



Department of Administration  
Division of Human Resource  
Management



# NEATS

**Nevada Employee Action and Timekeeping System**

## Welcome to NEATS

The Nevada Employee Action and Timekeeping System (NEATS), is comprised of several modules: Timekeeping, Employee Data Capture, and Employee Development, and NVAPPS.

This handbook was created for users to be able to quickly access basic user information. Complete procedures and tutorials for NEATS are located on the Division of Human Resources Management website: <https://hr.intranet.nv.gov>




Department of Administration  
**Division of Human Resource Management**

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**Go to:**

- [NEATS/NVAPPS \(Time Reporting\)](#)
- [HR Data Warehouse \(HRDW\)](#)

 **WELCOME TO THE HR WEBSITE**

CAROUSEL - Can add TITLE here(optional), You can LINK the photos, rotate them, or have 6 static photos



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## **Important NEATS Contact Information**

Visit the HR Intranet website for tutorials, procedures, newsletters, tips, and other helpful information: <https://hr.intranet.nv.gov>

**Site Help**, powered by ROBO Help™, is also available in the upper right hand corner of the NEATS website. Site help provides 'how to' information for such things as timesheets, training, training administrator tasks, and supervisor tasks. If you need more information on a particular subject there is a direct link located to the procedure or tutorial for that subject.

You can also contact the HR Help Desk via email:  
HRHELPDESK@admin.nv.gov

**HR Help Desk  
(775) 687-9099  
866-NVNEATS**

**Help Desk hours  
Monday through Friday  
8:00am to 5:00pm  
(Excluding state holidays)**

## **Mission Statement**

Our mission is to develop and maintain Human Resources Information System (HRIS) to assist in the retention of a qualified State workforce that serves the citizens of Nevada.

## **New and Transferring Employees**

New employees automatically have a NEATS account generated when their new hire paperwork is processed in the personnel system. Once you receive your Employee ID number from your agency you can contact our office at the number below to verify your account has been established and to receive your login credentials. It can take up to two weeks before your new NEATS account is available.

NOTES: The HR Help Desk does not contact new users when their account is set up, nor do we provide the Employee ID number. Please do not register with the system using your Employee ID number.

If you are a rehired or transferred employee, it can take up to two weeks for your account to be reactivated. When it is, your user id and password will be the same as the last time you worked for the state. If you don't know your password you can try resetting it on the NEATS Home Page (see password reset help topic) or you can contact our help desk at 775-687-9099 or 1-866-NVNEATS for a password reset.

For more information regarding when your account will be set up or when you will receive your Employee ID number please contact your supervisor, your agency personnel representative or your agency pay clerk.

## **Password and Security Facts & Questions**

**Q. How long does the password need to be?**

A. The password must be eight to sixteen characters.

**Q. Is my password or the answer to the security question case sensitive?**

A. Yes, they are both case sensitive.

**Q. Does the answer to my security question and my password have to be the same?**

A. No. In fact, they should NOT be the same.

**Q. How often will my password expire?**

A. Your password will expire every 90 days.

**Q. Are there special criteria for the password?**

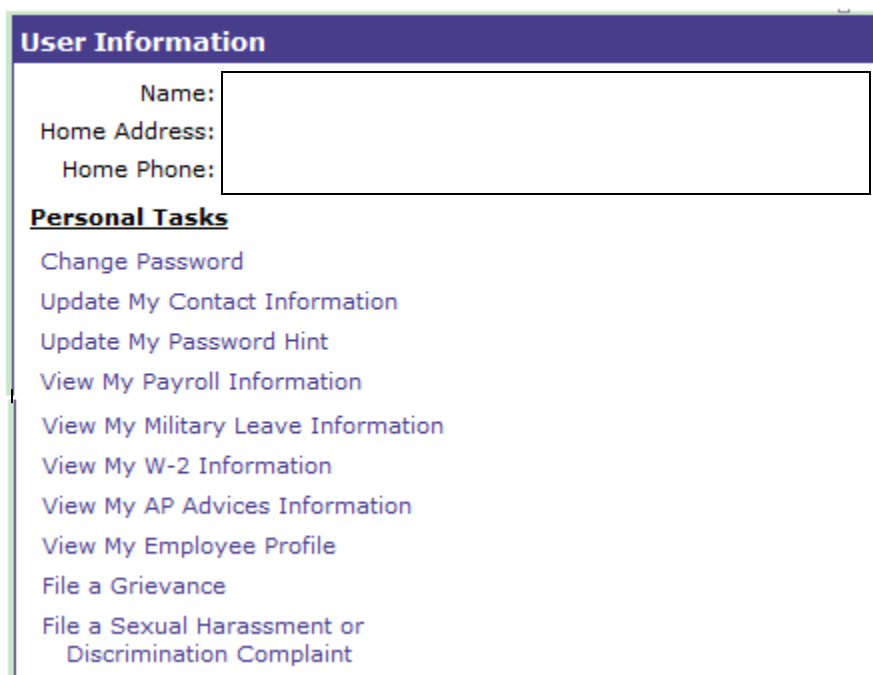
A. Yes. The password must contain at least one upper case letter, one lower case letter, one numeric character (0-9), and one meta character (!@#\$%^&\*()\_+?><).

## NEATS Home Page

### User Information

The User Information box contains personal information currently on file with the Department of Human Resource Management, Central Records section.

