



THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE PRESIDENT

MEMORANDUM

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

FROM : *Reycita Toddy*
Reycita Toddy, HR Classification and Pay Manager
Department of Personnel Management

DATE : September 22, 2017

SUBJECT: PROCEDURES FOR PROCESSING BOARD, COMMITTEE AND COMMISSION
MEMBERS

Attached for your information is a copy of the Procedures for Processing Board, Committee and Commission Members and persons performing equivalent duties regardless of taxpayer's of job title. These procedures provide guidance to supervisors and initiating department on how to add these individuals to the Navajo Nation payroll system to generate future payments to these individuals.

These procedures are pursuant to the Internal Revenue Service determination that these individuals be treated as employees for all federal employment tax purposes and as such the Nation is required to withhold appropriate taxes from payments and transmit the same to the Internal Revenue Service.

Should you have any questions, please contact DPM at 871-6330. Thank you.

CONCURRED:

Sharon Begay-McCabe
Dr. Sharon Begay-McCabe, HR Director
Division of Human Resources

XC: Joshua Lavar Butler, Chief of Staff, OPVP
Pete Ken Atcitty, Chief of Staff, LB
LaVonne Tsosie, Division Director, DHR
Pearline Kirk, Controller, OOC
File

DEPARTMENT OF PERSONNEL MANAGEMENT
P.O. BOX 7080, WINDOW ROCK, ARIZONA 86515
TELEPHONE: (928) 871-6330; FAX: (928) 871-6976; Website: www.dpm.navajo-nsn.gov



**PROCEDURES
EXECUTIVE AND LEGISLATIVE BRANCHES
DEPARTMENT OF PERSONNEL MANAGEMENT**

SECTION:	ELECTED OR APPOINTED OFFICIAL	NO: 13-XVI-002
SUBJECT:	PROCEDURES FOR PROCESSING BOARD, COMMITTEE AND COMMISSION MEMBERS	RELEASE DATE: 9/14/17
CROSS REFERENCE:	NNPPM, Section III. D. Second or Outside Employment; XVI. D. Employees Appointed or Elected to Public Office	REVISION DATE:

PURPOSE

To provide guidance to supervisors and initiating department on how to add Farm Board members, Eastern Navajo Land Board members and other Boards, Committee and Commission members and persons performing equivalent duties regardless of taxpayer's job title to the Navajo Nation payroll system and generate future payments to these individuals.

These procedures are pursuant to the Internal Revenue Service determination that these individuals be treated as employees for all federal employment tax purposes and as such the Nation is required to withhold appropriate taxes from payments and transmit the same to the Internal Revenue Service.

APPLICABILITY

These procedures are applicable to all Farm Board members, Eastern Navajo Land Board members, District Grazing Committee members and other Boards, Committee and Commission members and persons performing equivalent duties regardless of taxpayer's job titles.

GUIDELINES

To accomplish this, the Nation must add these individuals to the Nation's payroll system and generate future payments to these individuals. Such payments will exclude any and all appropriate tax withholdings.

Adding these individuals to the system will require a Personnel Action Form (PAF). A sample of the PAF and instructions for completing the PAF are as follows:

THE NAVAJO NATION PERSONNEL ACTION FORM						Employee Position I.D. No. 1 DPM USE ONLY
<input checked="" type="checkbox"/> Employment Notice		<input type="checkbox"/> Change Notice		<input type="checkbox"/> Termination Notice		Effective Date March 1, 2017
Last Name YAZZIE,		First Middle John N.		Address P.O. Box 1234, Reztown, AZ 12345		Social Security Number 123-45-6789
Census Number 123,456	Marital Status Single	Gender M	Date of Birth 10/1/1970	Ethnic Code 5	Worksite Coppermine, AZ	
Division /Department DNR/Agriculture Department			Department No. 62	Business Unit Number 123456-0000		
Position Title District Grazing Committee Member			Class Code 17	Grade Step 18	Hourly Rate 19	Per Annum 20
REMARKS: _____ _____ _____						
Employee Signature 22		Date		Type of Termination: <input type="checkbox"/> Resignation <input type="checkbox"/> Discharge <input type="checkbox"/> Layoff		
Department Acceptance 23		Date		This section must be completed to ensure that all Tribal monies/property during employment has been accounted for by the Financial Services Department and respective Nation Offices.		
Department Release 24		Date		Cashiers _____ Accts. Rec. (OOO) _____ Travel Advances _____ Accts. Rec. (Vets./Pers.) _____ Tribal Housing _____ Retirement Office _____ Fleet Management _____ Credit Services _____ Group Insurance _____ Property _____ P Card Office _____		
Department of Personnel Management 25		Date		Clearance by initial from each section/departments.		

