MEMORANDUM

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

FROM:

Charlotte Bigthumb, Human Resources Director
Department of Personnel Management

DATE: June 15, 2026

SUBJECT: Implementation of Dayforce ERP System — Discontinue use of Personnel Action Forms (PAF)

This memorandum is to inform all Navajo Nation departments and programs that the Department of Personnel Management (DPM) will no longer be accepting Personnel Action Forms (PAF) effective Friday, June 19, 2026.

As all departments and programs are aware of the new Dayforce System going live and beginning the implementation process, this includes the transition of departments/programs to begin submitting personnel actions directly within the new Dayforce system. As part of this transition, PAFs will be discontinued and are no longer required for New Hires, Change Notices or Termination actions.

DPM will accept incoming PAFs up to the close of business on Thursday, June 18th, 2026, PAFs received and current pending PAFs will be updated in the Dayforce system by DPM. Programs are now required to update all New Hires, change notices and termination notices in Dayforce effective Friday, June 19, 2026.

Multiple trainings have been held for managers and supervisors who will now be responsible for submitting personnel actions for their assigned staff. There are actions that employees can submit through the self-service function, for which training was also provided.

We understand this is a major transition and departments/programs may have questions regarding this change. To support a smooth transition, Departments may schedule additional training with DPM; if needed; to provide a detailed overview of the new process to enter employee information and answer your questions. If your office should have any questions, please email the ERP Support team at erp.support@navajo-nsn.gov.

Thank you for your continued patience as we work through the implementation process of the new Dayforce System.

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