Under 'Personal Tasks', you will find the following options:



The screenshot shows a web interface with a purple header bar labeled "User Information". Below the header, there are three input fields for "Name:", "Home Address:", and "Home Phone:". Below these fields is a section titled "Personal Tasks" with a list of links: "Change Password", "Update My Contact Information", "Update My Password Hint", "View My Payroll Information", "View My Military Leave Information", "View My W-2 Information", "View My AP Advices Information", "View My Employee Profile", "File a Grievance", and "File a Sexual Harassment or Discrimination Complaint".

### Change Password

Click on the 'Change Password' link. You will be linked to 'Change Password Form'. Type your CURRENT password where it says "Old Password". Type your NEW password where it says 'New Password'; type the NEW password again where it says 'Confirm New Password'. Click 'OK'. Your new password has been set up.

### Update My Contact Information

Click on the 'Update My Contact Information' link. You will be taken to the 'Change Contact Information Form'. Type in your COMPLETE email address (i.e., [jdoe@state.nv.gov](mailto:jdoe@state.nv.gov)) Click 'OK'. If you are an external student or applicant (i.e., you are not paid through the Central Payroll system) you will also be able to update your phone number. If you are a state employee and you would like to change your phone number, see the 'Personnel Tab' section of Site Help for further instruction. If the email address is incomplete, you will not receive notification of any training activities or cancellations.

### **Update Password Hint**

Click on the 'Update My Password Hint' link. You will be linked to the 'Password Hint From'. At the option 'Choose a Question', use the down arrow on drop-down menu and choose a question. Highlight the question and go to the 'Answer' option. Type your answer in the box. Click 'OK'. Your password hint and answer have been entered.

**TIP:** Be sure to choose an answer that you will remember.

**NOTE:** Your answer to the password hint is case sensitive!

### **View My Payroll Information**

Click on the 'View My Payroll Information' link. You will be linked to 'List Personal Payroll Information'. Click on any of the links to view a specific check. You will be linked to 'View Personal Payroll Information; which provides detailed check information for the selected date. Scroll down to the bottom of the page and click on 'List Personal Payroll Information' to return to the previous page. This information will be processed during the weekend and will be viewable no later than Monday prior to payday. If you have any questions regarding your payroll information, please contact your agency payroll representative.

### **View My Military Leave Information**

Click on 'View My Military Leave Information'. You will be linked to 'List Personal Military Information' which provides agency, organization, event, event date and hours used.

### **View My W-2 Information**

State employees now receive the W-2 form electronically through their NEATS employee account. If an employee wishes to receive an electronic copy, they will check the consent box in the W-2 Electronic Acceptance/Withdraw Disclosure Statement window and click the 'View W-2's/Save Changes Above' button to save their selection. Should you wish to withdraw your consent for electronic distribution, simply uncheck the consent box and click 'View W-2's/Save Changes Above' button to save your selection. From the NEATS Home Tab, in the Personal Tasks, click the link 'View My W-2 Information,' check the consent box and click 'View W-2's/Save Changes Above' button to save your selection. Should you wish to withdraw consent to receive a paper copy, simply uncheck the consent box and click 'View W-2's/Save Changes

### **View My AP Advices Information**

Click on the 'View My AP Advices Information' link. You will be linked to 'List AP Advices'. Click on any of the links to view a specific advice. You will be linked to 'View AP Advice Information', which provides detailed information. Click on 'Return to Previous Page' at the bottom of the page to be returned to 'List AP Advices'. AP Advices will be retained for 18 months and are available the following night they are posted in the ADVANTAGE Financial system.





## View My Employee Profile

Click on the 'View My Employee Profile' link. You will be linked to 'View Employee Profile'. This section allows employees to update their personal information.

### View Employee Profile

Employee Profile:

 You have 3 New Transaction(s) that are currently pending approval. [Click to view.](#)

	Location:	<input type="text"/>	Agency:	<input type="text"/>
	Work Email:	<input type="text"/>	Org:	<input type="text"/>
	Work Phone:	<input type="text"/>	Title:	<input type="text"/>

Please contact your agency personnel office if any job assignment information above is incorrect.

<b>Profile</b>	Assignments
<b>Employee Data</b>	
<b>Contact Information</b>	
<b>Emergency Contacts</b>	
<b>Beneficiaries</b>	
<b>NEATS Data</b>	

**Employee Data:** Allows the user to update various bits of personal information such as name, birth date, marital status, etc. There are two transaction windows associated with action, Employee Attribute Maintenance (ATTR) and Employee Name Change (ENCH). (A DD-214 document is required if the employee identifies as a Veteran.) This action is wired to the Employee Data Section of the Profile. Clicking the "Mark Complete" button will check your current transaction window to make sure your changes are valid and in the proper format. The "Submit" button will not be available until all the required elements have been marked complete.

**Contact Information:** Allows the user to update the home and/or mailing address for an employee. If the home address is confidential, please specify a mailing address. If it is not, please leave the mailing address the same as the home address. This action is wired to the Contact Information section of the Employee Profile.

**Emergency Contacts:** Allows the user to update the primary and/or secondary contacts for an employee in case of an emergency. This action is wired to the Emergency Contacts section of the Employee Profile.

**Beneficiaries:** Allows the user to specify and/or update information about the listed beneficiaries that will receive the amount of unpaid compensation and other unpaid claims in the event of the employee's death. This action is wired to the Beneficiaries section of the Employee Profile.

**NEATS Data:** This is where users can change or update work email. This email address will be displayed in the Nevada Employee Directory.

