

New Employee Checklist

This checklist is a guide for new employees. The items listed below are items that the employee will have to read such as policies and preferred method of receiving payroll or select of retirement plans. Many of these items will be beneficial to know prior to employment or during early employment with the Navajo Nation.



1. Navajo Nation Personnel Policies Manual

All Navajo Nation employees should be familiar with the policies for employee operating procedure, conduct, and regulations. You can view any of the information at any time when visiting the NNDPM website.

Phone: (928)871-6330

Website: https://www.dpm.navajo-nsn.gov/ppm_toc.html

2. Payroll

For many new employees they will need to set up their direct deposit, they can do so by visiting **NNOOC** website and fill out their **“FAUC Direct Deposit Form”** and email or hand in the form to the department for further processing. If you have any questions or concerns email or call.

Phone: (928)223-3536

Website: <https://www.nnooc.org/>

3. Employee Benefits

Take time to learn to **enroll** and view the **health care plan summary**. You can find information pertaining to deductions in depth information pertaining to family coverage.

Phone: (928)-871-6300

Website: <https://benefits.navajo-nsn.gov/>

4. Sensitivity - Provisional Hiring

Many Navajo Nation Jobs will have a **level of ‘Sensitivity’** which requires a favorable background check to handle different types of information. Where **confidentiality and responsibility** will be upheld and expected. The employee will be **required to complete the process and receive the results as soon as possible and prior to the probationary period end date (90 days of employment)**.

Phone: (928)810-8589

Website: <https://obi.navajo-nsn.gov/>

5. Email access:

You will receive the credentials from your department/program. To login on the web browser, visit Navajo-nsn.gov and navigate to the email portal or go to the following website. The email system is maintained by the Department of Information Technology (NNDIT).

Email Portal: <https://webmail.navajo-nsn.gov/>

NNDIT Help Deks: <https://dit.navajo-nsn.gov/Help-Desk>

6. Training Information

The Navajo Nation provides mandatory annual training to all employees, participation is required and there is also other training and courses available that are dependent on position and their duties. A list of potential trainings is as follows:

- NEMSO – Navajo Nation Employee Multi-Service Orientation
- SHA – Sexual Harassment Awareness
- FMIS – Finance and Human Resources roles.
- DDC (Defensive Driving Course) – License to operate

Government Vehicles

Additional training, certificates, and information can be found at Navajo Nation Staff Develop and Training department.

Phone: (928) 871-6691

Website:

<https://nnstaffdevelopment.navajo-nsn.gov/>

For any additional information please visit:

<https://www.dpm.navajo-nsn.gov/resources.html>

<https://www.dpm.navajo-nsn.gov/onboarding.html>

Alas, Welcome to the Navajo Nation! We are happy to have you working with us to make a better tomorrow.