



DEPARTMENT OF PERSONNEL
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<http://dop.nv.gov>

MEMO PERD #02-09

January 12, 2009

To: Department Directors
Agency Payroll Representatives
Agency Personnel Liaisons

From: Teresa J. Thienhaus, Director
Department of Personnel

Subject: Direct Deposit Exemption

A handwritten signature in cursive script, reading "Teresa J. Thienhaus".

As you are aware, the Department of Personnel mandated the discontinuance of printing the Direct Deposit Advices starting Pay Period 14 (December 15, 2008 – December 28, 2008) for the check dated January 9, 2009.

I want to thank everyone for their assistance in making this cost saving measure possible!

For all future requests for exemptions, please provide a written, detailed explanation as to why the employees need to have their advice printed accompanied by the Direct Deposit No Print Exemption Form located on the Department of Personnel – IFS-HR website at <http://www.ifs.state.nv.us>. Please send form and letter to:

Tricia Buckner, Training and Security Manager
Department of Personnel
Information Technology Services
727 Fairview Dr., Suite A
Carson City, NV 89701

The form and explanation will be reviewed and, if approved, signed by the Director of the Department of Personnel. If you have any questions on the completion of the form, please contact Tricia Buckner at 775-687-9090 or tbuckner@dop.nv.gov.

TT:tb

cc: Department of Personnel Employees