



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
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**MEMORANDUM**  
**HR# 21-21**

June 28, 2021

**TO:** DHRM Listserv Recipients

**FROM:** Frank Richardson, Administrator *Frank Richardson*  
Division of Human Resource Management

**SUBJECT:** FISCAL YEAR END INSTRUCTIONS

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PERS has implemented increased contribution rates effective the first retirement reporting period of July 2021. These new rates will be effective July 12, 2021. Information regarding these rate changes can be found on the PERS website. Division of Human Resource Management (DHRM) Classification/Compensation will post the updated compensation schedules reflecting the retirement rate increases to the DHRM website no later than July 12, 2021. Please follow the instructions below to ensure accurate pay for the employees affected by these changes.

**AGENCY /HOME ORGANIZATIONAL CHANGES**

The Division of Human Resource Management is aware of several agency and home organizational changes approved during the 2021 Legislature. Central Records will work with those agencies affected on an individual basis to determine if a MASS system change can be performed or if manual action will need to be applied to the employee's history. If a manual action is required, agencies may use the SuccessFactors Event of *Transfer* with Event Reason *Agency/Home Org Mass Change (TRAMSS)* and the ADV-HR personnel action code of *ORCH/MSS* with an effective date of July 1, 2021. If the change will also include a pay or work location change, please also include the ADV-HR coding of *AGCHG* as the ADV-HR 2 action. Prior to submission of the action, agencies need to include a comment stating "**Legislative Org Change**". Further, if the workflow for these agencies requires Central Records intervention, agencies are required to send an email to [dhrm-centralrecordsprocessing@admin.nv.gov](mailto:dhrm-centralrecordsprocessing@admin.nv.gov) to request the action be re-routed due to "**Legislative Org Change**".

## **RETIREMENT RATE CHANGE AFFECTING UNCLASSIFIED/NON-CLASSIFIED EMPLOYEES**

Agencies are advised to review all unclassified/non-classified employees currently on Employer Paid retirement option to ensure the employee's rate of pay is correct effective July 12, 2021. If the employee's rate of pay needs to be adjusted, the agency will submit a personnel action event (Salary Adjustment/Salary Change) via SuccessFactors with the effective date of July 12, 2021 to correct the employee's pay. A comment must be added to the action stating, "***Correcting employee rate of pay based on 07/12/21 retirement rate increase***". Those employees on employee/employer paid retirement or those Employer Paid retirement employees still falling within the parameter of the compensation pay bill do not require action on their history.

## **AUTOMATED MERIT SALARY INCREASES (MSI) DURING FY END PROCESSING**

Agencies are advised to review all employees due their MSI on July 12, 2021 in Pay Period 03 to ensure their pay records are correct. If discrepancies are found, the agency is required to contact Central Records via email ([dhrm-centralrecordsprocessing@admin.nv.gov](mailto:dhrm-centralrecordsprocessing@admin.nv.gov)) to request the employee's history be reviewed. If needed, Central Records will manually correct the employee's history.

## **ACTION DEADLINE AND PROCESSING**

At this time, Central Records will not be requiring a split deadline for PP02. Therefore, the deadline for PP02 is noon on Thursday, July 8, 2021. Additionally, PP03 will remain unchanged with the deadline of noon on Thursday, July 22, 2021.

OPM Center of Excellence and EITS will be assisting Central Records with the MASS agency and organizational changes through SuccessFactors/ADV-HR to ensure all MASS changes are being applied accurately. Agency and organizational changes requiring to be completed by manual input are required to be submitted via SuccessFactors by the PP02 Central Records Deadline.

OPM Center of Excellence and EITS will be applying the retirement rate change to SuccessFactors/ADV-HR on July 12, 2021. Additionally, agencies are not to submit actions via SuccessFactors after July 11, 2021. Once the system changes have been verified, Central Records will alert the agencies when action processing can recommence in SuccessFactors.

Failure to adhere to the above dates and times could potentially result in under/over payment to the employee and result in added back-up documentation for Central Records and payroll documents to correct the employee's history.

Please direct questions regarding employee history information relating to MSI, retirement rate change and agency/home org movement to [dhrm-centralrecordsprocessing@admin.nv.gov](mailto:dhrm-centralrecordsprocessing@admin.nv.gov).

Thank you.