact Phone Number:	
Contact Email:	

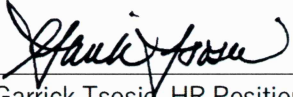
THE NAVAJO NATION



JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE-PRESIDENT

MEMORANDUM

TO : Executive/Division Directors and Department/Program Managers
Navajo Nation Executive and Legislative Branches

FROM : 
Garrick Tsosie, HR Position Control Analyst
DHR | Department of Personnel Management

DATE : October 1, 2021

SUBJECT : **Fiscal Year 2022 – Personnel Action Form (“PAF”) Submission Schedule**

Attached for compliance by all Divisions and Departments is the PAF Submission Schedule for Fiscal Year 2022. Programs are expected to comply with the established deadlines when submitting PAFs to the Department of Personnel Management (“DPM”) for review and approval.

Compliance with the established deadlines is necessary to ensure that all personnel actions are properly documented and updated in the Human Resources Information System (“HRIS”) database. PAFs are time sensitive documents used to authorize payment for payroll purposes in regards to employment, changes in employment and separation. Such changes may impact personnel data, payroll, benefits, contracts and grants, etc.

Programs are responsible for initiating personnel actions for their staff and must ensure that the PAF is approved by the proper officials prior to the effective date. Programs shall ensure all PAFs are submitted with the appropriate supporting documentation. PAFs that are incomplete, lack supporting documentation or require correction will be immediately returned to the program with no action, until DPM receives all supporting documents as required.

Additionally, all personnel actions involving a rate adjustment, change in employment status and/or assignment, i.e. transfers, promotions, demotions, acting status assignments, shall become effective on the beginning date of the next pay period after the respective requirements are met. Prior to signing the PAF, supervisors will ensure that the personnel action is made in accordance with the Navajo Nation Personnel Policies Manual (“NNPPM”) and other NN laws, rules and regulations.

As a reminder; all new hires who are eligible for coverage under the NN Employee Benefits Plan must enroll for coverage prior to submitting their employment notice PAF to the DPM for processing. Election of coverage includes medical, prescription drug, dental, vision and short term disability. For additional information, please contact the NN Employee Benefits Program at (928)871-6300, or visit their website at <https://www.isd.benefits.navajo-nsn.gov/>.

With regard to the health and safety of our staff, all PAFs and supporting documents, including Requests for Automations and approved budgets, shall be submitted electronically by email to the Support Services Section at DPM_Support_Services@dpm.navajo-nsn.gov. Should your office have any questions and/or need additional assistance, please feel free to contact the DPM.

CONCURRENCE:



