



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*  
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**MEMORANDUM**  
**HR#50-14**

September 15, 2014

To: Department Directors  
Division Administrators  
Agency Personnel Representatives  
Agency Personnel Liaisons

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

Subject: NEATS Enhancements – ESMT-A and ESMT-B

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The Division of Human Resource Management and Central Records are pleased to announce upcoming enhancements in the Nevada Employee Action and Timekeeping System (NEATS). NEATS based personnel actions will be replacing the paper ESMT-A and ESMT-B forms. The new functionality will allow data entry, validation, and workflow of these forms directly into NEATS.

Current ESMT-A and ESMT-B processing requires paper or hardcopy back-up documentation in order for actions to be approved. The NEATS enhancements will allow accompanying documents to be scanned and attached to NEATS transactions by your agency personnel representatives and liaisons.

To take full advantage of this new functionality, your agency personnel representatives and liaisons will need access to a scanner to convert paper documents to the required electronic format. Aside from existing larger (and possibly centrally located) multifunction copier/printer/fax machines that have scanning capability, it may be more convenient to purchase smaller form factor scanners for use at individual workstations for processing personnel actions in NEATS. This may be helpful when limited personnel representatives and liaisons process large quantities of the paper ESMTs and the use of a shared central

scanner might be burdensome. There are varieties of scanner options available if you decide the additional equipment is necessary.

Additional information about the upcoming NEATS enhancements and related scanning procedure requirements will be available more closely to the full implementation date. Care will need to be exercised when scanning personnel action documents. This process must be done in a manner that ensures security and confidentiality of employee personal data.

If you have any questions regarding the upcoming NEATS enhancements or scanning requirements, please contact Cynthia Willden, Central Records Manager, at [cwillden@admin.nv.gov](mailto:cwillden@admin.nv.gov) or (775) 687-9088.