



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
100 N. Stewart Street, Suite 200 | Carson City, Nevada 89701
Phone: (775) 684-0150 | <http://dop.nv.gov>

MEMO PERD #45/12

October 19, 2012

TO: Department Directors
Division Administrators
All State Employees
Personnel Representatives
Payroll Clerks

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

SUBJECT: Central Payroll and Records Deadline Schedules for Pay Period 11,
Check Issue Date November 21, 2012

Due to the Thanksgiving holiday, the Central Payroll cycle for the week of November 16, 2012 has been changed to ensure employees are paid on Wednesday, November 21, 2012.

The pay cycle will run on Thursday, November 15, 2012 instead of the normal Friday night.

Timesheets entered through NEATS or directly into ADVANTAGE™-HR must be submitted and approved by the established holiday deadline of Tuesday, November 13, 2012 at 5:00 p.m. Failure to meet this deadline could have a negative impact on employee pay.

Central Payroll deadline will be Tuesday, November 13, 2012 at 12:00 p.m. for Carson City and outlying area agencies.

Central Records deadline will be Tuesday, November 6, 2012 at 12:00 p.m. This will ensure the appropriate approval is applied on all ESMT transactions affecting timesheets prior to the Central Payroll deadline.

ADVANTAGE™-HR will not be available from 5:00 p.m. Thursday, November 15th through 8:00 a.m. Friday, November 16, 2012.

If you have any questions regarding these deadlines, please contact your designated representative in Central Payroll / Central Records.

Thank you.