It will be the responsibility of the appropriate program or department to prepare and submit the completed Personnel Action Form (PAF) with the required documents to the Department of Personnel Management (DPM). All PAFs submitted will be reviewed and processed according to the PAF Submission Schedule, attached as Exhibit "A".

INSTRUCTIONS FOR PREPARING THE PAF

- 1** This box is for DPM Use only so leave blank.
- 2** The box by the "EMPLOYMENT NOTICE" needs to be marked with an "X" or filled in as illustrated on the sample.
- 3** Enter the Effective Date of the election or the appointment. For initial conversion, enter the pay period begin date.
- 4** Enter the last name, suffix, first name and middle name in this box. Make sure that this name matches the name on the social security card.

- 5 Enter the mailing address. Make sure the zip code is correct.
- 6 Enter the Social Security Number here. Make sure the number matches the numbers on the social security card.
- 7 Enter the Census Number.
- 8 Enter the Marital Status. This may be different from the marital status on the W-4 Form.
- 9 Enter the Gender, Male or Female.
- 10 Enter the date of birth.
- 11 Enter the Ethnic Code 5.
- 12 Enter the worksite location or chapter name.
- 13 Enter the division abbreviation and department/program name under which the individual will be working.
- 14 Enter the department number assigned to the department/program indicated in Block #13.
- 15 Enter the Business Unit under which funds are budgeted to pay this individual.
- 16 Enter the appropriate Job Title for this individual. The title must be from the list provided below.

<u>Job Code</u>	<u>Job Title</u>
0600	Black Mesa Board Member
0601	Board of Education Member
0602	Board of Election Supervisor
0603	District Grazing Committee Member
0604	Eastern Navajo Land Board Member
0605	Emergency Management Commission Member

0606	Irrigation Farm Board Member
0607	Government Development Committee Member
0608	Human Rights Commission Member
0609	Labor Commission Member
0610	Navajo Utah Commission Member
0611	Tax Commission Member
0612	Telecommunications Regulatory Commission Member
0613	Water Rights Commission Member
0614	Navajo/Hopi Land Commission Member
0615	Former Council Delegate

You may consult DPM to see if there are additional titles that have been determined to be included in this process.

- 17 Enter the assigned Job Code to the job title in Block #16.
- 18 Leave blank.
- 19 Leave blank.
- 20 Leave blank.
- 21 Enter whichever is applicable, ELECTED or APPOINTED OFFICIAL, BOARD, COMMITTEE or COMMISSION MEMBER; Term (Date) to (Date).
- 22 Employee must sign and date the PAF.
- 23 The authorized supervisor for the initiating department must sign in this box and enter date.
- 24 Leave blank if this PAF is for employment.
- 25 A DPM representative will sign in this block indicating that the PAF has been processed and entered into the payroll system.

