



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#31-23

APRIL 21, 2023

TO: Directors, Deputy Directors, and HR Staff
FROM: Mandee Bowsmith, Administrator *Mandee Bowsmith*
SUBJECT: SuccessFactors Discontinuation & HR Advantage System

As you all are aware, the State of Nevada has made the decision to discontinue implementation of the SuccessFactors (SF) software system. This decision means that we will be rolling back to HR Advantage for recruitment and hiring, payroll, and records, and rolling back to NVeLearn for our learning management system (LMS). The DHRM has created a plan to accomplish rolling back to HR Advantage and has created FAQs for your reference below.

1. Who is managing the Rollback?
 - The Rollback is being managed by DHRM and OPM with executive oversight of Director Jack Robb, Director Amy Stephenson, and Controller Andy Matthews. The Rollback team consists of DHRM, OPM, EITS and Agency HR staff.
 - Questions/concerns should be directed to m.shannon@admin.nv.gov and/or d.platt@opm.nv.gov

2. What is being deactivated and what is it being rolled back to?

SF Onboarding >>>>>>	Advantage HR and Agency Practice
SF Employee Central >>>>	Advantage HR & NEATS Employee Data
Self Service	
SF Recruiting >>>>>>>>	NEATS
SF LMS >>>>>>>>>>	NEATS and NVeLearn

3. What access will I have after SuccessFactors is deactivated?
 - HR Staff will have read only access to SuccessFactors for a period to be determined. All data in SuccessFactors will be migrated to a State of Nevada platform, also to be determined.

4. When is SuccessFactors being deactivated?
 - No date has been determined as of 4/21/2023. AERIS, the legacy vendor, is on site this week working with the Rollback team to determine dates. As soon as dates are confirmed they will be shared. As of today, the expectation is the Rollback must be completed no later than July 1st, 2023.
 - We anticipate weekly updates to include training guides and resources to assist staff in preparing for the Rollback.
 - All outbound interfaces from SuccessFactors and reports are being evaluated. It may be that agencies will need to return to pre SuccessFactors processes to manage data or reports currently being provided by SuccessFactors. The Rollback team will communicate what reports will not be available in legacy systems and the agency impact of discontinued SuccessFactors interfaces.
 - Specific module questions
 - i. Onboarding/Employee Central – Since SuccessFactors went live in March 2021 there has been a nightly interface to HR Advantage. Payroll is, and has been, run from HR Advantage based on data received from SuccessFactors. The Rollback team is currently evaluating the interface and data in SuccessFactors to ensure employee data is migrated prior to onboarding being deactivated. This includes evaluating, testing, and validating the data as needed.
 - ii. Recruitment – It is anticipated that recruitments not completed in SuccessFactors will need to be created in NEATS. While the Rollback team is evaluating the potential usage of recruiting data in SuccessFactors, the expectation should be that the cutover will be a fresh start for all requisitions.
 - iii. LMS – The Rollback team is currently evaluating all outbound reports and interfaces and it appears that agencies will need to return to pre SuccessFactors processes to manage data on learning participation and compliance. The Rollback team is also evaluating current LMS transcripts and the ability to migrate historical data to NEATS.

5. What do Department/Division HR staff need to do to prepare for the Rollback?
 - Before granting recruiting access to NVAPPS, DHRM requires that all Department/Division HR staff take the NVAPPS training on NVeLearn. There are two (2) classes to complete. For some HR staff, this training will be completely new. For others, it will be a refresher. This training is mandatory.
 - Please see the links below:

- Basic NVAPPS: <https://nvelearn.nv.gov/moodle/course/view.php?id=90>
- NVAPPS for HR Professionals:
<https://nvelearn.nv.gov/moodle/course/view.php?id=96>

Course Key: NRS284.010(1)a

- Once you have completed the courses, please fill out the NEATS Confidentiality Agreement at [http://hr.intra.nv.gov/uploadedFiles/ifsnavgov/Content/Forms/RecruitmentandClassificationAgreement\(3\).pdf](http://hr.intra.nv.gov/uploadedFiles/ifsnavgov/Content/Forms/RecruitmentandClassificationAgreement(3).pdf) and email it to the Webmaster Personnel at hrm@admin.nv.gov as instructed on the bottom of the form. DHRM will verify completion of the classes and then the form will be sent to EITS to set up the NEATS recruiting access needed to start submitting requisitions in NEATS.
- Please direct any questions to DHRMRecruiting@admin.nv.gov or call (775) 684-0150.