



DEPARTMENT OF PERSONNEL
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MEMO PERD #56/10
October 28, 2010

TO: Directors
Agency Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Agency Payroll Clerks

FROM: Teresa J. Thienhaus, Director
Department of Personnel

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

SUBJECT: WRITTEN EMPLOYMENT VERIFICATIONS

Effective November 1, 2010, all written employment verifications will be processed by Central Payroll. This change was made due to the extensive amount of payroll information requested by financial institutions.

As a reminder, agencies should not be completing written employment verifications. Any written employment verifications received at the agency level must be forwarded to Central Payroll for processing.

Despite this change, phone verifications will continue to be handled by Central Records. Agencies can also answer phone verifications, but no confidential information should be released.

If you have any questions or concerns, please contact your Central Payroll at (775) 687-9077 or Central Records at (775) 687-9087.