Your agency personnel representative must approve the changes in ADVANTAGE™-HR prior to NEATS being updated. Please contact your agency personnel representative to verify they have approved your changes.

**TIP:** Be sure to make changes with PEBP and any other deductions you may have (for example, Colonial or Hartford, etc).

## File a Grievance

Click on the “File a Grievance” link to begin the process of submitting a grievance.

## File a Sexual Harassment or Discrimination Complaint

Click on the “File a Sexual Harassment or Discrimination complaint” link to begin the process of submitting a complaint.

## Incident Tracking

The Incident Tracking Module of NEATS has been developed to provide a central, standardized online tracking mechanism for grievances, appeals, and harassment/discrimination claims. It has been developed within NEATS to provide employees a familiar environment that is accessible and secure to all employees to conduct business. Employees will be able to submit a grievance or complaint on-line and track the progress of the incident on-line. A grievant, supervisors, managers, and agency personnel representatives will be able to respond to and track the incidents they are involved with.

### Grievance

Grievance No.: 0Status: New

Grievant:

Details


Step 1

Step 2

Step 3

Step 4

#### Grievant Information

 Find Employee...

☐ Send Documents to External Rep

Name:

Agency:

Organization:

Location:

Title:

Work Phone \*:

Home Phone \*:

Email Address \*:

#### Mailing Address:

Mailing Address\*:

City\*:

State\*: NEVADA

Zip\*:  -

Country:

Contact Number:

#### Grievance Details

Event Date \*:

Location \*:

Event Time:  AM

Date Aware of Event (if different):

☐ Grievant Submission Waiver

☐ Agency Submission Waiver

Categorization: ☐ Disciplinary ☐ Personnel Conflict ☐ Work Duties ☐ Evaluation ☐ Compensation ☐ Shift/Hours ☐ Working Conditions ☐ Recruitment Dispute ☐ Leave Denial

Detailed Description \*:

## Sexual Harassment or Discrimination Complaint Details

Case Number:

Received Date:

Complaint No: 0

Investigator: TBD

Investigating Agency: 180 - ENTERPRISE IT SERVICES

Date Assigned:

### Complainant Information

Name: [REDACTED] Find Complainant...

Agency: 180

Work Phone \*:

Organization: 1318

Home Phone \*:

Location: 1318

Email Address \*:

Title: [REDACTED]

### Mailing Address:

Mailing Address\*:

City\*:

State\*: NEVADA

Zip\*:

Country:

Contact Number:

### Complaint Details

Complaint Type:

\*If you make a complaint of sexual harrassment or discrimination, it will be investigated.

Please check which type of sexual harrassment or discrimination you are alleging:

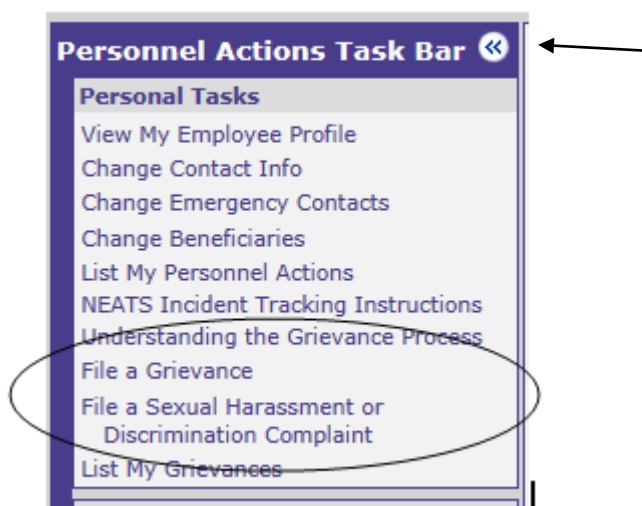
- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Sexual Harassment         | <input type="checkbox"/> Sex Discrimination       | <input type="checkbox"/> National Origin Discrimination     |
| <input type="checkbox"/> Age Discrimination        | <input type="checkbox"/> Religious Discrimination | <input type="checkbox"/> Pregnancy Discrimination           |
| <input type="checkbox"/> Disability Discrimination | <input type="checkbox"/> Sexual Orientation       | <input type="checkbox"/> Genetic Information Discrimination |
| <input type="checkbox"/> Color Discrimination      | <input type="checkbox"/> Racial Discrimination    | <input type="checkbox"/> Gender Identity Discrimination     |

\*If you make a complaint of hostile work environment and retaliation, it must be based on one of the protected groups.

Check one or more boxes from the Complaint Types above in addition to the hostile work environment and/or retaliation boxes below.

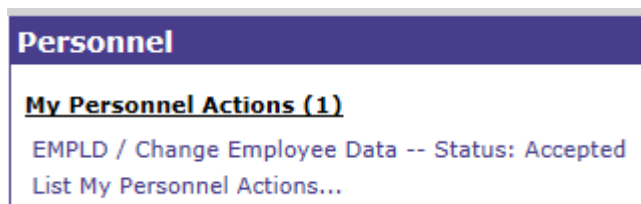
☐ Hostile Work Environment

**NOTE:** The Personal Tasks links 'View my Employee Profile', 'File a Grievance' and 'File a Sexual Harassment or Discrimination Complaint' are also available in NEATS Personnel Tab then open Personnel Actions Task Bar.



## PERSONNEL

**My Personnel Actions:** Allows you to view the status of your Employee Profile transactions. Click on the transaction you be linked to 'View Employee Action'. At the bottom of the transaction you have approvals, comments and audit log.



