

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 October 1, 2021	
Employee Name (Last, First Middle) Doe, John Yazzie		Mailing Address (City, State, Zip Code)		Social Security Number 000-00-0000
Census Number	Marital Status Single / Married	Gender	Date of Birth	Ethnic Code
Division /Department DHR / Department of Personnel Management			Department Number 022	Business Unit Number
Position Title Administrative Assistant		Class Code 1260	Grade Step	Hourly Rate Per Annum
Remarks : Change in Name and Marital Status				
Employee Signature REQUIRED		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				
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 Name and Marital Status

Notice Type: Change

Update Benefit Information

Employees should also contact the NN Employee Benefits Program to make any necessary adjusts to their benefit plan.

Adjust Filing Status and Withholding Amounts:

According to the IRS, "A person's marital status on Dec. 31 determines whether the person is considered married for that year." In the event the newly-married couple plans to file a joint tax return, they may want to consider adjusting their withholding allowances based on the new combined income, adjustments, deductions, exemptions, and credits.

Retirement Services

Employees should also contact the Department of Retirement Services to make any necessary adjustments to their retirement plan.

ATTACHMENTS & SUPPORTING DOCUMENTS

- Marriage Certificate or Divorce Decree - Copy
- Updated Social Security Card - Copy Appropriate
- Tax Withholding Form(s), if applicable:
 - W4 Form - Federal - Employee's Withholding Allowance Certificate - Mailing Address required
 - W4 Form - New Mexico - Employee's Withholding Allowance Certificate - (must indicate New Mexico) - Mailing Address

PAF REQUIREMENTS

- Employee's Name as it appears on the Social Security Card
- Employee's Signature & Date
- Effective Date shall be determined by the PAF Submission Schedule