Tomicita R. Woodie, Human Resources Director
Department of Personnel Management

CC: Distribution

PERSONNEL ACTION FORM (PAF) SUBMISSION SCHEDULE

FY 2022

Pay Cycle	Pay Period Ending	Effective Dates Dates Ranging Between	PAF to DPM Deadline	Final Updates Pending PAFs	Pre-Payroll Processing No Updates in HRIS	Check Date
1	10/08/2021	09/25/2021 - 10/08/2021	09/20/2021	09/27/2021	10/13/2021 - 10/14/2021	10/20/2021
2	10/22/2021	10/09/2021 - 10/22/2021	10/04/2021	10/11/2021	10/27/2021 - 10/28/2021	11/03/2021
3	11/05/2021	10/23/2021 - 11/05/2021	10/18/2021	10/25/2021	11/09/2021 - 11/10/2021	11/17/2021
4	11/19/2021	11/06/2021 - 11/19/2021	11/01/2021	11/08/2021	11/23/2021 - 11/24/2021	12/01/2021
5	12/03/2021	11/20/2021 - 12/03/2021	11/15/2021	11/22/2021	12/08/2021 - 12/09/2021	12/15/2021
6	12/17/2021	12/04/2021 - 12/17/2021	11/29/2021	12/06/2021	12/22/2021 - 12/23/2021	12/29/2021
7	12/31/2021	12/18/2021 - 12/31/2021	12/13/2021	12/20/2021	01/05/2022 - 01/06/2022	01/12/2022
8	01/14/2022	01/01/2022 - 01/14/2022	12/27/2021	01/03/2022	01/19/2022 - 01/20/2022	01/26/2022
9	01/28/2022	01/15/2022 - 01/28/2022	01/10/2022	01/17/2022	02/02/2022 - 02/03/2022	02/09/2022
10	02/11/2022	01/29/2022 - 02/11/2022	01/24/2022	01/31/2022	02/16/2022 - 02/17/2022	02/23/2022
11	02/25/2022	02/12/2022 - 02/25/2022	02/07/2022	02/14/2022	03/02/2022 - 03/03/2022	03/09/2022
12	03/11/2022	02/26/2022 - 03/11/2022	02/21/2022	02/28/2022	03/16/2022 - 03/17/2022	03/23/2022
13	03/25/2022	03/12/2022 - 03/25/2022	03/07/2022	03/14/2022	03/30/2022 - 03/31/2022	04/06/2022
14	04/08/2022	03/26/2022 - 04/08/2022	03/21/2022	03/28/2022	04/13/2022 - 04/14/2022	04/20/2022
15	04/22/2022	04/09/2022 - 04/22/2022	04/04/2022	04/11/2022	04/27/2022 - 04/28/2022	05/04/2022
16	05/06/2022	04/23/2022 - 05/06/2022	04/18/2022	04/25/2022	05/11/2022 - 05/12/2022	05/18/2022
17	05/20/2022	05/07/2022 - 05/20/2022	05/02/2022	05/09/2022	05/25/2022 - 05/26/2022	06/01/2022
18	06/03/2022	05/21/2022 - 06/03/2022	05/16/2022	05/23/2022	06/08/2022 - 06/09/2022	06/15/2022
19	06/17/2022	06/04/2022 - 06/17/2022	05/30/2022	06/06/2022	06/22/2022 - 06/23/2022	06/29/2022
20	07/01/2022	06/18/2022 - 07/01/2022	06/13/2022	06/20/2022	07/06/2022 - 07/07/2022	07/13/2022
21	07/15/2022	07/02/2022 - 07/15/2022	06/27/2022	07/04/2022	07/20/2022 - 07/21/2022	07/27/2022
22	07/29/2022	07/16/2022 - 07/29/2022	07/11/2022	07/18/2022	08/03/2022 - 08/04/2022	08/10/2022
23	08/12/2022	07/30/2022 - 08/12/2022	07/25/2022	08/01/2022	08/17/2022 - 08/18/2022	08/24/2022
24	08/26/2022	08/13/2022 - 08/26/2022	08/08/2022	08/15/2022	08/31/2022 - 09/01/2022	09/07/2022
25	09/09/2022	08/27/2022 - 09/09/2022	08/22/2022	08/29/2022	09/14/2022 - 09/15/2022	09/21/2022
26	09/23/2022	09/10/2022 - 09/23/2022	09/05/2022	09/12/2022	09/28/2022 - 09/29/2022	10/05/2022
	10/07/2022	09/24/2022 - 10/07/2022	09/19/2022	09/26/2022	10/12/2022 - 10/13/2022	10/19/2022

NN Holidays	
Actual Date	Observed On
Veteran's Day	
11/11/2021	11/11/2021
Thanksgiving Day	
11/25/2021	11/25/2021
NN Family Day	
11/26/2021	11/26/2021
Christmas Day	
12/25/2021	12/24/2021
New Year's Day	
01/01/2022	12/31/2021
Martin Luther King Jr. Day	
01/17/2021	01/17/2022
President's Day	
02/21/2022	02/21/2022
Memorial Day	
05/30/2022	05/30/2022
NN Memorial Day	
06/01/2022	06/01/2022
Independence Day	
07/04/2022	07/04/2022
Navajo Code Talker's Day	
08/14/2022	08/15/2022
Labor Day	
09/05/2022	09/05/2022