



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management

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MEMO PERD #56/11
October 26, 2011

TO: All Employees
Agency Administrators
Personnel Representatives
Payroll Clerks

FROM: Teresa J. Thienhaus, Administrator
Division of Human Resource Management

SUBJECT: Central Payroll and Records Deadline Schedules for Pay Period 11,
Check Issue Date November 23, 2011

A handwritten signature in black ink, appearing to read "T. Thienhaus".

Due to the Thanksgiving holiday, the Central payroll cycle for the week of November 14, 2011 will be changed to ensure employees are paid on Wednesday, November 23, 2011.

The pay cycle will run on Thursday, November 17, 2011 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 15, 2011 at 5:00 p.m. Failure to meet this deadline could have a negative impact on employee pay.

Central Payroll deadline will be November 14, 2011 at 12:00 p.m. for Carson City agencies and November 15, 2011 at 12:00 p.m. for agencies outside of Carson City.

ESMT's for new hires, transfers, etc. must be entered by agencies and submitted to Central Records for final approval no later than Tuesday, November 8, 2011 at 12:00 p.m. All other transactions for the pay period must be entered and submitted no later than Monday, November 14, 2011 at 12:00 p.m. This will ensure the 5th level of approval is applied before the cycle runs on Thursday, November 17, 2011.

ADVANTAGE™-HR will not be available from 5:00 p.m. on Thursday, November 17 through 8:00 a.m. on Friday, November 18, 2011.

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

TT:ad