## REFERENCE INFORMATION & LINKS

The Reference Information & Links box is only available using the internal NEATS site at <https://neats.state.nv.us/NEATS>. This site can only be access from within the state firewall.

If you don't have the box then you are on our external site at <https://nvapps.state.nv.us/NEATS>



Located on the NEATS home page, the Reference Information and Links section will link you to several important sites within the State of Nevada.

### HR Intranet Site

This link will take you to the HR home page where you will have access to policies, training tutorials, rollout information, numerous forms, manuals and other related documents. Also located via the HR home page are Central Payroll and Central Records.

### HR Data Warehouse (HRDW)

You must have been assigned a password and have access to the Data Warehouse in order to enter this site. If you have any questions about whether or not you should have access, please contact your agency personnel or payroll representative.

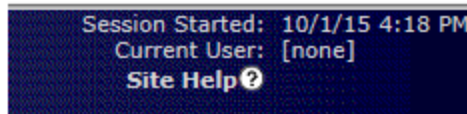
**Note:** HR Data Warehouse is a repository for payroll, employee actions, training and Administrative data.

### Financial Data Warehouse (DAWN)

The Data Warehouse of Nevada (DAWN) is a repository for the state's accounting transactions. Their website is <http://intra.ktl.nv.gov/intranet/index.html>

## **e-Learning System**

This link will take you to the e-Learning website (Online Professional Development Center) where you can complete online courses. State employees paid through the Central Payroll System: You will use the alpha or alpha numeric user id that is your name or a variation of your name from NEATS. You will not use your employee id number. You can find your alpha id in the upper right hand corner of NEATS after Current User.



The password is your current NEATS password. Please note: if you have more than one account on NEATS you will need to make sure you are using the user id from your state account (the account with your timesheets). If you don't use the correct id you may not receive credit on your NEATS transcript.

Non-State (University, City, County and other entities): You will use the user id and password you use for NVAPPS/NEATS. If you don't have an account you will need to register with the system: Register with the System. You will use the user id and password you established on NVAPPS to log into e-Learning. If you are not sure if you already have an account you can try using the user id recovery feature to have your user id sent to your email: User ID Recovery. It's okay to try different e-mail addresses if you have more than one email account you may have registered with. To reset your password you will have to go to NVAPPS and use the password reset function (Password Reset), located on the Home page or the Jobs tab.

## **State Home Page**

This is a link directly to the State of Nevada official website <http://nv.gov/>.

## **State Employee Discounts**

This link takes you to the State Purchasing website, which lists contract vendors who apply discounts for state employees who use their services.

[http://hr.nv.gov/StateEmployees/EmployeeDiscounts/Employee\\_Discounts](http://hr.nv.gov/StateEmployees/EmployeeDiscounts/Employee_Discounts)

## **MESSAGES**

This is used to broadcast notifications of critical HR-related information to the NEATS user community. Users should monitor the System Messages regularly for news and official information. Messages are posted with the most recent first.

Please check here prior to calling the HR Help Desk.

## Time and Leave

**Time and Leave**

**My Time and Leave Summary:**

Current Pay Pd: CENTRAL PP22 (3/27/17 - 4/9/17)  
Timesheet Status: [Missing](#)

Previous Pay Pd: CENTRAL PP21 (3/13/17 - 3/26/17)  
Timesheet Status: [Missing](#)

Leave Category	Balance
ANNL	<input type="text"/>
SICK	<input type="text"/>

**My Leave Requests**

[CENTRAL PP17 - Approved \(1/16/17 - 1/29/17\)](#)  
[CENTRAL PP25 - Approved \(5/8/17 - 5/21/17\)](#)  
[CENTRAL PP26 - Approved \(5/22/17 - 6/4/17\)](#)

**OT Requests**

[CENTRAL PP17 - Pending Approval \(1/16/17 - 1/29/17\)](#)

**My Tasks**

[Create a new timesheet](#)  
[List My Timesheets](#)  
[Request Leave](#)  
[Request Overtime](#)

## My Time and Leave Summary

**Current Pay Pd:** To create a timesheet for the current pay period, click on timesheet status 'Missing'. (Please check the dates to verify this.) The status of the CURRENT pay period will show "Missing", unless you have already input your time from the previous week. Click on "Missing" and this will take you to "Timesheet View". This is where you will input any additional time worked during the first week of the CURRENT time period. You may either fill it out now or wait until the end of the pay period.

**Previous Pay Pd:** Below the Current Pay Period is the "Previous Pay Pd". This is the timesheet which you may have previously submitted to your supervisor for approval. (Please check the dates to verify this.) If status shows "Accepted..." with either 'No Exceptions' or 'Exceptions' you will NOT be able to make any changes to this timesheet once it has been submitted to your supervisor for approval; however, you will be able to 'view' it.

**Leave Category / Balance:** Directly below the Previous Pay Period is the Leave Category/Balance table. This lists your calculated CURRENT leave information, as of the latest timesheet submitted and status Accepted.

## **My Leave Requests**

This area provides you with a list of all of your current and future leave requests. Requests are removed automatically after the pay period has passed, however you can view past requests by going to List My Leave Requests on the Time Task Bar.

## **OT Requests**

This area provides you with a list of all of your current and future overtime requests. Requests are removed automatically after the pay period has passed, however you can view past requests by going to List My OT Requests on the Time Task Bar.

