



**DEPARTMENT OF PERSONNEL**  
**209 East Musser Street, Room 101**  
**Carson City, Nevada 89701-4204**  
**(775) 684-0150**  
**<http://dop.nv.gov>**

**MEMO PERD #61/08**  
October 21, 2008

**TO:** All Employees  
Agency Administrators  
Personnel Representatives  
Payroll Clerks

**FROM:** Shelley Blotter, Interim Director  
Department of Personnel

**SUBJECT:** Central Payroll and Records Deadline Schedules for Central Pay Period  
11 (November 3-16, 2008) Check Issue date November 26, 2008

A handwritten signature in black ink, appearing to read "S. Blotter".

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Due to the Thanksgiving holiday, the Central payroll cycle for the week of November 17, 2008 will be changed to ensure employees are paid on Wednesday, November 26, 2008.

The pay cycle will run on Thursday, November 20, 2008 instead of the normal Friday night.

Timesheets entered through NEATS or directly into ADV-HR MUST be submitted and approved by the established holiday deadline of Tuesday, November 18, 2008 at 5:00 p.m. Failure to meet this deadline could have a negative impact on employee pay.

Central Payroll deadline will be November 17, 2008 at 12:00 p.m. for Carson City agencies and November 18, 2008 at 12:00 p.m. for agencies in geographical locations other than Carson City.

ESMT's must be entered by agencies and submitted to Central Records for final approval no later than Monday, November 17, 2008. This will ensure the 5<sup>th</sup> level of approval is applied before the cycle runs on Thursday, November 20, 2008.

ADVANTAGE-HR will not be available from 5:00 p.m. on Thursday, November 20 until

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Friday, November 21, 2008 at approximately 3:00 p.m.

HRDW will not be available on Friday, November 21, 2008 until after 3:00 p.m.

Should you have any questions regarding these deadlines, please contact your designated payroll or personnel representative in Central Payroll / Central Records.

SB:tc