




**DEPARTMENT OF PERSONNEL**  
**209 East Musser Street, Room 101**  
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**<http://dop.nv.gov>**

**MEMO PERD #49/07**  
October 29, 2007

**TO:** Directors  
Agency Administrators

**FROM:** Todd Rich, Director   
Department of Personnel

**SUBJECT:** REMOVAL OF SOCIAL SECURITY NUMBER

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In order to comply with requirements of AB334 passed by the 2005 Legislature, the Department of Personnel is eliminating the use of the Social Security Number (SSN) as the primary identifier for employees.

We currently share information with your agency that may include the SSN. To ensure that we are both in compliance with State legislation and that all necessary action is taken to protect personal information, the Department of Personnel is implementing changes to processes and reports beginning on November 10, 2007. The employee SSN will be replaced with the Employee Identification Number (Employee ID) established in Nevada Action and Timekeeping System (NEATS).

The **ADVANTAGE-HR, HR Data Warehouse (HRDW), and NEATS will not be available beginning Friday, November 9, 2007, from approximately 7:00 p.m. through Tuesday, November 13, 2007, at 6:00 a.m. so we may implement this change.**

This conversion will encompass, for the most part, the replacement of SSN with Employee ID numbers on reports generated from ADVANTAGE-HR™, HRDW, and applicable forms used by the Department of Personnel including Central Payroll and Central Records.

As a result of the conversion, ESMT-A and ESMT-B turnaround documents will be generated for all active employees. These documents will be distributed beginning Tuesday, November 13, 2007. It is vital that any turnaround documents with the SSN in agency employee files be

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replaced with the new turnaround document with an Employee ID. **The turnaround documents with the SSN must be destroyed.**

A memo with instructions on processing payroll and personnel documents during this transition will be distributed the week beginning October 29, 2007.

Agencies that receive information through electronic interfaces will continue to receive the same information they have received previously. If your agency is migrating away from SSN as the primary identifier, we encourage you to use the Employee ID number. If you are involved in a project or plan a future project to eliminate the SSN, please contact Alan Rogers at (775) 687-9073 or [arogers@ifs.state.nv.us](mailto:arogers@ifs.state.nv.us). Additionally, Alan is available to answer questions regarding ADVANTAGE-HR, NEATS, or HRDW.

For questions regarding processing either personnel or payroll documents, please contact your agency representative at either Central Payroll or Central Records.

We appreciate your help in our efforts to safeguard important personal information for our employees.

TR:kf

cc: Agency Personnel Liaisons  
Agency Personnel Representatives