

SAMPLE

THE NAVAJO NATION  
PERSONNEL ACTION FORM

Employee Position I.D. No.  
**DPM USE ONLY**

<input type="checkbox"/> Employment Notice	<input checked="" type="checkbox"/> Change Notice	<input type="checkbox"/> Termination Notice	Effective Date <b>October 1, 2021</b>	
Employee Name (Last, First Middle) <b>Doe, John Yazzie</b>		Mailing Address (City, State, Zip Code) <b>Window Rock, AZ</b>		Social Security Number <b>000-00-0000</b>
Census Number	Marital Status	Gender	Date of Birth	Ethnic Code
Division /Department <b>DHR / Department of Personnel Management</b>		Department Number <b>022</b>	Business Unit Number <b>000000.0000</b>	
Position Title <b>Administrative Assistant</b>		Class Code <b>1260</b>	Grade Step	Hourly Rate / Per Annum
Remarks : <b>Change in Worksite</b>				
Employee Signature <b>REQUIRED</b>		Date		
Department Acceptance <b>REQUIRED</b>		Date		
Department Release		Date		
Department of Personnel Management		Date		
		Type of Termination: <input type="checkbox"/> Resignation <input type="checkbox"/> Discharge <input type="checkbox"/> Layoff		
This section must be completed to ensure that all Tribal monies/property during employment have accounted for by the Financial Services Department and the following NN Departments or Offices				
Cashiers Ofc _____		EE Benefits _____		
Accts Rec _____		EE Housing _____		
P-Card Sec _____		Fleet Mgmt _____		
Travel Adv _____		Property _____		
Credit Svcs _____		Retirement _____		
		Veterans _____		
Clearance by initial from each section/departments.				

Type of Action: Change in Worksite

Notice Type: Change

Pursuant to the Navajo Nation Personnel Policies Manual ("NNPPM"), Section XII.H. Change in Worksite

- 1.) A change in worksite is strictly limited to moving an employee from one location to another within the same program. A change in business unit number may be necessary but there shall be no changes to the employment status, title or salary.
- 2.) A change in worksite may be voluntary or initiated by the supervisor to ensure effective and efficient operations.
- 3.) A change in worksite shall not be used for disciplinary reasons.
- 4.) A change in worksite may be temporary or permanent.

If an employee's worksite involves the relocation to a different state, the applicable state tax forms should also be updated.

**ATTACHMENTS & SUPPORTING DOCUMENTS**

- Written request from the employee must be submitted to the Department of Personnel Management (DPM) and shall include:
  - a.) The reason(s) for the change in worksite, the time period and expected results of the assignment; and
  - b.) Reporting relationships; and
  - c.) Signatures of the appropriate supervisor(s) and the employee.
  - d.) Approval from the HR Director
- Change in Worksite memorandum from the Classification & Pay Section/DPM -- Copy
- Appropriate State Withholding Form, if applicable:
  - AZ Residents - Employee's Arizona Withholding Election - Arizona Form A-4 - 2021 (Mailing Address)
  - NM Residents - Employee's Withholding Allowance Certificate - W4 Form - 2021 (must indicate New Mexico)
  - Mexico) Exemption - Employee Withholding Exemption Certificate - AZ Form WEC - 2021 (Physical Address)
  - Other Applicable State Tax Withholdings Form

**PAF REQUIREMENTS**

- Employee's Signature & Date If the employee acknowledged the CIW memorandum, the PAF may state "Unavailable for Signature".
- Department Acceptance Signature & Date

- Effective date shall be the beginning date of the pay period following the the approved CIW memorandum from the Classification & Pay Section/DPM.

#### OTHER REQUIREMENTS

- If the position is externally funded, verification from Contract Accounting/OOC is required prior to submitting the PAF to the DPM.