

# THE NAVAJO NATION

JONATHAN NEZ | PRESIDENT    MYRON LIZER | VICE-PRESIDENT



## MEMORANDUM

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

FROM : *Tomicita Woodie*  
Tomicita Woodie, Human Resources Director  
DHR | Department of Personnel Management

DATE : October 1, 2022

SUBJECT : **Fiscal Year 2023 – Personnel Action Form (“PAF”) Submission Schedule**

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The Fiscal Year 2023 PAF Submission Schedule is attached for your review. All programs within the auspices of the Navajo Nation Government are to comply with the established deadlines for PAF submission. PAFs are time sensitive documents used to authorize payment for payroll purposes.

DPM establishes these procedures to ensure all personnel actions have been properly documented and updated within the Human Resources Information System (“HRIS”) database. Any changes within an employment impacts this process, thus requiring a PAF update.

All programs are responsible for initiating their own personnel action forms and ensure the PAF is properly approved prior to any submission. It is also the programs responsibility to ensure all supporting documentation is attached with the PAF. If supporting documentation is missing this causes an automatic delay with the PAF submission, more times than any, the employees pay is then impacted.

If a PAF has a change, the effective date will coincide with the new pay period. Therefore changes in employment status, or a change in assignment, such as transfers, promotions, demotions, and/or acting assignments should comply accordingly.

All new hires are eligible for benefit coverages with Employee Benefits. We ask each new hire to route their PAF through to Employee Benefits before it is routed to DPM. Once all this has been completed then submit the documentation to [SubmitPAFs@dpm.navajo-nsn.gov](mailto:SubmitPAFs@dpm.navajo-nsn.gov). We respectfully request that you send each packet per one employee at a time. Sending more than one employee packet is difficult to separate and easily lost.

Any requests for PAF Automations and personnel budget information can be directed to DPMs Position Control Section at [DPM\\_PositionControlGroup@dpm.navajo-nsn.gov](mailto:DPM_PositionControlGroup@dpm.navajo-nsn.gov). Should your office have any questions and/or need additional assistance, feel free to contact DPM at (928) 871-6330 for further clarification. Thank you.

