

THE NAVAJO NATION

JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE PRESIDENT



MEMORANDUM

TO: ALL NAVAJO NATION EMPLOYEES

FROM:

Handwritten signature of Dr. Kelly Upshaw-Bia.

Dr. Kelly Upshaw-Bia, DVM
Veterinary Management
DEPARTMENT OF AGRICULTURE

THRU:

Handwritten signature of Leo Watchman.

Leo Watchman, Department Manager III
DEPARTMENT OF AGRICULTURE

DATE: November 25, 2019

SUBJECT: PAYROLL DEDUCTION (PRD) CHANGES

The Veterinary Management Program has amended its Payroll Deduction (PRD) limits and deduction schedule due to numerous accounts utilizing this payment method. PRD changes will be initiated immediately at all three clinics.

The following changes have been made to the PRD Balance limit will be \$2,000.00 and the number of deductions will be based on the amount of the PRD Balance.

BALANCE	DEDUCTION AMOUNT
\$100.00 – 150.00	Amount due will be deducted
\$150.01 – 300.00	Payment will be deducted in 2 equal payments
\$300.01 – 600.00	Payment will be deducted in 3 equal payments
\$600.01 – Up to 2,000.00	Payment will be deducted in 4 equal payments
PRD LIMIT is now \$2,000.00	Any balance over PRD limit must be paid before PRD is initiated to bring the total to \$2,000.00 ***NO EXCEPTIONS***

The Veterinary Management has been providing services to Navajo Nation employees who pay via payroll deduction. The PRD deduction scheduled allowed employees to pay over the course of the year. However, the clinic would like to ensure that the PRD payments are received by the clinic in a timely manner.

If you have any questions or concerns, please contact Dr. Upshaw at 505-371-5214. Thank you for your understanding.

Xc: Department of Agriculture
Files

**ATTENTION NN EMPLOYEES:
THE VETERINARY MANAGEMENT HAS AMENDED ITS PAYROLL
DEDUCTION BALANCE LIMIT AND DEDUCTION SCHEDULE.**

BALANCE	DEDUCTION AMOUNT
\$100.00 – 150.00	Amount due will be deducted
\$150.01 – 300.00	Payment will be deducted in 2 equal payments
\$300.01 – 600.00	Payment will be deducted in 3 equal payments
\$600.01 – Up to 2,000.00	Payment will be deducted in 4 equal payments
PRD LIMIT is now \$2,000.00	Any balance over PRD limit must be paid before PRD is initiated to bring the total to \$2,000.00 ***NO EXCEPTIONS***

THESE CHANGES APPLY TO ALL PRDs INITIATED AFTER 11-25-2019. WE APOLOGIZE FOR THE INCONVIENCE THIS MAY CAUSE.



NAVAJO NATION VETERINARY MANAGEMENT PROGRAM
PO BOX 1450
WINDOW ROCK, ARIZONA 86515
MAIN: 505-371-5214

AUTHORIZATION
For MISCELLANEOUS DEDUCTION (903)
NAVAJO NATION EMPLOYEES ONLY

NAME:	
SS#	
AB#	
ADDRESS:	
CITY:	
STATE:	
ZIP CODE:	

I, _____, hereby AUTHORIZE the Navajo Nation Office of the Controller Payroll Section to deduct from my bi-weekly salary under Department# _____ the following amounts:

BEGINNING BALANCE	PAY PERIOD ENDING	AMOUNT	ENDING BALANCE

The deducted amounts are to be credited to account: 915013.1881 for the INVOICE# _____ in the amount of \$ _____ dated _____.

DATE SIGNATURE

BALANCE	DEDUCTION AMOUNT
\$100.00 – 150.00	Amount due will be deducted
\$150.01 – 300.00	Payment will be deducted in 2 equal payments
\$300.01 – 600.00	Payment will be deducted in 3 equal payments
\$600.01 – Up to 2,000.00	Payment will be deducted in 4 equal payments
PRD LIMIT is now \$2,000.00	Any balance over PRD limit must be paid before PRD is initiated to bring the total to \$2,000.00 ***NO EXCEPTIONS***

I, _____, acknowledge the above minimum deduction amounts based on balance due. Initial _____

I, _____, acknowledge it can take three weeks before payroll deduction is credited to your account at the NNVM from the Navajo Nation Payroll Department. Initial _____