



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMO PERD #26/13

June 20, 2013

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

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

SUBJECT: 2013 FISCAL YEAR END INSTRUCTIONS

The 2013 Legislature granted a 2.5% restoration to classified, unclassified and non-classified state employees' salaries effective July 1, 2013. Furlough hours remain unchanged, with most full-time employees required to take 48 hours of furlough leave per fiscal year. A retirement contribution rate increase will take effect on July 8, 2013 for all employees on Employee/Employer, Employer and Police-Fire pay plans. Your assistance and adherence to the following year-end instructions will ensure smooth implementation of these legislative mandates.

CLASSIFIED EMPLOYEES & RETAINED RATE EMPLOYEES

The 2.5% legislative pay restoration (LPR) is effective July 1, 2013.

Special Processing Instructions: The restoration of previous salary reductions will be implemented in ADVANTAGE-HR with a MASS entry on classified employees only. Employees on a retained rate will require an ESMT-A with the following:

- Employees on a retained rate with an "N", "R", or "U" employment status **are** eligible for the restoration and therefore, an ESMT-A will be needed.

- Employees on a retained rate **for less than two years** as of July 1, 2013, with an employment status of “M” are eligible for the restoration. Submit an ESMT-A form with a personnel action code of LPR.
- Employees on a retained rate for **more than two years** as of June 30, 2013, with an employment status of “M” are eligible, but must have an ESMT-A processed to update their employment status to “U”. Use Personnel Action/Reason Code STCHG. The effective date must reflect the two-year expiration date. The employee’s current salary information must be included on the ESMT-A to reflect the restored salary amount.

Note: You may obtain a list of employees currently on retained rate through the HR Data Warehouse (HRDW). Select Employee Rosters/Action History; from the dropdown menu, select “Employee”. The query reflects the Employment Status for all agency employees. Retained rate employees will have the Employment Status codes as noted above. If you need assistance obtaining this report, please contact the IFS-HR Help Desk at (775) 687-9099.

UNCLASSIFIED/NON-CLASSIFIED EMPLOYEES

All unclassified and non-classified employees must have an ESMT-A processed on the employee’s record in order to reflect the restoration of previous salary reductions. HR Management is updating the compensation schedules. Agencies will be notified once they become available.

Special Processing Instructions: Appointing authorities have the option to set the salary for an unclassified employee at or below the authorized maximum salary. An ESMT-A must be submitted to reflect the hourly rate on the employee’s pay parameter with an effective date of July 1, 2013. The ESMT-A must have the Personnel Action/Reason code of LPR/M14 along with a notation under the “Remarks” section indicating this action reflects the restoration of previously reduced salary. **Note on the employee signature line “Legislative Pay Restore” (LPR).**

CLASSIFIED TO UNCLASSIFIED OPTION

AB 511 approved multiple agency requests for positions currently in the classified service to be reallocated to the unclassified service. A separate memo with instructions will be sent to agencies with the Classified/Unclassified Service Option Form attached.

RETIREMENT RATE CHANGE

PERS has implemented increased contribution rates effective the first retirement reporting period of July 2013. These new rates will be effective July 8, 2013. Additional information regarding these rate changes can be found on the PERS website at [New Contribution Rates](#) effective July 1, 2013.

The implementation of the retirement rate change for all classified, unclassified, and non-classified employees will be processed systematically. There is no need for an ESMT-A to process the change.

AGENCY/HOME ORGANIZATION & PAY/WORK LOCATION CHANGES

CONSOLIDATION/SPLITS

HR Management is aware of many agency and home organizational consolidations approved during the 2013 Legislature. Central Records will work with those agencies affected on an individual basis to determine if a MASS system change can be performed or if manual ESMT-A will need to be provided by the agency. If a manual ESMT-A is required, agencies may use the personnel action code of ORCH/MSS with an effective date of July 1, 2013. If the change also includes a pay or work location change, please also use AGCHG as action #2 on the ESMT-A form. Entry of the ESMT-A forms for the above actions will be handled by Central Records. **Note on the employee signature line “Legislative Org Change”.**

TIMESHEET PROCESSING

If your agency is undergoing an agency code and/or home organization change, several items involving timesheets, leave requests and security will need to be addressed. Information regarding timesheet and security processing will be addressed separately through Tricia Buckner, Enterprise Information Technology Services with the affected agencies.

TURN-AROUND DOCUMENTS

Turn-around documents noting the salary restoration will be generated for employees who are unclassified, non-classified or on a retained rate after the cycle on July 12, 2013. Once your agency has received the turn-around documents, they are to be reviewed by your agency personnel liaison for any adjustments needed and submitted by the PP03 Central Records deadline. **Carefully review the hourly rate for those employees who are paid at or below the maximum salary. Failure to complete this timely could result in an under/overpayment to the employee.**

Turn-around documents noting the Personnel Action/Reason code of LPR/M14 will not be generated for employees who are classified table driven paid employees.

ADVANTAGE-HR SYSTEM ACCESS

On Monday, July 1, 2013, the ADVANTAGE-HR System will be down all day in order for MASS changes to run in the system and Central Records to audit and key all manual ESMT-A forms submitted by the agencies pertaining to the July 1, 2013 fiscal year end. All non-fiscal year-end related transactions for PP02 will need to be keyed by the agencies and submitted to Central Records according to the Records Deadline Schedule. Keying of such transaction cannot begin until July 2, 2013. Due to agencies not having system access until Tuesday, July 2, 2013 it is suggested, in order to meet the tight deadline time, agencies submit their prepared documents to meet the PP02 deadline and when the system is available, begin keying entries from the agency copy.

BACK-UP ESMT-A DOCUMENTS

Any employee transaction with an effective date of June 24, 2013 through July 1, 2013 will require a back-up document with a July 1, 2013 effective date. If a transaction is processed and approved with an effective date before July 1, 2013 it will overlay the actions placed in the system that were implemented on July 1, 2013.

******DEADLINE DATES******

ESMT-A documents with an effective date of June 24, 2013 through July 7, 2013 (PP02) cannot be entered into ADVANTAGE-HR until Tuesday, July 2, 2013. *Central Records will key all ESMT-A documents with an effective date of July 1, 2013, that is fiscal year-end related.* In order for Central Records to accommodate this extra processing, **all ESMT documents with an effective date of July 1, 2013, must be submitted to Central Records no later than noon on Wednesday, June 26, 2013.** Do NOT enter these documents into ADVANTAGE -HR.

Failure to adhere to the above dates and times may potentially result in an under/overpayment to the employee and additional back-up ESMT-A documents and payroll documents.

MONITORING SUSE (EMPLOYEE TRANSACTION LISTING)

All transactions in SUSE for PP01 must be processed or deleted **by noon** on Friday, June 28, 2013. If there are transactions in SUSE after this time, Central Records will delete any remaining transactions. We appreciate your assistance in monitoring the SUSE file to ensure all of your transactions are processed.

Should you have any questions regarding the implementation of the fiscal year end process, please contact your designated HR Representative in Central Records.