## **MY Task**

**Create a new timesheet:** This does exactly what it states - enables you to create a new timesheet. This may also be used in instances where you need additional lines due to a varied schedule. The link will take you to a screen which states the pay period. Click on the "Create New Timesheet" button. A blank timesheet will appear. (For instructions on how to fill out a timesheet, please see "How to Fill Out a Timesheet".)

**List My Timesheets:** This link shows the previous timesheets you have submitted to date. You will not be able to edit these timesheets; however, you may create a new timesheet if you discover an error.

**Request Leave:** Click on this link to enter a Leave request. You can choose from current or future pay periods.

**Request Overtime:** Click on this link to enter an overtime request. You can choose from current or future pay periods.

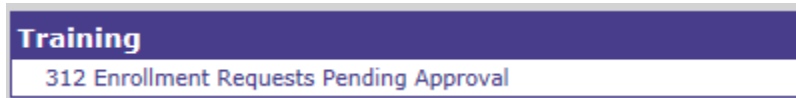
**NOTE:** The links above under header My Task are also available in the Timesheet View, Time Task Bar.

## **View Timesheet Summary**

This link will appear if you are a supervisor or payclerk. It will give you a quick summary of timesheet statuses.

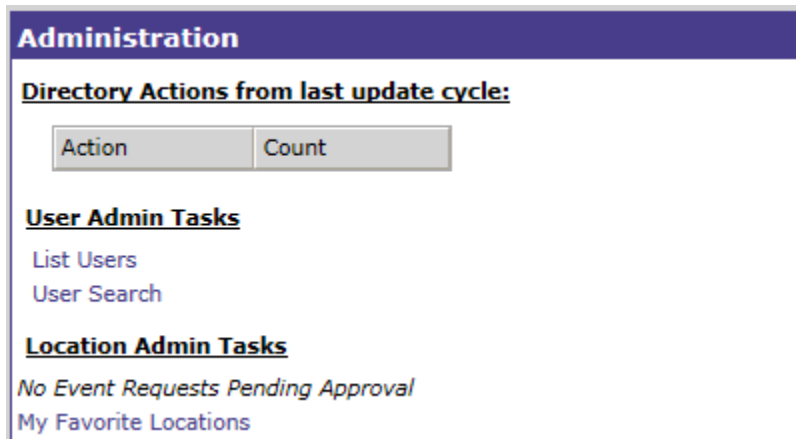


## Training



It is intended to provide immediate access to pending enrollment requests or pending approval requests for supervisory action.

## Administration



The Administration Portal is displayed for System Administrators.

## Timesheet Tasks

The **Timekeeping Module** allows employees to enter their own timekeeping information in an electronic timesheet. By accessing the timesheet through their personalized NEATS Home Page, they will be entering the time data, applying an electronic signature, and submitting the timesheet to their supervisor for approval. The supervisor will then access the timesheet from a listing detailed on their NEATS Home Page, reviews the timesheet, and apply their electronic approval. (An audit log on the timesheet details these electronic transactions.) Subsequently, an agency pay clerk can review the timesheet for accuracy until the nightly cycle runs.

**Welcome to NEATS**  
Nevada Employee Action and Timekeeping System

Session Started: 3/21/17 9:26 AM  
Current User: [User Name]  
Site Help | Logon

Home | **Time** | Personnel | Admin | Training | Recruiting | Jobs | Messages

### Timesheet View

Pay Period: CENTRAL PP22 (3/27/17 - 4/9/17)  
Employee Name: [Name] [000000]  
Agency/Org: 180 / 1365

Document: New - [Document Number Not Yet Assigned]  
Reporting Method: Exception  
Loc: LV0060

**Work Schedule**

Standard Shift: 8:00 am - 1:00 pm/2:00 pm - 5:00 pm: Regular Shift  
Regular Days Off: Mon Tue Wed Thu Fri Sat Sun Work Cycle  
Week 1 ☐ ☐ ☐ ☐ ☒ ☒ SV  
Week 2 ☐ ☐ ☐ ☐ ☒ ☒ SV

☐ No Exceptions

[Save] [Validate] [Submit] [Copy...] [Print...] [Cancel]

Hash Total: 0.00 Time Total: 0.00

Fund	Agcy	Org	SubOrg	ApprUnit	Actv	Func	Obj	SubObj	Job	ReptCatg	%
721	180	65IH	136501				5100				1.0000

**Leave Category Balance**

Leave Category	Balance
AWNL	93:47
SICK	387:45

**Position Accounting Attributes**

Line	Reduce Base Pay	Activity	Function	Req#	Event	Ran	Mon 03/27	Tue 03/28	Wed 03/29	Thu 03/30	Fri 03/31	Sat 04/01	Sun 04/02	Mon 04/03	Tue 04/04	Wed 04/05	Thu 04/06	Fri 04/07	Sat 04/08	Sun 04/09	Total	Type
1	<input type="checkbox"/>				PSD		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Hrs.Mins
<b>Standard Events</b>																						
[X] [Add new row...]																						
<b>Leave [ ]</b>																						
[1] [Add new leave row...]																						
<b>Overtime [ ]</b>																						
[1] [Add new OT row...]																						
<b>Total</b> 0.00																						

## **Timesheet Information**

### **Work Schedule**

Under work schedule you will see 'Standard Shift'. The default is '8:00 am - 5:00 pm: Regular Shift'. If these hours are not correct, enter the correct hours (i.e., 7:00 am - 4:00 pm, etc.). If your hours vary daily and days worked vary weekly, you may leave the hours as they are on the default OR you may type in 'Varied'. This is a text field only and does not affect an employee's pay.

