




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

MEMO PERD #66/07
December 21, 2007

TO: All State Employees

FROM: Todd Rich, Director 
Department of Personnel


DATE: December 21, 2007

SUBJECT: NEATS - Employee Incident Tracking System

The Department of Personnel is pleased to announce the addition of Employee Incident Tracking, which will be available for use in NEATS (Nevada Employee Action and Timekeeping System) starting January 1, 2008. NEATS, our one-stop shop for employee self-service, currently provides you with the following on-line services:

- Timesheet entry
- Job application
- Training class registration
- Update of personal information
- Employee paycheck and reimbursement details

Our new service adds electronic filing and tracking of employee grievances, and sexual harassment and discrimination complaints. All of these services are accessible from outside the State intranet at <https://nvapps.state.nv.us/NEATS/admin/Home.aep> as well as from the workplace.

Should you have a need to utilize this service, it will be available in NEATS under the "Employee" tab followed by clicking  and selecting the appropriate task. Instructions on how to use this service will be posted on the NEATS Home Page under "Reference and Information

Links”, followed by clicking on “Incident Reporting Instructions”. Also, you will be able to click on the “Page Help” in the upper right hand corner of the NEATS screens within the application to obtain further instruction.

If you have any questions or problems using this service, please contact one of the following sources for assistance depending upon your need:

Possible Question	Who to Contact	Contact Information
How to use the system or system problem	Dept. of Personnel, IT Services Help Desk	Phone: (775) 687-9099 Email: IFS_HR_HELPDESK@ifs.state.nv.us
Procedural questions related to grievance process	Agency Personnel Representative <u>or</u> Paula Scheufler, Dept. of Personnel	Agency Contact <u>or</u> Phone: (775) 684-0149 Email: pscheufler@dop.nv.gov
Procedural question re: Sexual harassment & discrimination complaints	Agency EEO Coordinator <u>or</u> Dave Badger, Dept. of Personnel	Agency Contact <u>or</u> Phone: (775) 684-0108 Email: dbadger@dop.nv.gov

We continue to make improvements to our systems to better serve you and hope as a result that you are experiencing greater efficiencies in your workday.

TR:kf