April 7, 2017

MEMORANDUM

To: Honorable Russell Begaye, President
   NAVAJO NATION

   Honorable Lorenzo Bates, Speaker
   NAVAJO NATION COUNCIL

   Honorable Allen Sloan, Chief Justice
   NAVAJO NATION

Thru: Pearline Kirk, Controller
      Navajo Nation

From: Laura Johnson, FMIS Manager
       OFFICE OF THE CONTROLLER

Subject: Navajo Nation FMIS/HRIS Update

The Office of the Controller is providing the following updates on the nation's projects for your information and dissemination to your branches, divisions and programs.

1) Timesheet Automation Project: Our target is to roll-out on line timesheets on June 9, 2017. It is now the end of Second Quarter. It is recommended that your staff Timekeepers and Timesheet approvers begin taking the on-line prerequisite training UPK Common Foundations and Inquiry in FMIS. Please contact your Division/Branch Training Coordinators to get these individuals set up with user accounts. The Timesheet project presently consists of a small pilot group consisting of:

   a. Purchasing Department
   b. Office of the Controller
   c. Department of Corrections

   The goal of this project is to automate the timesheet processing, eliminate paper, reduce costs and time by using technology. There will be separate emails from the Payroll Section to the departments regarding timesheet automation process requiring input from department managers.

2) Expense Management Project: Our target is to roll-out expense management to all employees of the Legislative and Judicial Branches by July 2017. We are also targeting the Executive Offices and the Division of Finance from the Executive Branch. Subsequent to this OOC will determine which Offices/ Divisions/ Branches will be rolled out next. It is recommended that your staff travelers and approvers begin taking the on-line prerequisite training UPK Common Foundations and Inquiry in FMIS. The goal of this project is to automate the employee travel processing, eliminate paper, reduce costs and time by using technology.

3) 6B On-Line Purchase Requisitions: The On-Line Purchase Requisitions are at a standstill. Programs are not taking advantage of this opportunity to streamline the use of technology. Initially OOC had set deadlines with divisions that were never adhered too. Requests for extensions came and went with very little results. OOC is considering reactivating the hard cut offs for roll-out and no longer accepting paper Purchase Requisitions. It is not a matter of it
can't be done, it's a matter of its not being done. Below is the list of programs that have successfully implemented the on line purchase requisitions. The goal of this project is to automate the Purchase Requisition processing, eliminate paper, reduce costs and time by using technology.

Out of the entire Navajo Nation only the following seven programs have implemented 6B:

a. Fish and Wildlife  
b. Department of Corrections  
c. Self Reliance  
d. OMB  
e. Office of Uranium Mine—Shiprock  
f. OOC  
g. Natural Resources - Admin

You are responsible for the following:

1) Your staff and approvers begin taking the prerequisite on-line training UPK Common Foundations and Inquiry in FMIS for the above three implementations. Please contact your Division/Branch Training Coordinators to get these individuals set up with user accounts.
2) Employee willingness to participate is critical. If employees are not keen on taking the training it could impact our success at migrating them to the new processes.
3) Management is responsible for the enforcement of training. It will take support from management to ensure everyone takes this seriously.
4) Ensuring that the Nation is achieving its goal to automate processing, eliminate paper, reduce costs and time by using technology.

Should you have any questions on the attachments please call me at 928-871-6510. Thank you.

xc: Navajo Nation Council  
Division Directors, Executive Branch