### **Employee Timesheet Preferences**

In the Time Task Bar, click on 'Edit Employee Timesheet Preferences'. Complete the 'Standard Shift' field with the correct information for your shift. This is only a text field and will display on your timesheet. Click in the boxes reflecting your RDO's (Regular Days Off) for both Week 1 and Week 2. Click 'Update' to reflect changes, or 'Cancel' to cancel your changes. The default is checked Saturday and Sunday. If your days off are usually Monday and Tuesday, then check those boxes and uncheck Saturday and Sunday. If your days off vary, you may leave it as the default.

**NOTE:** This information must be completed PRIOR to completing your timesheet. Changes will not take place on the timesheet you are currently completing. All future timesheets will reflect this shift information. If your shift changes, follow the above steps prior to completing that timesheet in which the shift takes effect. The information in the 'Standard Shift' box will not affect your pay. Remember, it is only a text field for viewing purposes on your timesheet.

### **Regular Days Off**

The default is checked Saturday and Sunday. If your days off are usually Monday and Tuesday, then check those boxes. If your days off vary, you may leave it as the default.

### **No Exceptions**

Check this box ONLY if you did not have any exceptions in the two-week pay period (overtime, sick leave, annual leave, etc.).

### **Work Cycle**

These codes are used to establish the employee's work cycle. Example: The code SV is used when the employee has a work schedule where Saturday and Sunday are their regular days off. A list of codes and definitions are located in the Site Help on NEATS.

### **Position Accounting Attributes**

Information regarding the employee's position accounting information.

**Buttons** (above and below input lines)

**Save:** Once you have completed your timesheet (overtime, sick leave, annual leave, etc.), click this button to SAVE your timesheet. Once saved, you may go back in and edit changes.

**Validate:** Clicking on the VALIDATE button checks the timesheet for errors. If there are any errors, the timesheet will be rejected back to you, with a message stating there are errors and where they are located. (See box at bottom of screen 'Messages and Errors'.)

**Submit:** Clicking on the SUBMIT button notifies your supervisor your timesheet is ready for review. You do NOT want to click the SUBMIT button unless you are sure your timesheet is correct.

**TIP:** You only SUBMIT your timesheet ONCE at the end of the pay period.

**Copy:** Ability to copy the timesheet.

**Print:** Prints out a hard copy of your timesheet.

**Delete:** Deletes the timesheet after you have saved, but not submitted it.

**Cancel:** Cancel any actions that were not saved.

### **Hash Total & Time Total**

The totals are automatically filled in as you complete your timesheet. Hash total is an addition of numbers. Time total reflects time in hours and minutes.

**Additional Description:** This [is](#) a text box that an employee can write in additional notification to the supervisor that may not be indicated in the Daily Notes.

**Attachments:** An employee can attach a document for the supervisor to open by clicking 'Browse.' locate document on your Personal Computer, then click 'Attach file'

## Table Categories

**Line:** This represents the line number that you are entering information into. If you have error messages, the line number will be displayed for your convenience.

**Standard Events:** Codes for each event: Paid Regular Time, Paid Shift Differential. (See Pages 26-27 for Event Codes and details of each code. Also found in RoboHelp by clicking on "Page Help".)

**Leave:** Codes for each event: Annual Leave, Sick Leave and Family Sick Leave. (See Pages 26-27 for Event codes and details of each code. Also found in RoboHelp by clicking on "Page Help").

**Overtime:** Codes for each event: Paid Overtime, Accrued Comp Time. (See Pages 26-27 for Event codes and details of each code. Also found in RoboHelp by clicking on "Page Help").

**Rsn:** Reason code is required for Overtime and FMLA. (See Page 28-29 for Overtime Reason Codes and details of each code. Also found in RoboHelp by clicking on "Page Help".)

**\*Add a new row.....:** If additional lines for other than default codes are needed, click 'Add a new row...'. Use drop-down arrow to choose proper event type.

**Total:** Columns and rows are automatically totaled.

### Current Leave Balances

The top right-hand corner of screen is the current leave balances. (This may differ from your last pay stub or reports generated from previous pay cycle.)

### Timesheet Audit Log

This box is located in the bottom right side of the screen. This section lets you know the dates and times you have SAVED your timesheet, SUBMITTED your timesheet, and had your timesheet ACCEPTED or REJECTED by your supervisor.

## Entering a Timesheet

**Step 1:** From the NEATS Home Page in the Time and Leave box (current pay period), click on 'Missing' next to the Timesheet Status. Your timesheet will appear.

**Step 2:** Enter positive or exception information next to the appropriate event code (see Event Codes list). If there are no exceptions, check the 'No Exceptions' box and proceed to Step 4.

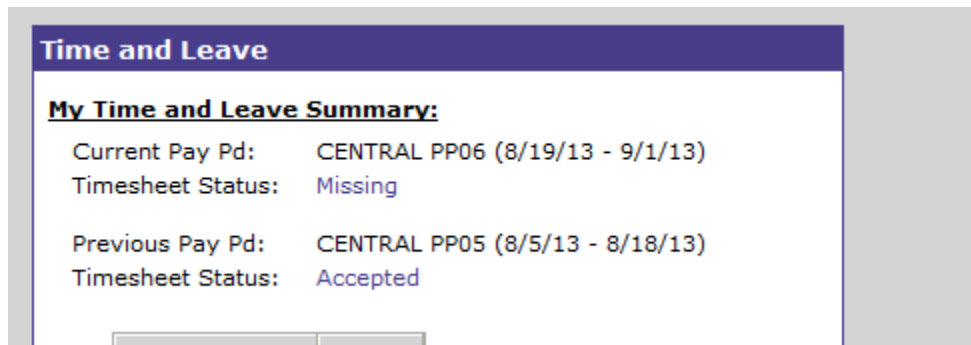
**Step 3:** Exception information should be noted on your timesheet notes. Click on the 'Yellow sticky' and input information. Click 'Save'.

