



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#72-15

November 19, 2015

TO: Agency Personnel Representatives

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

SUBJECT: NEATS-Based Personnel Actions – First Release Rollout

The Division of Human Resource Management will soon be releasing enhancements to the Nevada Employee Action and Timekeeping System (NEATS). The tab currently labeled “Employee” will be renamed “Personnel.” This updated tab will reflect a new set of pages and links that will serve as the foundation for processing online personnel actions for employee self-service updates. It has been tentatively scheduled for release on December 12, 2015.

The Personnel tab will now open to “View Employee Profile” which has a redesigned employee data page reflecting two new tabs. The first tab, titled “Profile,” will display the employee’s personal information currently viewable in NEATS. The employee will continue to have the ability to update this information. A second tab, titled “Assignments,” will reflect the employee’s job assignment information from the ADVANTAGE HR™ system. This enhancement to NEATS will allow agency personnel representatives, agency personnel liaisons, and Central Records to review and approve the employee initiated updates in NEATS as opposed to ADVANTAGE HR™.

Due to the changes, new security roles in NEATS have been created and the [State of Nevada Confidentiality Agreement - Human Resource Applications](#) form (CA-002) has been revised. The revised form is available as an interactive document by clicking on the form name above and is also available on this webpage: <http://ifs.state.nv.us/>.

Additionally, two new online training courses have been developed to orient users to the new features and to assist them in entering information into the system. Both courses are

available through the State of Nevada Online Professional Development Center which can be found at this link: <https://nvelearn.nv.gov/moodle/>. (For optimal results, please use Google Chrome when viewing the courses.) After logging in, select “State of Nevada Employees” under the Course Categories heading. From the list provided, next select “Personnel Systems and Management.”

- The first course is titled “NEATS Personnel Actions for Agency HR.” This course is designed to provide online instruction to agency human resource staff for the first release of NEATS based personnel actions. It includes a basic introduction to the purpose of the project as well as a video tutorial plus several software simulations. This course requires an enrollment key which can be obtained by emailing Micheal Shannon at mshannon@admin.nv.gov. It is anticipated that this course will take one to two hours.
- The second course is for all State employees and is titled “NEATS Personnel Actions for Employees.” This course was designed to provide instruction to State employees so that they may independently update their Profile information. The course provides a basic introduction to the changes in NEATS, a video tutorial, plus several software simulations. This course is intended to be completed in one hour.

To prepare for this upcoming release, agencies will need to do the following:

1. Agency personnel staff responsible for entering, reviewing and approving online personnel actions **must** complete a new [State of Nevada Confidentiality Agreement - Human Resource Applications](#) form, adding the “Agency PACT Approver” role (“Location PACT Approver” for NDOT). Once completed, print the form, scan it, and email it to the HR Help Desk at hrhelpdesk@admin.nv.gov by **December 4th**.
2. Agency personnel staff **must** complete the eLearning course titled “NEATS Personnel Actions for Agency HR.”
3. Inform your agency’s employees about the changes to NEATS, and encourage them to take the eLearning course titled “NEATS Personnel Actions for Employees.”

The eLearning courses are currently available so that users can learn about the new features before the tentative release date December 12, 2015. If you have any questions, please do not hesitate to contact Micheal Shannon at mshannon@admin.nv.gov or at (775) 684-0112.