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MEMORANDUM

HR#35-23

May 26, 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 - Update

This memorandum will provide further information on the tasks and timelines associated with the continuing transition of HR activities from the SAP product back to NEATS/NVAPPS, particularly for recruitment and employee self-service transactions.

The addition of Single Sign On (SSO) capability to NEATS/NVAPPS will allow the recruitment section to transition from SuccessFactors. Below is a timeline for recruitment processes and the scaling back of user access to the SAP products.

Task	Date
Last day to submit requisitions in SF by 5 pm	06/02/23
Open NVAPPS to submit requisitions	06/05/23
All SF recruitments close	06/09/23
Redirect state websites to NVAPPS	06/12/23
Post recruitments in NVAPPS	06/12/23
All remaining SF lists issued	06/16/23
Deadline to use SF lists	06/30/23
Disable SF sign on for all users except HR Staff	06/30/23
Read only access for SF for HR Staff	06/30/23

Please note that all reports currently being provided through Success Factors 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:

Recruitment Training Information

The training for the applicant tracking portion of NEATS can be found in a couple of NVeLearn online courses and online references. Anyone needing access to NVAPPS for recruiting purposes must take both courses listed below and then submit your certificates and confidentiality agreement. Even if you had access previously, the courses must be completed again.

- Basic NVAPPS for Department and Agency staff: [Course: Basic NVAPPS for Department & Agency Staff](#)
- NVAPPS for HR Professionals: [Course: NVAPPS for HR Professionals](#). Course key: NRS284.010(1)a. This course is lengthy. You can quickly click through the exam scheduling, administering, and processing sections as this is old information and no longer applicable.
- 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 \(nv.gov\)](#)

Clarifying Procedural Information

- DHRM will issue all lists by June 16, 2023.
- Agencies have until June 30, 2023, to use their lists in SF.
 - All applicants to be interviewed must be moved to the interview tab prior to June 30, 2023. Please move candidates to the interview tab for recruiting purposes only.
 - Please note that all regulations must still be adhered to regarding veterans and contacting a minimum of 5 candidates (if there are 5 or more on the list) etc.
- Due to the tight timeline, if you are not able to use your list and complete your interviews by June 30, 2023, please ensure that all candidate resumes are at least printed so that you may complete the hiring process outside of SF.
- If you have completed the HR Professional training, you will remember that throughout the class, the 700-hour list is referred to as optional. This is not the case. The 700-hour list is a mandatory priority list.

Reminders for Agencies

- Agency Website Updates: Please update your websites to redirect all links for applying to State of Nevada positions to <https://nvapps.state.nv.us>.
- Employee Self-Service Transactions: Agencies should advise all employees to review & update their personal contact information and beneficiaries in NEATS as well as updating their profiles and attaching resumes.

Please direct any questions relating to current open recruitments in SF and this timeline to DHRMRecruiting@admin.nv.gov or Nicole Peek at Nicole.p@admin.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) or Micheal Shannon (mshannon@admin.nv.gov) if you have questions.