

SAMPLE

THE NAVAJO NATION
PERSONNEL ACTION FORM

Employee Position I.D. No.
DPM USE ONLY

Form containing fields for Employment Notice, Change Notice, Termination Notice, Effective Date, Employee Name, Mailing Address, Social Security Number, Census Number, Marital Status, Gender, Date of Birth, Ethnic Code, Worksite, Division/Department, Department Number, Business Unit Number, Position Title, Class Code, Grade Step, Hourly Rate, Per Annum, Remarks, Employee Signature, Type of Termination, Department Acceptance, Department Release, Department of Personnel Management, and various departmental clearance checkboxes.

Type of Action: General Wage Adjustment (GWA) Notice Type: Change

Pursuant to the NNC Resolution No. CS-49-21, a 3.0% General Wage Adjustment was included in the approval of the Navajo Nation Fiscal Year 2021 Comprehensive Budget. Accordingly, the following Salary Schedules are to be utilized by all programs, departments and divisions of the Navajo Nation with regard to all personnel, payroll and budgetary documentation:
- "BQ" - Navajo Nation Regular
- "BR" - Navajo Nation Regular
- "BS" - Commissioned Law Enforcement
- "BT" - Navajo Head Start Regular
- "BU" - Navajo Head Start Premium
To determine the Per Annum, Hourly Rate (x) 2,088 hours = Per Annum

ATTACHMENTS & SUPPORTING DOCUMENTS

Approved Budget and/or Approved Budget Revision Request (BRR) - Copy

PAF REQUIREMENTS

- Employee's Signature is preferred but not required. If the employee is unavailable, the PAF must state "Unavailable for Signature"
Department Acceptance Signature & Date
Annual Salary is calculated at 2,088 hours pursuant to the Navajo Nation FY'21 Budget Instructions Manual (BIM)

OTHER REQUIREMENTS

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