



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
100 N. Stewart Street, Suite 200 | Carson City, Nevada 89701
Phone: (775) 684-0150 | <http://hr.nv.gov>

MEMORANDUM
HR#75-15

December 21, 2015

TO: All Executive Branch Employees

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

SUBJECT: REQUEST FOR EMPLOYEES TO REPORT VETERAN'S STATUS

If you have served in the U.S. Armed Forces, the Division of Human Resource Management is calling on you to take immediate action. You are requested to update your Employee Profile in the Nevada Employee Action and Timekeeping System (NEATS) to indicate that you are a veteran and to attach your DD-214. This should be done even if you previously reported your service and submitted your DD-214 as part of the job application process. **The Division is requesting that if you are a veteran that you update your veteran's status by January 15, 2016. If you are unable to do so by that time, please do so as soon as possible.**

You are being requested to submit this information, due to the implementation of Section 28 of AB 62 of the 2015 Legislative Session. This bill requires the Department of Administration to annually report the total number of veterans employed by each agency to the State Interagency Council on Veterans Affairs. Employee names and their contact information will also be provided. If your home address is designated as confidential in NEATS, only your work-related contact information will be reported.

Below, are the steps to update the veteran status information: **Note:** before starting, scan and save your DD-214 into your computer system as it will be needed to attach as part of this process:

1. Login to NEATS.
2. Select the "Personnel" tab.
3. Select the "Change Employee Data" button.

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4. On the "View Employee Action" screen, select the "HR Transactions" tab.
5. On the right side of the "ATTR – Employee Attributes Maintenance, New Values," scroll to the bottom of the screen until you see "Veteran's Information."
6. In the "Veteran Status" drop down menu, select "V-Veteran" and then select the "Mark Complete" button. A green check mark will appear in the "ATTR" window located near the top of the screen.
7. Select the "Save" button. A popup box will appear indicating your "Your Personnel Action was saved." Select "OK."
8. Select the "Documents" tab. (It is next to the HR Transactions tab.)
9. On the left side of the screen on the line with the Short Description "DD-214 Military Separation," select the icon that resembles a piece of paper and pencil. A window titled "Edit HR Document" will appear.
10. Select "Browse" at the bottom to find your file with your scanned DD-214. Highlight your DD-214 file and select the "Save" button. (If you are unable to scan your DD-214, your agency human resource staff may be able to assist you.)
11. This will return you to the "View Employee Action" screen. If you have successfully attached your DD-214 it will be listed in the "Attachment" column. Select "Save" again.
12. Now that the veteran's status field has been updated and the DD-214 uploaded, select the "Submit" button. A popup window will appear indicating "Your Personnel Action was saved." Select "OK."
13. Select, "Submit." Another popup window will appear indicating, "Your Personnel Action was submitted and is pending approval." Select, "OK". **Note:** Your employee profile should show the updated veteran's status the next business day after the transaction is processed by your agency human resource staff.

If you prefer to get step-by-step instructions including screen shots of the NEATS pages, go to the State of Nevada Online Professional Development Center which can be found at: <https://nvelearn.nv.gov/moodle/course/view.php?id=3602>. After logging in, select "State of Nevada Employees" under Course Categories. From the list provided, select "Personnel Systems and Procedures" and then select the course titled "NEATS Personnel Actions for Employees." To receive quick step-by-step instructions, click on "Employee Personnel Action Forum – Questions and Answers" and then select "How to update your status as a Veteran."

If you have questions or difficulties updating your Profile, please contact the HR systems help desk at hrhelpdesk@admin.nv.gov or at (775) 687-9099. Thank you for your prompt attention to this request and your service to our country.

cc: Agency Personnel Liaisons

Department of Administration, EITS HR Helpdesk

Cynthia Willden, Central Records Manager, Division of Human Resource Management