




**DEPARTMENT OF PERSONNEL**  
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MEMO PERD #56-09  
October 8, 2009

TO: All Employees  
Agency Administrators  
Personnel Representatives  
Payroll Clerks

FROM: Teresa Thienhaus, Director  
Department of Personnel 

SUBJECT: Central Payroll and Records Deadline Schedules for Central Pay Period  
11 (November 2-15, 2009) Check Issue Date November 25, 2009

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Due to the Thanksgiving holiday, the Central payroll cycle for the week of November 16, 2009 will be changed to ensure employees are paid on Wednesday, November 25, 2009.

The pay cycle will run on Thursday, November 19, 2009 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 17, 2009 at 5:00 p.m. Failure to meet this deadline could have a negative impact on employee pay.

Central Payroll deadline will be November 16, 2009 at 12:00 p.m. for Carson City agencies and November 17, 2009 at 12:00 p.m. for agencies in geographical 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 16, 2009 at 12:00 p.m. This will ensure the 5<sup>th</sup> level of approval is applied before the cycle runs on Thursday, November 19, 2009.

ADVANTAGE-HR will not be available from 5:00 p.m. on Thursday, November 19 through 12:00 p.m. on Friday, November 20, 2009. In addition, HRDW will not be available on Friday, November 20, 2009 until after 3:00 p.m.

Should you have any questions regarding these deadlines, please contact your designated payroll or personnel representative in Central Payroll / Central Records.

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