



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

HR#54-18

October 18, 2018

TO: All State of Nevada Employees

FROM: Peter Long, Administrator *Peter Long*
Division of Human Resource Management

SUBJECT: HEALTH INSURANCE DEDUCTION

Have you ever wished you could divide your monthly health insurance deduction between the first and second paychecks of the month?

Currently, your health insurance deduction is deducted in full on the first paycheck of the month the insurance is provided. You can now voluntarily change the percent of your monthly health insurance deduction taken on the first paycheck in the month, allowing you to divide the monthly amount between the first and second paycheck of the month.

After logging into NEATS, select "Update My Health Insurance Premium Distribution" under **Personal Tasks**. Enter the percent value (0% to 100%) for the first paycheck of the month and click "Submit;" the second paycheck percent value will automatically calculate.

*Please note: changes made prior to 5:00 p.m. PST on the 15th day of the current month will change the amount deducted on the first paycheck of the **following** month. Upon changing the percent value and submitting, your monthly health insurance premium deduction will be divided between the first and second paycheck of each month until a new change is submitted.*

Plan on taking advantage of this additional feature to assist you with your personal finances!

PL:kj