



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMO PERD #21/12

May 24, 2012

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

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

SUBJECT: Payroll Deadline Schedules

The Division of Human Resource Management (DHRM) has posted payroll deadline schedules through calendar year 2014 on our website. Along with this update, employees may now create timesheets and leave requests through calendar year 2014 in NEATS. For reference, these schedules can be found by using the following link:
www.ifs.state.nv.us/Payroll%20Deadline%20Schedules.htm

We wanted to also take this opportunity to remind all employees and supervisors of the deadline for approving timesheets in NEATS. Although agencies may enforce stricter standards, **we generally require that all timesheets be approved in NEATS no later than 5:00 PM the Wednesday following the close of a pay period.** By following this deadline, employees will be assured of receiving proper and timely paychecks.

If you have additional questions, please contact the Division of Human Resource Management's Central Payroll section at (775) 687-9077.

Thank you,

Lee-Ann Easton

Lee-Ann Easton, Administrator