

Brian Sandoval
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Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management

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MEMO PERD #12/12
February 16, 2012

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

FROM: Lee-Ann Easton, Administrator
Division of Human Resource Management

SUBJECT: New Pay Class for Ten-Hour Shift Employees

To ensure all employees receive proper Annual Leave accrual, the Division of Human Resource Management's (DHRM) Central Payroll/Records Section has created a new pay class. This pay class, E80HT, is to be used by employees who work ten-hour shifts. Please note this change is not required of positive time reporters.

All exception time reporting employees assigned to work cycle IMV (Monday – Thursday schedule) and work cycle ITV (Tuesday – Friday schedule) must be assigned to this E80HT pay class. Please use the 'Employee Rosters / Action History' query on the HR Data Warehouse to identify employees with IMV or ITV work cycles. Once identified, submit ESMTs to move these employees to the new E80HT pay class using the first day of a pay period as an effective date. Agencies are expected to have these changes completed no later than Pay Period 21 (3/19/2012 – 4/1/2012).

If you have any questions about this topic, please do not hesitate to contact your Central Records representative.

Thank you,

A handwritten signature in blue ink that reads "Lee-Ann Easton".

Lee-Ann Easton, Administrator