



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#35-19

June 26, 2019

TO: Directors
Deputy Directors
Administrators
Agency Personnel Liaisons

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

SUBJECT: PROCESS TO IMPLEMENT 3% COST OF LIVING ADJUSTMENT

Assembly Bill 542 (AB 542) of the 2019 Legislative Session approved a 3% cost-of-living adjustment (COLA) for classified, unclassified, and non-classified State employees effective July 1, 2019. Additionally, NV PERS has increased retirement contribution rates which will become effective July 15, 2019. Information regarding these rate changes can be found on the NV PERS website. Division of Human Resource Management (DHRM) Classification/Compensation will post the updated compensation schedules reflecting the COLA and retirement rate increases to the DHRM website no later than July 1, 2019. Below are the special processing instructions and deadline dates. Please follow these instructions to ensure accurate pay for the employees affected by these changes.

CLASSIFIED/UNCLASSIFIED/NON-CLASSIFIED EMPLOYEES

The Personnel Action/Reason Code of COLA/M20 will be placed on the classified, unclassified and non-classified employees' record for the July 1, 2019 increase.

The increase will automatically be implemented in the ADVANTAGE HR™ system (ADV-HR), except for employees on retained rate with an "N", "R", or "U" employment status. Those employment statuses are not eligible for a pay increase per NAC 284.290. A list of employees currently on retained rate may be obtained through the Human Resources Data Warehouse (HRDW) Employee Rosters/Action History. If you need assistance obtaining this report, please contact the EITS-HR Help Desk at (775) 687-9099 or 1-866-NVNEATS.

An agency appointing authority may set the salary for an unclassified or non-classified employee at a rate less than the authorized maximum salary set in AB 542. An ESMT-A must be submitted to set the salary at a rate other than the 3% increase over the current salary. Effective date the ESMT-A July 1, 2019, along with a notation in the “Remarks” section indicating “adjustment to COLA”. The employee’s signature is required on the ESMT-A.

AGENCY /HOME ORGANIZATIONAL CHANGES

DHRM is aware of several agency and home organizational changes approved during the 2019 Legislature. Central Records will work with those agencies affected on an individual basis to determine if a MASS system change can be performed or if manual ESMT-A’s will need to be submitted. If an ESMT-A is required, agencies may use the personnel action code of ORCH/MSS with an effective date of July 1, 2019. If the change also includes a pay or work location change, use AGCHG as the secondary action on the ESMT-A form. The employee signature line will indicate “*Legislative Org Change*”. Entry of these action will be performed by Central Records.

TURNAROUND DOCUMENTS

Turnaround documents noting the 3% increase will be generated **only** for employees who are classified medical, retained rate, non-classified or unclassified after the pay cycle runs on July 19, 2019. Turnaround documents are required to be reviewed by your agency personnel liaison for any adjustments that would need to be made and submitted by the PP03 Central Records deadline. Carefully review the hourly rate for those employees who are paid the maximum salary. There could be a slight difference between the compensation schedule and the amount calculated by the system. Failure to complete this timely could result in an under/over payment.

AUTOMATED MERIT SALARY INCREASES (MSI) DURING FY END PROCESSING

Agencies are advised to review all employees due their MSI in Pay Period 02 to ensure their pay records are correct. If discrepancies are found, the agency is required to make the necessary corrections on an ESMT-A and obtain the employee’s signature. If the correction being made is effective prior to July 1, 2019, the agency will need to submit two ESMT-A’s; one for the MSI and one as a back-up document for the July 1, 2019 COLA.

PAPERWORK DEADLINE AND PROCESSING

Due to PP01 ending with June 30, 2019, there will be no need for early or separate deadlines due to fiscal year end. The deadline for July 1, 2019 paperwork work will remain as scheduled (12:00 p.m. July 11, 2019).

EITS will be applying the COLA/M20 to ADV-HR the morning of July 8, 2019. During this time, agencies will not have access to ADV-HR to key PP02 actions. Once the system updates have been verified, EITS will notify agencies when ADV-HR is available. Actions for PP02 are required to be entered by the deadline date/time. Southern Nevada agencies are still required to meet the PP02 deadline; keep in mind, this may require those agencies to process paperwork from the agency copies.

If agencies are submitting ESMT-A for agency/home org or unclassified/non-classified pay changes with the effective date of July 1, 2019, the documents must also be received in Central Records no later than PP02 deadline.

Please remember, any actions submitted during PP02 with dates prior to July 1, 2019 will require a back-up ESMT-A for the COLA/M20.

Failure to adhere to the above dates and times could potentially result in under/over payment to the employee and result in added back-up ESMT documents and payroll documents.

Should you have any questions regarding the implementation of the pay adjustments addressed above, please contact your designated Central Records liaison.