

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 October 1, 2021 | |
| Employee Name (Last, First, Middle) Doe, John Yazzie | | Mailing Address (City, State, Zip Code) | | Social Security Number 000-00-0000 |
| Census Number | Marital Status | Gender | Date of Birth | Ethnic Code |
| Division /Department DHR / Department of Personnel Management | | | Department Number 022 | Business Unit Number K000000.0000 |
| Position Title Administrative Assistant | | Class Code 1260 | Grade Step | Hourly Rate Per Annum |
| Remarks : Extension of Contract/Grant, Not to Exceed: "mm/dd/yyyy". | | | | |
| Employee Signature UNAVAILABLE FOR SIGNATURE | | Date | | |
| Department Acceptance REQUIRED | | 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 _____ | | |
| Clearance by initial from each section/departments. | | | | |

Type of Action: Extension of Contract/Grant

Notice Type: Change

Extension(s) of employee assignments funded by an external contract/grant are subject to the availability of funds and will be extended according to the approved budget.

ATTACHMENTS & SUPPORTING DOCUMENTS

Approved Budget and/or Approved Budget Revision Request (BRR) - Copy

PAF REQUIREMENTS

- Employee's Signature is preferred but not required. If the employee is unavailable, the PAF must state "Unavailable for Signature"
- Department Acceptance Signature & Date
- Not to Exceed Date

OTHER REQUIREMENTS

- Applicable for positions funded by an external contract/grant
- Prior verification from Contract Accounting/OOC is required.