



**DEPARTMENT OF PERSONNEL**  
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**MEMO PERD #45/09**  
**August 7, 2009**

**TO:** Department Directors  
Division Administrators  
Agency Personnel Liaisons  
Agency Payroll Liaisons

**FROM:** Teresa Thienhaus, Director  
Department of Personnel

**SUBJECT:** Revised Central Records Deadline Schedule

A handwritten signature in cursive script, reading "Teresa Thienhaus".

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The Department of Personnel, Records Section has revised its deadline schedule for the following personnel transactions: New Hires, Transfer Outs, Transfer Ins, Reinstatements, Rehires and Reemployments. This change is effective beginning PP 05 (8/10/09 – 8/23/09). See the attached revised Records Deadline Schedule.

Timely submission will allow Records to enter and approve these ESMT transactions so that employees can submit and supervisors and/or pay clerks can approve timesheets within established timeframes. If these types of ESMT transactions are not submitted timely, as indicated on the revised Records Deadline Schedule, Records will not guarantee they will be audited and approved within the timeframe needed by the agency to process employee timesheets.

Please note the time has changed from 5:00 PM to 12:00PM (noon) on each deadline date within the schedule and those dates marked with an asterisk (\*) next to them indicate a deadline earlier than the normal deadline due to holidays.

If you have any questions or concerns, please do not hesitate to contact your Central Records Liaison.

**REVISED  
RECORDS DEADLINE SCHEDULE  
2009**

<b>Pay Period Number</b>	<b>Effective Dates</b>	<b>Thursday Deadline Date</b>	<b>Tuesday Deadline Date</b>	<b>Payroll Run Date</b>	<b>Check Date</b>
		New hires, Transfer In, Transfer Out, Reinstatement, Rehire & Reemploy	All other actions such as Auto Progs, Promotions, Terms, Sal. Adj. Etc.		
16	01/12/09-01/25/09		<b>1/27/2009</b>	1/30/2009	2/6/2009
17	01/26/09-02/08/09		<b>2/10/2009</b>	2/13/2009	2/20/2009
18	02/09/09-02/22/09		<b>2/24/2009</b>	2/27/2009	3/6/2009
19	02/23/09-03/08/09		<b>3/10/2009</b>	3/13/2009	3/20/2009
20	03/09/09-03/22/09		<b>3/24/2009</b>	3/27/2009	4/3/2009
21	03/23/09-04/05/09		<b>4/7/2009</b>	4/10/2009	4/17/2009
22	04/06/09-04/19/09		<b>4/21/2009</b>	4/24/2009	5/1/2009
23	04/20/09-05/03/09		<b>5/5/2009</b>	5/8/2009	5/15/2009
24	05/04/09-05/17/09		<b>5/19/2009</b>	5/22/2009	5/29/2009
25	05/18/09-05/31/09		<b>6/2/2009</b>	6/5/2009	6/12/2009
26	06/01/09-06/14/09		<b>6/16/2009</b>	6/19/2009	6/26/2009
<b>*01</b>	06/15/09-06/28/09		<b>6/29/2009</b>	7/3/2009	7/10/2009
02	06/29/09-07/12/09		<b>7/14/2009</b>	7/17/2009	7/24/2009
03	07/13/09-07/26/09		<b>7/28/2009</b>	7/31/2009	8/7/2009
04	07/27/09-08/09/09		<b>8/11/2009</b>	8/14/2009	8/21/2009
05	08/10/09-08/24/09	<b>8/20/2009</b>	<b>8/25/2009</b>	8/28/2009	9/4/2009
<b>*06</b>	08/25/09-09/06/09	<b>* 9/3/2009</b>	<b>9/8/2009</b>	9/11/2009	9/18/2009
07	09/07/09-09/20/09	<b>9/17/2009</b>	<b>9/22/2009</b>	9/25/2009	10/2/2009
08	09/21/09-10/04/09	<b>10/1/2009</b>	<b>10/6/2009</b>	10/9/2009	10/16/2009
09	10/05/09-10/18/09	<b>10/15/2009</b>	<b>10/20/2009</b>	10/23/2009	10/30/2009
<b>*10</b>	10/19/09-11/01/09	<b>* 10/28/2009</b>	<b>11/3/2009</b>	11/6/2009	11/13/2009
<b>*11</b>	11/02/09-11/15/09	<b>*11/10/2009</b>	<b>* 11/16/2009</b>	<b>11/19/2009</b>	11/25/2009
<b>*12</b>	11/16/09-11/29/09	<b>* 11/24/2009</b>	<b>12/1/2009</b>	12/4/2009	12/11/2009
13	11/30/09-12/13/09	<b>12/10/2009</b>	<b>12/15/2009</b>	12/18/2009	12/24/2009
<b>*14</b>	12/14/09-12/27/09	<b>* 12/23/2009</b>	<b>* 12/28/2009</b>	1/1/2010	1/8/2010
15	12/28/09-01/10/10	<b>1/7/2010</b>	<b>1/12/2010</b>	1/15/2010	1/22/2010
	* Records deadline for these Pay Periods has been adjusted due to a holiday(s).				
	<b>THE DEADLINE ON ALL DATES IS AT 12:00 PM (NOON).</b>				