

Brian Sandoval
Governor



Jeff Mohlenkamp
Director

Lee-Ann Easton
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management

100 N. Stewart Street, Suite 200 | Carson City, NV 89701
Phone: (775) 684-0150 | <http://dop.nv.gov>

MEMO PERD #11/12
February 16, 2012

TO: Department Directors
Division Administrators
Agency Personnel Representatives
Agency Personnel Liaisons

FROM: Lee-Ann Easton, Administrator
Division of Human Resource Management

SUBJECT: Effective Dating Employee Retirement Changes

The Division of Human Resource Management's (DHRM) Central Payroll/Records Section has noticed inconsistencies in the effective dates used when employees' retirement plans are changed (Personnel Action RTCHG). To prevent these inconsistencies in the future, **employees' retirement changes should always be effective on the first day of a pay period** with the following exceptions:

- Employees who promote, demote, or transfer into or out of a Police/Fire eligible position (see Title code)
- Employees who retroactively change to the employer paid retirement plan due to Military deployment
- Part-time employees who become PERS-eligible mid-pay period

A retirement rate change may be effective on a date other than the first day of a pay period for only the three exceptions listed above. DHRM's Agency Procedure 01.05.10 has been updated to clarify these dating requirements.

The most common retirement changes involve employees who elect to move from employee/employer paid retirement to employer paid retirement. These changes must be effective the beginning of the current pay period. If the employee has another action happening outside of this date (transfer, promotion, etc.), the RTCHG action cannot be included with the other transaction. In such cases, a separate ESMT-A with the RTCHG action will need to be submitted the following pay period effective the first day of that pay period.

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

Thank you,

A handwritten signature in blue ink that reads "Lee-Ann Easton".

Lee-Ann Easton, Administrator