



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMO PERD #43/12
September 25, 2012

TO: Department Directors
Agency Administrators
Agency Personnel Officers
Agency Personnel Liaisons

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

SUBJECT: TERM and TROT Action/Reason Codes

The Division of Human Resource Management (DHRM), Central Records recently reviewed the termination (TERM) and transfer-out (TROT) reason codes currently being used on the ESMT-A form. After this review, it was determined that additional codes were needed and existing codes needed to be redefined.

Effective October 1, 2012, (Pay Period 09) agencies are required to begin using the new or updated TERM and TROT reason codes. The DHRM Agency Appendices for Personnel Action and Reason (PACT/PART) Codes have been updated. The new or updated reason codes are reflected in bold print. The Appendices can be downloaded under IFS-HR Procedures at www.ifs.state.nv.us.

ESMT-A forms submitted without a reason code for a TROT personnel action will not be processed and will be returned to the agency. This will impact the ESMT-A form for the transfer in (TRIN) from the employee's new agency and create additional issues related to the employee's NEATS timesheet. If the employee does not provide a reason for the transfer out, or the reason does not have a specific code assigned, agencies should use the new TROT/084 "No Reason Given" code. To assist agencies in the proper use of the reason codes it is suggested that agencies use the revised Resignation from State Service or Notice of Transfer to Another Agency (NPD-45) form. Please see MEMO PERD #41/12 for further information.

If you have any questions please do not hesitate to contact your Central Records Representative or Cynthia Willden, Records Manager at 775-687-9088 or cwillden@admin.nv.gov.

Thank you.