



DEPARTMENT OF PERSONNEL
209 East Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
<http://dop.nv.gov>

MEMO PERD #67-09
December 1, 2009

TO: Department Directors
Agency Administrators
Personnel Representatives
Payroll Clerks

FROM: Teresa Thienhaus, Director
Department of Personnel

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

SUBJECT: Special Salary Adjustment (+5%) Code Changes

The Department of Personnel, in order to adjust to the many special salary adjustment codes stated in NAC 284.206, has restructured some of the salary adjustment codes. As a result, the following codes listed in the Special Salary Adjustment Request form (NPD-5) are now defined as:

PSACP – Inmate Supervision
PSACR – Rural, K9, Complex Investigations, or Other
PSACW – Working Out of Class
PSACO – No longer used

Attached you will find a revised NPD-5 form that agencies may begin using immediately with mandatory usage beginning January 25, 2010, Pay Period 17. The revised form has been placed on the Department of Personnel's website <http://www.dop.nv.gov>. Also attached is a revised copy of the Department of Personnel Agency Appendices for the Personnel Action and Reason Codes (PACT/PART) and Pay Type Codes used on the ESMT-A form. The code revisions can also be found on the IFS-HR website <http://ifs.state.nv.us>.

These code changes do not affect all agencies. However, those agencies that currently use the codes may need to have the employee's records changed to reflect the correct code. Central Records will be contacting those agencies affected with the procedure and timeframe for processing changes to the employee's record.

At this time, it is recommended that all agencies review their employees who currently receive a special salary adjustment and review NAC 284.206 to determine if their employees receiving a salary adjustment are still eligible for an adjustment. If an employee is no longer eligible or coding was improperly submitted via an ESMT-A form, please submit correcting documents to

Central Records. Agency personnel can review employees receiving salary adjustments by going to the IFS-HR website, selecting HRDW, payroll section and clicking on the current salary adjustment link.

If you have any questions regarding the changes to the NPD-5 form, please contact Paula Scheufler at 775-684-0130. If you have any questions regarding the codes to utilize on the ESMT-A form, please contact your Central Records Personnel Liaison.