

SAMPLE

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, 2021</b>	
Employee Name (Last, First Middle) <b>Doe, John Yazzie</b>		Mailing Address (City, State, Zip Code)		Social Security Number <b>000-00-0000</b>
Census Number	Marital Status	Gender	Date of Birth	Ethnic Code
Division /Department <b>DHR / Department of Personnel Management</b>			Department Number <b>022</b>	Business Unit Number <b>000000.0000</b>
Position Title <b>Administrative Assistant</b>		Class Code <b>1260</b>	Grade Step	Hourly Rate Per Annum
Remarks : <b>Change in Department Number</b>				
Employee Signature <b>UNAVAILABLE FOR SIGNATURE</b>		Date		
Department Acceptance <b>REQUIRED</b>		Date		
Department Release		Date		
Department of Personnel Management		Date		
Type of Termination: <input type="checkbox"/> Resignation <input type="checkbox"/> Discharge <input type="checkbox"/> Layoff				
This section must be completed to ensure that all Tribal monies/property during employment have accounted for by the Financial Services Department and the following NN Departments or Offices				
Cashiers Ofc _____		EE Benefits _____		
Accts Rec _____		EE Housing _____		
P-Card Sec _____		Fleet Mgmt _____		
Travel Adv _____		Property _____		
Credit Svcs _____		Retirement _____		
		Veterans _____		
Clearance by initial from each section/departments.				

Type of Action: **Change in Department Number** Notice Type: **Change**

Also known as the Check Route Code, the department number is used by the NN Payroll Office for time sheet purposes. The new department number should be used in all official documents relative to personnel, payroll and/or budgeting purposes.

**ATTACHMENTS & SUPPORTING DOCUMENTS**

- Written request from the employee must be submitted to the Department of Personnel Management (DPM) and shall include:
  - a.) The reason(s) for the change in department number
  - b.) Signatures of the appropriate supervisor(s) and the employee.
  - c.) Approval from the Department of Personnel Management
- Change in Department Number memorandum from the Classification & Pay Section/DPM -- Copy

**PAF REQUIREMENTS**

- Employee's Signature is preferred but not required. If the employee is unavailable to sign the PAF, the PAF must state "Unavailable for Signature".
- Department Acceptance Signature & Date
- Effective date shall be the beginning date of the next pay period following the the approved Change in Department Memorandum from the Classification & Pay Section/DPM.

**OTHER REQUIREMENTS**

- If the position is funded by an external contract and/or grant, prior verification from Contract Accounting/OOC is required.