



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

HR#33-23

May 5, 2023

**TO:** Department Directors  
Division Administrators  
Agency Personnel Liaisons  
DHRM Listserv Recipients

**FROM:** Mandee Bowsmith, Administrator *Mandee Bowsmith*  
Division of Human Resource Management

**SUBJECT:** HR Information Systems Rollback Timeline

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This memorandum will provide information on the tasks and timelines associated with the transition of HR activities from SAP products and back to ADVANTAGE-HR, NEATS/NVAPPS and NVeLearn. We apologize for the short notice due to recent security concerns with NVAPPS. To ensure continued secure access, we will phase the rollback to Advantage HR and NEATS/NVAPPS.

Effective Monday, May 8th, 2023, Success Factors Onboarding and Employee Central will be deactivated for personnel actions and all onboarding activities. Recruiting will remain active in Success Factors until further security controls can be implemented for NVAPPS. No date has been determined to rollback recruiting at this time, but all parties are working diligently to test and then implement the additional security measures.

<b>Task</b>	<b>Date</b>
LMS Administrators begin moving online courses to NVeLearn	05/05/23
Deactivate SF Interface to HR Advantage	05/08/23
Stop Onboarding and/or updating personnel information in SF	05/08/23
Start Onboarding in HR Advantage	05/08/23
NEATS available to schedule or register for in person classes	05/08/23

Please note that all reports currently being provided through Success Factors or LMS will be deactivated as of 6/2/2023. Prior to that date users should run and archive reports as needed.

To support this transition, we've compiled links to various documentation and training materials

for you below:

## **Training**

- NEATS Training – in person course creation and scheduling
  - This includes information on How to use the Employee Development Module in NEATS for employees, supervisors, training administrators, instructors and external users. This information can be found on the intranet page here: [NEATS Procedures \(nv.gov\)](#)
- NVeLearn – online course delivery
  - The training material for information on how to create courses in NVeLearn is housed in a course that the HR Help Desk can enroll you in here: [Creating Courses on NVeLEARN.nv.gov](#)

## **Recruitment & Applicant Tracking**

The training for the applicant tracking portion of NEATS can be found in a couple of NVeLearn online courses and online references:

- For Non-Delegated Agency Users - Basic NVAPPS for Department and Agency staff: [Course: Basic NVAPPS for Department & Agency Staff](#)
- For DHRM and Delegated Agency users - NVAPPS for HR Professionals: [Course: NVAPPS for HR Professionals](#)
- Information for Applicants on how to apply can be found here: [NVAPPS Instructions Page](#)
- There is also an FAQ portion of the website with helpful system information here: [FAQs NVAPPS](#)
- The recruitment section procedure manual can be found here: [Recruitment Manual Final \(nv.gov\)](#)

## **Records**

This pertains to the module for employee self-service in NEATS to update and manage certain employee data such as emergency contacts, beneficiaries, veterans status, etc. Information for how to use this module is found in NVeLearn courses:

- NEATS Personnel Actions for Employees: [Course: NEATS Personnel Actions for Employees \(nv.gov\)](#)
- NEATS Personnel Actions for Agency HR: [Course: NEATS Personnel Actions for Agency HR \(nv.gov\)](#)

We will keep you updated with any other important information regarding these tasks and are here for support. Please contact Debra Platt ([d.platt@opm.nv.gov](mailto:d.platt@opm.nv.gov)) or Micheal Shannon ([mshannon@admin.nv.gov](mailto:mshannon@admin.nv.gov)) if you have questions.