



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR #37-25

September 22, 2025

TO: All STATE EMPLOYEES

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

SUBJECT: Timesheet for PPS & 9; CORE.NV GO-Live

The legacy HR Advantage 2.1 system will be retired on **October 6th at 5 PM**. We will be transitioning to the CORE.NV system, which will go live on **October 20th**.

To ensure a smooth transition and meet the final NEATS payroll interface run date, we will be processing two payroll periods in a very short window. There will be a three-day window to submit pay period 8 and 9. We recognize that this short turnaround for two submissions is a significant challenge, but your partnership is essential to ensure you are paid accurately.

To give you a head start on this process, **Payroll Period 9 timesheets were released on September 20th**. Both Payroll Periods 8 and 9 will run concurrently for end-users.

Please follow these steps to prepare for and submit Payroll Periods 8 and 9:

- **Finalize and Submit PP8 Timesheets:** Timesheets for Payroll Period 8 (September 15 - September 28) must be finalized, approved, and submitted in NEATS **by September 30th**.
 - Start this process as soon as possible
 - Employees are to ensure their timesheet accurately reflects time worked
- **Finalize and Submit PP9 Timesheets:** Timesheets for Payroll Period 9 will require **regular time and overtime (OT) estimations** (September 29 - October 12) and must be finalized, approved, and submitted in NEATS **by October 3rd**.
 - Start this process as early as September 29th
 - Supervisors are to ensure that they notate any overtime estimations to make

any necessary corrections in Pay Period 10

- **Estimate Timesheets Accurately:** When submitting timesheets for PP9, **you must estimate the time for the period of October 3rd through October 12th.**
 - **Please be as accurate as possible, especially with overtime hours. The more precise your estimates are now, the fewer adjustments you'll have to make later.**
- **Corrections to be made after Go-Live:** All corrections and adjustments for estimated time will be made after the CORE.NV Go-Live. Payroll Clerks are responsible for time corrections.
- **Ensure Timely Approvals:** All OT must be approved and all corrections made before submitting timesheets.

We know this is an incredibly tight timeframe, and we thank you for making this a top priority. Your prompt and diligent work is critical to a successful transition.

If you have questions, please contact DHRM at: dhrm-corenv@admin.nv.gov.