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**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*

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**MEMO PERD #65/11**  
**November 29, 2011**

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

FROM: Teresa Thienhaus, Administrator  
Division of Human Resource Management

SUBJECT: 2012 Central Records Deadline Schedule

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

The Division of Human Resource Management's (DHRM) Records Section has posted its Calendar Year 2012 Deadline Schedule to the IFS website. For your reference, this schedule is also attached. Please note the dates marked with an asterisk (\*) indicate an earlier deadline due to holidays.

It should also be noted that this schedule reverts back to one deadline each pay period for all personnel transactions. This change is effective beginning Pay Period 15 (12/26/11-01/08/12) and requires all transactions to be submitted by noon on the Thursday the week prior to running the pay cycle. This allows transactions impacting employee pay to be entered prior to the initial entry of a timesheet. This will also provide Central Records staff with adequate time to audit and approve these transactions for timely and accurate submission of employee timesheets. Many agencies already submit all transactions following this schedule, so it is believed this change should not cause issues.

DHRM recognizes there will be instances where late documents must be submitted. If notified accordingly (advance phone call and/or email), Central Records will continue its practice of accommodating these instances. However, Central Records will also continue its practice of logging late documents submitted by agencies to identify those which are consistently late in submitting documents. Using these logs, Records Staff identify patterns and place phone calls to the agency personnel representative in an attempt to

resolve the issue. If the problem persists, written notification will be sent to the agency's director.

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

Attachment

**RECORDS DEADLINE SCHEDULE  
2012**

Pay Period Number	Effective Dates	Thursday Deadline Date	Payroll Run Date	Check Date
		<i>New hires, Transfer In, Transfer Out, Reinstatement, Rehire &amp; Reemploy</i>	<i>NOTE: The Monday following the date in this column, entry for the next pay period may begin.</i>	
15	12/26/11-01/08/12	1/5/2012	1/13/2012	1/20/2012
16	01/09/12-01/22/12	1/19/2012	1/27/2012	2/3/2012
17	1/23/12-02/05/12	2/2/2012	2/10/2012	2/17/2012
<b>*18</b>	02/06/12-02/19/12	<b>*2/15/2012</b>	2/24/2012	3/2/2012
19	02/20/12-03/05/12	3/1/2012	3/9/2012	3/16/2012
20	03/06/12-03/18/12	3/15/2012	3/23/2012	3/30/2012
21	03/19/12-04/01/12	3/29/2012	4/6/2012	4/13/2012
22	04/02/12-04/15/12	4/12/2012	4/20/2012	4/27/2012
23	04/16/12-04/29/12	4/26/2012	5/4/2012	5/11/2012
24	04/30/12-05/13/12	5/10/2012	5/18/2012	5/25/2012
<b>*25</b>	05/14/12-05/27/12	<b>*5/23/2012</b>	6/1/2012	6/8/2012
26	05/28/12-06/10/12	6/7/2012	6/15/2012	6/22/2012
01	06/11/12-06/24/12	6/21/2012	6/29/2012	7/6/2012
02	06/25/12-07/08/12	7/5/2012	7/13/2012	7/20/2012
03	07/09/12-07/22/12	7/19/2012	7/27/2012	8/3/2012
04	07/23/12-08/05/12	8/2/2012	8/10/2012	8/17/2012
05	08/06/12-08/19/12	8/16/2012	8/24/2012	8/31/2012
06	08/20/12-09/02/12	8/30/2012	9/7/2012	9/14/2012
07	09/03/12-09/16/12	9/13/2012	9/21/2012	9/28/2012
08	09/17/12-09/30/12	9/27/2012	10/5/2012	10/12/2012
09	10/01/12-10/14/12	10/11/2012	10/19/2012	*10/25/2012
<b>*10</b>	10/15/12-10/28/12	<b>*10/24/2012</b>	11/2/2012	11/9/2012
<b>*11</b>	10/29/12-11/11/12	<b>*11/6/2012</b>	<b>*11/15/2012</b>	<b>*11/21/2012</b>
<b>*12</b>	11/12/12-11/25/12	<b>*11/19/2012</b>	11/30/2012	12/7/2012
13	11/26/12-12/09/12	12/6/2012	12/14/2012	12/21/2012
<b>*14</b>	12/10/12-12/23/12	12/20/2012	12/28/2012	1/4/2013
15	12/24/12-01/06/13	1/3/2013	1/11/2013	1/18/2013
* Records deadline for these Pay Periods have been adjusted due to a holiday(s).				
Deadlines dates are subject to change to accommodate special processing projects (i.e., FY End, system projects requiring a MASS).				
<b>THE DEADLINE ON ALL DATES IS AT 12:00 PM (NOON).</b>				