

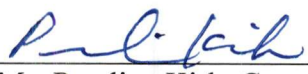


THE NAVAJO NATION

JONATHAN NEZ PRESIDENT MYRON LIZER VICE-PRESIDENT

MEMORANDUM:

To: ALL NAVAJO NATION BRANCHES, DIVISIONS, DEPARTMENTS, AND PROGRAMS

From: 
Ms. Pearlina Kirk, Controller
Office of the Controller

Date: October 6, 2020

SUBJECT: IMPORTANT – Special Duty Pay Documents Deadline

The Office of the Controller (OOC) is notifying you of the deadline for submitting all Special Duty Pay documents for period March 16, 2020 through August 16, 2020 is Friday, October 23, 2020.

Office of the Controller is putting a deadline to ensure proper time for processing of four (4) pay periods for completion of documents submitted. Processing Special Duty Pay may require additional time for the Payroll Section or General/Contract Accounting Section to work with Programs and Departments for corrections.

The October 23, 2020 deadline must be complied with as the Special Duty Pay will be reported as part of the calendar year end W2 process, be audited by US Treasury, and may need to meet CARES Act requirements (if applicable).

Thank you for your cooperation and continued support, should you have any questions please call OOC Payroll (928) 871-6398.

xc: Pearlina Kirk, Controller, OOC
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