



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR #33-25

August 29, 2025

TO: Directors
Deputy Directors
Department/Division Human Resources Staff

FROM: Bachera Washington, Administrator *Bachera Washington*
Division of Human Resource Management

SUBJECT: DHRM Updates

The Division of Human Resource Management (DHRM) has several updates to share with you as we work to continue operations as smoothly as possible during this time.

The DHRM website is currently unavailable, affecting access to resources such as compensation schedules, job descriptions and HR forms from that location. However, many resources are now available on the [DHRM's SharePoint page](#). Staff are working diligently to upload necessary documents and information as quickly as possible, and several highlights are listed below:

- Compensation schedules are available on the SharePoint site by clicking on the Central Payroll tile.
- We are working on uploading Job Specifications to the SharePoint page.

Our inability to access NEATS impacts time reporting, E-Verify, recruitment, incident tracking, and training. Due to this, we have made other provisions to assist the department and employees outlined below.

- As timesheets are not available, it is important for supervisors and managers to manually track employee time. This documentation will be used to complete time reporting for the next pay period.
- E-Verify, if departments have new hires from PP06 that need an E-Verify case created HR Managers were instructed to let Central Records know via their assigned Teams Channels.

Central Records can submit a case on their behalf through the Federal Portal. In order to complete the E-Verify case HR Managers must provide the completed I-9 and scans of the authorization documents. Further instruction will be sent out to departments if it is not available for PP07.

- Classified job announcements are currently inaccessible. DHRM Recruitment Business Partners are reaching out directly to their assigned departments to identify recruitment statuses and determine the status of the recruitment list. This is the first step of our restoration of this information. Once we receive this back from departments further guidance will be provided.
- Unclassified job announcements are currently being posted on the DHRM LinkedIn page. This recruitment process will continue as normal.
- HR Managers must manually track grievances and continue to follow established processes and required timeframes. Grievances submitted in NEATS prior to the system outage automatically sent an email to the relevant individuals notifying that it was filed or escalated to the next step. Department HR should review the emails and ensure that the grievance is being processed based on the applicable timeframes. Fillable grievance forms are available on the DHRM SharePoint page in the Employee Tool Kit.
- EEO: Filing a complaint – Employees can file a harassment or discrimination complaint using the HR-30 form which can be found on the SharePoint site accessible at the link below. Employees can reach DHRM EEO by calling our Hotline Number at 1-800-767-7321 or by email at DHRM.EEO@admin.nv.gov.
- Mediation can be requested by contacting DHRM EEO at DHRM.EEO@admin.nv.gov
- NVeLearn is currently not accessible. Additionally, all in-person training classes have been cancelled until further notice and supervisors should communicate this to staff enrolled in any upcoming classes.

Thank you for your patience as we continue to provide alternative solutions to ensure we continue providing excellent customer service to the State.