



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#43-19

August 27, 2019

TO: All Executive Branch Employees

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

SUBJECT: REQUEST FOR EMPLOYEES TO REPORT VETERAN STATUS

If you have served in the U.S. Armed Forces, the Division of Human Resource Management is requesting that you 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. Even if you previously reported your service through submission of your DD-214 as part of the job application process, your veteran status and service information will not automatically transfer to your Employee Profile. The Division is requesting that if you are a veteran that you update your veteran status 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 (ICVA). Collection of this data allows the ICVA to provide accurate information to the Governor or the Legislative Commission. Submission of this information is voluntary.

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.

- Login to NEATS.
- Select the "Personnel" tab.
- Select the "Change Employee Data" button.

- On the “View Employee Action” screen, select the “HR Transactions” tab.
- On the right side of the “ATTR – Employee Attribute Maintenance, New Values” area, scroll to the bottom of the screen until you see “Veteran Information.”
- 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.
- Select the “Save” button. A popup box will appear indicating your “Your Personnel Action was saved.” Select “OK.”
- Select the “Documents” tab. (It is next to the HR Transactions tab.)
- 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.
- 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.
- 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.
- Now that the veteran 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.”
- Select “Submit.” Another popup window will appear indicating “Your Personnel Action was submitted and is pending approval.” Select “OK.” Your employee profile should show the updated veteran 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: <http://nvelearn.nv.gov/moodle/>. 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.”

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

cc: Agency Personnel Liaisons
 EITS HR Helpdesk, Department of Administration
 Kristen Anderson, Manager, Central Records, Division of Human Resource Management