REQUIRED DOCUMENTS:

Personnel Action Form (PAF)

Employment Application for NN Board, Committee & Commission Members

Employee Withholding Allowance Certificate (W-4 Form)

Copy of signed Social Security card

Copy valid State Driver's License or state issued Identification Card

Arizona New Hire Reporting Form

Withholding Exemption Certification for Native Americans 2013, if applicable

ATTACHMENT:

PAF Submission Schedule

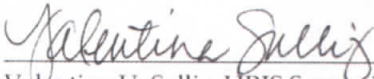


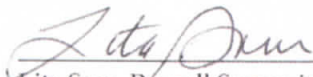
THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE PRESIDENT

MEMORANDUM

TO : ALL PROGRAMS, DEPARTMENTS, DIVISION AND EXECUTIVE OFFICE DIRECTORS

FROM : 
Valentina U. Sallis, HRIS Supervisor
Department of Personnel Management


Lita Sam, Payroll Supervisor
Office of the Controller

DATE : September 11, 2017

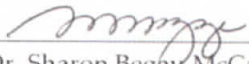
SUBJECT: **PAF Submission Schedule**

Attached is the PAF Submission Schedule to be utilized for the submission and processing of Personnel Action Forms (PAF) for fiscal year 2018. Adherence to the deadlines is necessary to allow Personnel and Payroll sufficient time to review and process the PAFs in accordance with the established deadlines.

Programs are reminded to ensure all PAFs are complete and submitted with appropriate supporting documents for each personnel action form. PAFs that are incomplete, lack supporting documents or require correction will be returned to the program. Also, notice was provided to ALL programs that PAFs involving a change in pay rate and business unit number such as transfer, promotion, demotion, a change in employment status from temporary to introductory and acting status assignments must begin at the beginning of a pay period. Supervisors are responsible for ensuring that established personnel policies and procedures are followed before signing the PAFs.

Your cooperation and adherence to these deadlines is expected. If you need assistance or have any questions regarding personnel or payroll issues, please do not hesitate to call us.

CONCURRENCE:


Dr. Sharon Begay-McCabe, HR Director
Department of Personnel Management

Attachment
DISTRIBUTION

DEPARTMENT OF PERSONNEL MANAGEMENT
P.O. BOX 7080, WINDOW ROCK, ARIZONA 86515
TELEPHONE: (928) 871-6330; FAX: (928) 871-6976; Website: www.dpm.navajo-nsn.gov

**PERSONNEL ACTION FORM (PAF) SUBMISSION
SCHEDULE
FISCAL YEAR 2018**

PAY CYCLE	BEGIN DATE	END DATE	CHECK DATE	DATE DUE TO DPM
01	09/30/2017	10/13/2017	10/25/2017	09/29/2017
02	10/14/2017	10/27/2017	11/08/2017	10/13/2017
03	10/28/2017	11/10/2017	11/22/2017	10/27/2017
04	11/11/2017	11/24/2017	12/06/2017	11/10/2017
05	11/25/2017	12/08/2017	12/20/2017	11/24/2017
06	12/09/2017	12/22/2017	01/03/2018	12/08/2017
07	12/23/2017	01/05/2018	01/17/2018	12/22/2017
08	01/06/2018	01/19/2018	01/31/2018	01/05/2018
09	01/20/2018	02/02/2018	02/14/2018	01/19/2018
10	02/03/2018	02/16/2018	02/28/2018	02/02/2018
11	02/17/2018	03/02/2018	03/14/2018	02/16/2018
12	03/03/2018	03/16/2018	03/28/2018	03/02/2018
13	03/17/2018	03/30/2018	04/11/2018	03/16/2018
14	03/31/2018	04/13/2018	04/25/2018	03/30/2018
15	04/14/2018	04/27/2018	05/09/2018	04/13/2018
16	04/28/2018	05/11/2018	05/23/2018	04/27/2018
17	05/12/2018	05/25/2018	06/06/2018	05/11/2018
18	05/26/2018	06/08/2018	06/20/2018	05/25/2018
19	06/09/2018	06/22/2018	07/04/2018	06/08/2018
20	06/23/2018	07/06/2018	07/18/2018	06/22/2018
21	07/07/2018	07/20/2018	08/01/2018	07/06/2018
22	07/21/2018	08/03/2018	08/15/2018	07/20/2018
23	08/04/2018	08/17/2018	08/29/2018	08/03/2018
24	08/18/2018	08/31/2018	09/12/2018	08/17/2018
25	09/01/2018	09/14/2018	09/26/2018	08/31/2018
26	09/15/2018	09/28/2018	10/10/2018	09/14/2018