



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#28-17

June 16, 2017

TO: All DHRM LISTSERV Recipients

FROM: Peter Long, Administrator *Peter Long*
Division of Human Resource Management

SUBJECT: CENTRAL PAYROLL AND CENTRAL RECORDS ARE ON THE MOVE!

Please be advised that the Division of Human Resource Management's Central Payroll and Central Records are moving. Find them at their new location at 209 E. Musser Street, Suite 105, as of **June 30, 2017**. This is the Blasdel Building and both Central Payroll and Central Records will be housed in the same suite! Similar to their current location there is short-term parking in front of the Blasdel Building. Additional parking is available in the parking lot across the street.

From June 23rd through June 29th, Central Payroll and Central Records will be working out of temporary locations next door to their current locations in the Nevada State Library and Archives Building. Staff will still have access to their emails during the temporary relocation. Telephone calls will be routed through the reception desk for each unit. Please bear with us during this transition time as telephone calls may take just a little longer than usual to receive a response. Staff will retain their current telephone numbers at the new location.

We expect that this new joint location will provide our customers even better service. Staff look forward to seeing you in the Blasdel Building in Carson City as of **June 30, 2017!**