



DEPARTMENT OF PERSONNEL
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MEMO PERD#55-10

October 20, 2010

TO: All Employees
Agency Administrators
Personnel Representatives
Payroll Clerks

FROM: Teresa J. Thienhaus, Director
Department of Personnel

A handwritten signature in cursive script that reads "Teresa J. Thienhaus".

SUBJECT: Central Payroll and Records Deadline Schedules for Pay Period 11
(November 1-14, 2010) Check Issue Date November 24, 2010

Due to the Thanksgiving holiday, the Central payroll cycle for the week of November 15, 2010 will be changed to ensure employees are paid on Wednesday, November 24, 2010.

The pay cycle will run on Thursday, November 18, 2010 instead of the normal Friday night.

Timesheets entered through NEATS or directly into ADVANTAGE-HR must be submitted and approved by the established holiday deadline of Tuesday, November 16, 2010 at 5:00 p.m. Failure to meet this deadline could have a negative impact on employee pay.

Central Payroll deadline will be November 15, 2010 at 12:00 p.m. for Carson City agencies and November 16, 2010 at 12:00 p.m. for agencies in locations other than Carson City.

ESMT's must be entered by agencies and submitted to Central Records for final approval no later than Monday, November 15, 2010 at 12:00 p.m. This will ensure the 5th level of approval is applied before the cycle runs on Thursday, November 18, 2010.

ADVANTAGE-HR will not be available from 5:00 p.m. on Thursday, November 18 through 8:00 a.m. on Friday, November 19, 2010.

If you have any questions regarding these deadlines, please contact your designated representative in Central Payroll / Central Records.

TT:ad