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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMO PERD 49/11
October 4, 2011

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

FROM: Teresa J. Thienhaus, Administrator
Division of Human Resource Management

SUBJECT: Employment Verifications

A handwritten signature in cursive script that reads "Teresa J. Thienhaus".

Effective October 3, 2011, all employment verifications will be processed by Central Records. This includes both written and phone employment verifications.

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 Records for processing. Agencies can answer phone verifications, but no confidential information should be released.

If you have any questions or concerns, please contact your assigned representative in Central Records at (775) 687-9095.