**Step 4:** When timesheet is complete:

**Option 1:** Select 'Save'. This will create a draft that you may update throughout the pay period.

**Option 2:** Select 'Save', then 'Validate'. This will check for errors. Once errors have been resolved, you may submit your timesheet by clicking 'Submit'.

**NOTE:** If you need a more detailed explanation, refer to procedure 01.30.10.



The screenshot displays a web interface titled "Time and Leave" with a purple header. Below the header, the section "My Time and Leave Summary:" is underlined. It contains two rows of information: the current pay period (CENTRAL PP06) with a status of "Missing", and the previous pay period (CENTRAL PP05) with a status of "Accepted". The status words are highlighted in blue. At the bottom of the summary box, there are two empty rectangular input fields.

<b>Time and Leave</b>	
<u><b>My Time and Leave Summary:</b></u>	
Current Pay Pd:	CENTRAL PP06 (8/19/13 - 9/1/13)
Timesheet Status:	Missing
Previous Pay Pd:	CENTRAL PP05 (8/5/13 - 8/18/13)
Timesheet Status:	Accepted
<input type="text"/>	
<input type="text"/>	

## Creating a Prior Period Timesheet

**Step 1:** Click on the 'Time' tab to access your timesheet information.

**Step 2:** Under Personal Tasks, select 'Enter a New Timesheet'. New Timesheet Options will appear. Select the pay period and click 'Create a New Timesheet'. The new timesheet will appear.

**Step 3:** Enter positive or exception information next to the appropriate event code (see Event Codes list). If there are no exceptions, check the 'No Exceptions' box. Proceed to Step 5.

**Step 4:** Exception information should be noted on your timesheet notes. Click on the 'Yellow sticky' and input information. Click 'Save'.

**Step 5:** When timesheet is complete:

**Option 1:** Select 'Save'. This will create a draft that you may update throughout the pay period.

**Option 2:** Select 'Save' then 'Validate'. (This will check for errors.) Once errors have been resolved, you may submit your timesheet by clicking 'Submit'.

**NOTE:** You can submit a PPER if you are not in the current pay period.

**NOTE:** If you need a more detailed explanation, refer to procedure 03.01.10.

### My Tasks

[Create a new timesheet](#)  
[List My Timesheets](#)  
[Request Leave](#)  
[Request Overtime](#)  
[View Timesheet Summary](#)

Click the drop down menu to select the prior pay period.

### Timesheet Options

#### New Timesheet Options

Pay Period: CENTRAL PP06 (8/19/13 - 9/1/13) ▼

Create New Timesheet

Cancel

#### Existing Timesheets in Pay Period

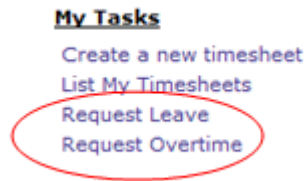
There are existing timesheets for this pay period.  
To edit or view one click on the list below

Creation Date	Status
<a href="#">08/15/2013</a>	<a href="#">Accepted</a>

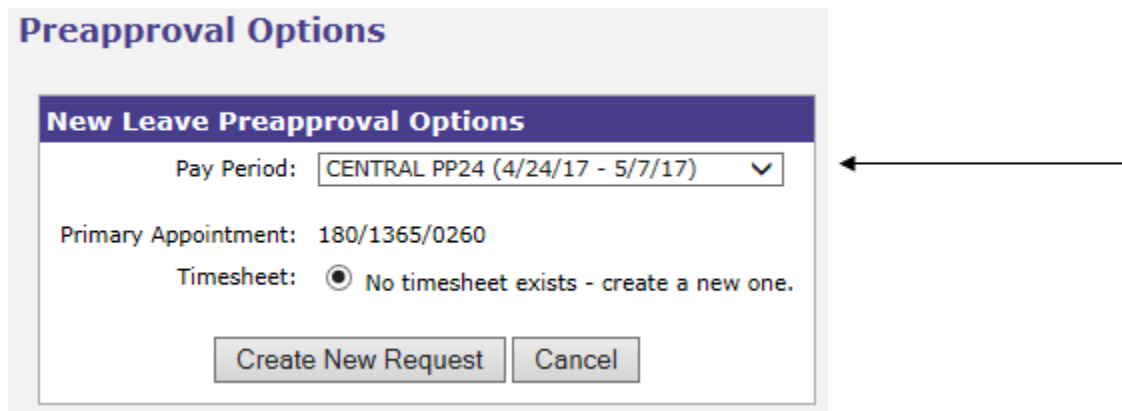
## Creating a Leave or Overtime Request

### Preapproval Options

The Preapproval Options page will appear after your click on the 'Request Leave' or 'Request Overtime' link from the NEATS Home Page or the Time Task Bar.



In the New Leave Preapproval Options box you can choose the Pay Period that corresponds with the date (s) you are requesting preapproved leave or overtime for by clicking the drop down arrow.

