



THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE-PRESIDENT

MEMORANDUM

Date: February 2, 2016

To: Honorable Russell Begaye, President
NAVAJO NATION

Honorable Lorenzo Bates, Speaker
NAVAJO NATION COUNCIL

Honorable Allen Sloan, Acting Chief Justice
NAVAJO NATION

Through: Jim R. Parris, Controller
NAVAJO NATION

Handwritten signature of Jim R. Parris.

From: Laura Johnson, Accounting Manager
OFFICE OF THE CONTROLLER

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Subject: Personal Action Forms for Terminated Employees

The Office of the Controller (OOC) would like to bring to your attention the following issues regarding termination notices for employees who have left the Nation.

- 1) The OOC continues to pay fringe benefits for employees who are no longer employed. These employees still show in the HRIS system as active because Programs have not processed a Termination PAF through the Department of Personnel Management. As a result, this is an added unnecessary cost to the Nation.
- 2) Terminated Navajo Nation employees who have FMIS access continue to have system access to confidential Navajo Nation data. In many instances, the OOC is not immediately informed that these former employees have left the Nation. Continued access to the system information is a serious violation of the Nation's information technology (IT) security policies.

The Office of the Controller cannot take the appropriate steps to remove a former employee's access to the FMIS until Programs submit termination notices to the OOC office after an employee has been terminated. We have discussed this with the Department of Personnel Management, and they agreed that the responsibility lies with the Programs. They cannot update their system until someone tells them an employee has left the Nation.

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For the reasons stated above, we are asking for you're:

- Cooperation and enforcement requiring all Divisions/Programs/Departments to submit the required documents immediately when an employee leaves the Nation; and,
- Notification of the FMIS systems office of employees who have left the Nation in order to terminate system access immediately.

Should you have any questions, please call me at 928-871-6510. Thank you for your cooperation.

*cc: Navajo Nation Divisions/Departments/Programs
Department of Personnel Management*