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DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#17-25

April 17, 2025

TO: All State of Nevada Employees

FROM: Central Payroll and Records *Bachera Washington*
Division of Human Resource Management

SUBJECT: NEATS W-4 Enhancement Deployment

DHRM has deployed an enhancement that will allow current employees to update their W-4 withholding information online in NEATS. This online form mirrors the information on the physical IRS version and allows a user to change their filing status, dependents and other withholding amounts. These transactions will be sent directly to the payroll system after the employee submission and will be effective at the end of the pay period in which it's submitted.

There are written instructions prepared for users here as a guide to complete the process. As always, users can direct any technical issues that arise to the HR Help Desk at 775-687-9099 or via email at hrhelpdesk@admin.nv.gov.