



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMO PERD #36/12

August 27, 2012

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

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

SUBJECT: NEW NEATS TIMESHEET LOOK AND ACTIVITY/FUNCTION
FIELDS

In conjunction with the State Controller's Office and in an effort to standardize the recording of Federal funding transactions in the State of Nevada, the Division of Human Resource Management (DHRM) and Enterprise Information Technology Services (EITS) are pleased to announce that effective September 26, 2012, the NEATS timesheet will have a new look.

The NEATS timesheet will now display the accounting attributes established on the Position Status Maintenance (PSMT) screen in ADVANTAGE HR™ as well as the Labor Distribution Profile (LDPR) accounting attributes.

Activity and Function fields will be available on the NEATS standard bi-weekly timesheet and NEATS bi-weekly with overrides view timesheet effective PP09 (10/1/12 -10/14/12) allowing employees to apply any necessary overrides to the established accounting attributes. Agencies will be able to use the Activity and/or Function fields to designate expenditures for different federal grant components. These changes will help to capture coding of salaries in ADVANTAGE HR™ and standardize the State's Federal funding reporting.

If you have any questions, please contact Keyna Jones, Central Payroll Manager at (775) 687-9077.

Thank you.