CC: Distribution with Attachment

# Personnel Action Form ("PAF") Submission Schedule

Fiscal Year: 2023

Pay Cycle	Pay Period Ending	Effective Dates Dates Ranging Between	PAF to DPM Deadline	Final Updates Pending PAFs	Pre-Payroll Processing No Updates in HRIS	Check Date
1	10/07/2022	09/24/2022 - 10/07/2022	09/19/2022	10/07/2022	10/12/2022 - 10/13/2022	10/19/2022
2	10/21/2022	10/08/2022 - 10/21/2022	10/03/2022	10/21/2022	10/26/2022 - 10/27/2022	11/02/2022
3	11/04/2022	10/22/2022 - 11/04/2022	10/17/2022	11/04/2022	11/09/2022 - 11/10/2022	11/16/2022
4	11/18/2022	11/05/2022 - 11/18/2022	10/31/2022	11/18/2022	11/22/2022 - 11/23/2022	11/30/2022
5	12/02/2022	11/19/2022 - 12/02/2022	11/14/2022	12/02/2022	12/07/2022 - 12/08/2022	12/14/2022
6	12/16/2022	12/03/2022 - 12/16/2022	11/28/2022	12/16/2022	12/21/2022 - 12/22/2022	12/28/2022
7	12/30/2022	12/17/2022 - 12/30/2022	12/12/2022	12/30/2022	01/04/2023 - 01/05/2023	01/11/2023
8	01/13/2023	12/31/2022 - 01/13/2023	12/26/2022	01/13/2023	01/18/2023 - 01/19/2023	01/25/2023
9	01/27/2023	01/14/2023 - 01/27/2023	01/09/2023	01/27/2023	02/01/2023 - 02/02/2023	02/08/2023
10	02/10/2023	01/28/2023 - 02/10/2023	01/23/2023	02/10/2023	02/15/2023 - 02/16/2023	02/22/2023
11	02/24/2023	02/11/2023 - 02/24/2023	02/06/2023	02/24/2023	03/01/2023 - 03/02/2023	03/08/2023
12	03/10/2023	02/25/2023 - 03/10/2023	02/20/2023	03/10/2023	03/15/2023 - 03/16/2023	03/22/2023
13	03/24/2023	03/11/2023 - 03/24/2023	03/06/2023	03/24/2023	03/29/2023 - 03/30/2023	04/05/2023
14	04/07/2023	03/25/2023 - 04/07/2023	03/20/2023	04/07/2023	04/12/2023 - 04/13/2023	04/19/2023
15	04/21/2023	04/08/2023 - 04/21/2023	04/03/2023	04/21/2023	04/26/2023 - 04/27/2023	05/03/2023
16	05/05/2023	04/22/2023 - 05/05/2023	04/17/2023	05/05/2023	05/10/2023 - 05/11/2023	05/17/2023
17	05/19/2023	05/06/2023 - 05/19/2023	05/01/2023	05/19/2023	05/24/2023 - 05/25/2023	05/31/2023
18	06/02/2023	05/20/2023 - 06/02/2023	05/15/2023	06/02/2023	06/07/2023 - 06/08/2023	06/14/2023
19	06/16/2023	06/03/2023 - 06/16/2023	05/29/2023	06/16/2023	06/21/2023 - 06/22/2023	06/28/2023
20	06/30/2023	06/17/2023 - 06/30/2023	06/12/2023	06/30/2023	07/05/2023 - 07/06/2023	07/12/2023
21	07/14/2023	07/01/2023 - 07/14/2023	06/26/2023	07/14/2023	07/19/2023 - 07/20/2023	07/26/2023
22	07/28/2023	07/15/2023 - 07/28/2023	07/10/2023	07/28/2023	08/02/2023 - 08/03/2023	08/09/2023
23	08/11/2023	07/29/2023 - 08/11/2023	07/24/2023	08/11/2023	08/16/2023 - 08/17/2023	08/23/2023
24	08/25/2023	08/12/2023 - 08/25/2023	08/07/2023	08/25/2023	08/30/2023 - 08/31/2023	09/06/2023
25	09/08/2023	08/26/2023 - 09/08/2023	08/21/2023	09/08/2023	09/13/2023 - 09/14/2023	09/20/2023
26	09/22/2023	09/09/2023 - 09/22/2023	09/04/2023	09/22/2023	09/27/2023 - 09/28/2023	10/04/2023
1	10/06/2023	09/23/2023 - 10/06/2023	09/18/2023	10/06/2023	10/11/2023 - 10/12/2023	10/18/2023

Actual Date of Holiday	NN Holidays	Observed On
<b>Veteran's Day</b>		
Fri, November 11, 2022		11/11/2022
<b>Thanksgiving Day</b>		
Thu, November 24, 2022		11/24/2022
<b>Navajo Nation Family Day</b>		
Fri, November 25, 2022		11/25/2022
<b>Christmas Day</b>		
Sun, December 25, 2022		12/26/2022
<b>New Year's Day</b>		
Sun, January 01, 2023		01/02/2023
<b>Martin Luther King Day</b>		
Mon, January 16, 2023		01/16/2023
<b>President's Day</b>		
Mon, February 20, 2023		02/20/2023
<b>Memorial Day</b>		
Mon, May 29, 2023		05/29/2023
<b>Navajo Nation Memorial Day</b>		
Thu, June 01, 2023		06/01/2023
<b>Juneteenth</b>		
Mon, June 19, 2023		06/19/2023
<b>Independence Day</b>		
Tue, July 04, 2023		07/04/2023
<b>Navajo Code Talker Day</b>		
Mon, August 14, 2023		08/14/2023
<b>Labor Day</b>		
Mon, September 04, 2023		09/04/2023

## Contact Us | Department of Personnel Management

Have questions? or need additional assistance?

Contact the Support Services Section at [dpm\\_support\\_services@dpm.navajo-nsn.gov](mailto:dpm_support_services@dpm.navajo-nsn.gov), or call (928) 871-6330 for more information.

Please visit our website at [www.dpm.navajo-nsn.gov](http://www.dpm.navajo-nsn.gov) to download PAF Samples, Forms, Schedules and other helpful resources.

## PAF Submittals

PAFs and supporting documents must be submitted electronically via e-mail to:

[submitPAFs@dpm.navajo-nsn.gov](mailto:submitPAFs@dpm.navajo-nsn.gov)