



DEPARTMENT OF PERSONNEL
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MEMO PERD #18-10

March 29, 2010

TO: Agency Personnel Liaisons
Agency Personnel Representatives
Agency Payroll Clerks

FROM: Teresa Thienhaus, Director
Department of Personnel

A handwritten signature in cursive script, appearing to read "Teresa Thienhaus".

SUBJECT: New Work Cycle Codes

To comply with the Governor's March 15, 2010 Executive Order, Central Payroll and Central Records has established two new work cycle codes for employees working the following ten-hour shifts:

IMV – Work week starts on Monday (Friday, Saturday, and Sunday off)

ITV – Work week starts on Tuesday (Saturday, Sunday, and Monday off)

For exception reporters, ten hours of pay will be generated each workday for employees assigned to these codes. The ADVANTAGE™-HR System uses work cycle codes for numerous calculations, therefore it is important to assign employees the correct work cycle code to prevent payroll overpayment/underpayment.

Employees currently working ten-hour shifts that fall into one of these schedules must be assigned to these work cycles through an ESMT signed by the employee. Although the employee has been working this schedule, the effective date must be the first day of the most recent pay period.

For employees changing from eight-hour shifts to ten-hour shifts, an ESMT must also be submitted to reflect this change in work cycle. The ESMT must be signed by the employee with an effective date being the first day of a pay period. **If these employees are not currently assigned to a variable work cycle (SV, IV, etc.), a variable workday agreement must be signed by the employee and attached to the ESMT before the packet is submitted to Central Records (Form TS-78 on the DOP website).** Although the variable workday agreement can be placed on a department's letterhead, the DOP text may not be altered.

Finally, employees assigned to either the IMV or ITV work cycle codes must also be assigned to the OP40 overtime profile (overtime over 40 hours in a week).

At this time, employees working other innovative work weeks (e.g. ten-hour days, Friday through Monday) should not have their work cycle changed. Other work cycles may be added in the future if there is demand.

If you have any questions regarding the implementation of the new work cycle codes, please contact your Central Records representative.

Attachment

DEPARTMENT OF PERSONNEL

AGENCY APPENDICES

Work Cycle Codes

These codes are used to establish the employee's work cycle. These codes are used in the Agency Specific Data area of the ESMT-A.

CODES	DESCRIPTION	WHEN USED
N1	Non-Standard Work Cycle 1	This code is used when an employee does not have two consecutive regular scheduled days off.
N1V	Non-Standard Work Cycle 1 Variable	This code is used when an employee does not have two consecutive regular scheduled days off. A variable workday agreement must be on file.
N2	Non-Standard Work Cycle 2/ Monday/Tuesday - RDO	This code is used when an employee has a work schedule where Monday and Tuesday are his regular days off.
N2V	Non-Standard Work Cycle 2/ Monday/Tuesday – RDO Variable	This code is used when an employee has a work schedule where Monday and Tuesday are his regular days off. A variable workday agreement must be on file.
N3	Non-Standard Work Cycle 3/ Tuesday/Wednesday - RDO	This code is used when an employee has a work schedule where Tuesday and Wednesday are his regular days off.
N3V	Non-Standard Work Cycle 3/ Tuesday/Wednesday – RDO Variable	This code is used when an employee has a work schedule where Tuesday and Wednesday are his regular days off. A variable workday agreement must be on file.
N4	Non-Standard Work Cycle 4/ Wednesday/Thursday - RDO	This code is used when an employee has a work schedule where Wednesday and Thursday are his regular days off.
N4V	Non-Standard Work Cycle 4/ Wednesday/Thursday – RDO Variable	This code is used when an employee has a work schedule where Wednesday and Thursday are his regular days off. A variable workday agreement must be on file.
N5	Non-Standard Work Cycle 5/ Thursday/Friday - RDO	This code is used when an employee has a work schedule where Thursday and Friday are his regular days off.
N5V	Non-Standard Work Cycle 5/ Thursday/Friday – RDO Variable	This code is used when an employee has a work schedule where Thursday and Friday are his regular days off. A variable workday agreement must be on file.
N6	Non-Standard Work Cycle 6/ Friday/Saturday - RDO	This code is used when an employee has a work schedule where Friday and Saturday are his regular days off.
N6V	Non-Standard Work Cycle 6/ Friday/Saturday – RDO Variable	This code is used when an employee has a work schedule where Friday and Saturday are his regular days off. A variable workday agreement must be on file.

WORK CYCLE CODES

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CODES	DESCRIPTION	WHEN USED
N7	Non-Standard Work cycle 7/ Sunday/Monday - RDO	This code is used when an employee has a work schedule where Sunday and Monday are his regular days off.
N7V	Non-Standard Work cycle 7/ Sunday/Monday – RDO Variable	This code is used when an employee has a work schedule where Sunday and Monday are his regular days off. A variable workday agreement must be on file.
S	Standard Work Cycle/ Saturday/Sunday - RDO	This code is used when an employee has a work schedule where Saturday and Sunday are his regular days off.
SV	Standard Work Cycle/ Saturday/Sunday – RDO Variable	This code is used when an employee has a work schedule where Saturday and Sunday are his regular days off. A variable workday agreement must be on file.
I	Innovative Work Cycle	This code is used when employees work schedule differs from a standard or non-standard work schedule.
IV	Innovative Work Cycle – Variable	This code is used when employees work schedule differs from a standard or non-standard work schedule. A variable workday agreement must be on file.
IMV	Innovative Work Cycle – Ten hour shift Friday, Saturday and Sunday – RDO	This code is used when employees work schedule differs from a standard or non-standard shift working 10 hour days with Friday, Saturday and Sunday being their regular days off. A variable workday agreement must be on file.
ITV	Innovative Work Cycle – Ten hour shift Saturday, Sunday and Monday – RDO	This code is used when employees work schedule differs from a standard or non-standard shift working 10 hour days with Saturday, Sunday and Monday being their regular days off. A variable workday agreement must be on file.
D	Daily Work Cycle	This code is used for elected officials who are paid a daily rate.

WORK CYCLE CODES