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**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*  
*Labor Relations Unit*

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**MEMORANDUM**

**DATE: November 14, 2023**

TO: Labor Relations List Serv

FROM: Matthew Lee, Supervisory Personnel Analyst  
Division of Human Resource Management

SUBJECT: LRU-5's and NEATS timesheets

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The Labor Relations Unit is requiring all departments with employees covered under a Collective Bargaining Agreement, send LRU-5's to Stacey Dunlap, via email at [sdunlap@admin.nv.gov](mailto:sdunlap@admin.nv.gov), for review and approval.

Once the LRU-5 has been approved, the employees will be able to use the following codes in NEATS:

- PFOP – FOP only
- PNPU – NPU only
- PNPOA – NPOA only
- PBHAZ & PBINC – BBFFA only

Without proper approval, timesheets utilizing the above-mentioned codes should be rejected and modified with notes.

Departments may submit PPERS after approval of the LRU-5. Please note, Special Pay documents for corrections are to be sent to State Central Payroll with a note in the description stating there is an approved LRU-5 on file.

If you are unsure if a position falls under a bargaining units with exclusive representation, please refer to the [LRU webpage](#).

Please feel free to contact the Labor Relations Unit at [laborrelations@admin.nv.gov](mailto:laborrelations@admin.nv.gov) with any questions.