A screenshot of a 'Preapproval Options' dialog box. The dialog has a title bar 'Preapproval Options' and a subtitle 'New Leave Preapproval Options'. Inside, there is a 'Pay Period' dropdown menu showing 'CENTRAL PP24 (4/24/17 - 5/7/17)' with a downward arrow. Below this is the 'Primary Appointment' field with the value '180/1365/0260'. The 'Timesheet' section has a radio button selected next to the text 'No timesheet exists - create a new one.' At the bottom are two buttons: 'Create New Request' and 'Cancel'. An arrow points from the right side of the image to the 'Pay Period' dropdown menu.



## Preapproval Leave Request

Preapproval Request

Pay Period: CENTRAL PP24 (4/24/17 - 5/7/17)  
Employee Name: 00000  
Agency/Org: 180/ 1365

Leave Request Id: 2094785  
Timesheet Id: 7252579  
Loc: LV0060

**Work Schedule**  
Standard Shift: 8:00 am - 1:00 pm/2:00 pm - 5:00 pm: Regu  
Regular Days Off: Mon Tue Wed Thu Fri Sat Sun  
Week 1 ☐ ☐ ☐ ☐ ☐ ☒ ☒  
Week 2 ☐ ☐ ☐ ☐ ☐ ☒ ☒

**Current Leave Balances**  
Leave Category Balance  
ANNL 93:47  
SICK 387:45

Hash Total: 0.00 Time Total: 0.00

Line	Event	Rsn	Mon 04/24	Tue 04/25	Wed 04/26	Thu 04/27	Fri 04/28	Sat 04/29	Sun 04/30	Mon 05/01	Tue 05/02	Wed 05/03	Thu 05/04	Fri 05/05	Sat 05/06	Sun 05/07	Total	Type
1	UAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Hrs.Mins
2	UCT		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Hrs.Mins
3	UFSL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Hrs.Mins
4	USL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Hrs.Mins
Total			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Additional Description:

Attachments: Find File:  Browse... Attach file

Save Validate Submit Print... Cancel

**Messages and Errors**

**Preapproval Audit Log**  
There is no audit history for this transaction

The Preapproval Request document is completed typically by the employee to request leave or overtime in advance. This screen is the Preapproval Request View. Begin by reviewing the pay period dates; verify name and agency/org. (Automatically populated.)

### Work Schedule

Under work schedule you will see 'Standard Shift'. The default is "8:00 am - 5:00 pm: Regular Shift". If these hours are not correct, enter the correct hours (i.e., 7:00 am - 4:00 pm, etc.). If your hours vary daily and days worked vary weekly, you may leave the hours as they are on the default OR you may type in "Varied". This is a text field only and does not affect an employee's pay.

### Regular Days Off

The default is checked Saturday and Sunday. If your days off are usually Monday and Tuesday, then check those boxes. If your days off vary, you may leave it as the default.

### **Current Leave Balances**

The top right-hand corner of screen is the current leave balances. (This may differ from your last pay stub or reports generated from previous pay cycle.)

**Buttons** (above and below input lines)

**Save:** Once you have completed your preapproval request (overtime, sick leave, annual leave, etc.), click this button to SAVE your preapproval request. Once saved, you may go back in and edit changes.

**Validate:** Clicking on the VALIDATE button causes the preapproval request to be automatically checked for errors. If there are any errors, the timesheet will be rejected back to you, with a message stating there are errors and where they are located. (See box at bottom of screen "Messages and Errors".)

**Submit:** This button will SUBMIT the preapproval request to your Supervisor. You do NOT want to click the SUBMIT button unless you are sure your preapproval request is correct.

**Print:** Prints out a hard copy of your preapproval request.

**Delete:** Deletes the preapproval request after you have saved, but not submitted it.

**Cancel:** Cancel any actions that were not saved.

### **Hash Total & Time Total**

The totals are automatically filled in as you complete your preapproval request. *Hash total* is an addition of numbers. *Time total* reflects time in hours and minutes.

### **Table Categories**

**Line:** This represents the line number that you are entering information into. If you have error messages, the line number will be displayed for your convenience.

**Event:** Codes for each event: Annual leave, sick leave, family sick leave, overtime, etc. (See Event Codes for details of each code.)

**OT Rsn:** Overtime reason. (See Overtime Reason Codes for details of each code.)

**\*Add new rows.....:** If additional lines for other than default codes, click "Add new rows here".

**Total:** Columns and rows are automatically totaled.

**Additional Description:** This [is](#) a text box that an employee can write in additional notification to the supervisor that may not be indicated in the Daily Notes.

**Attachments:** An employee can attach a document for the supervisor to open by clicking 'Browse', then locate document on your Personal Computer, then click 'Attach file'.

### **Preapproval Audit Log**

This box is located in the bottom right side of the screen. This section lets you know the dates and times you have SAVED your request, SUBMITTED your request, and had your request accepted or rejected by your supervisor.

### **Important Notes:**

Once a preapproval request has been submitted to your supervisor for approval, a timesheet is automatically created as a draft and will indicate a "Request Pending" in the section of your timesheet that the request was submitted for (i.e. if you requested annual leave, the "Request Pending" link will show in the Leave section of the timesheet).

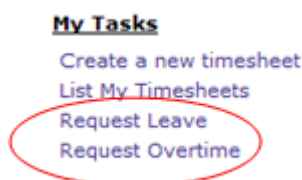
When the preapproval request has been approved, the approved event and daily notes will populate on the timesheet for that pay period. Once a leave request has been approved and changes need to be made, adjustments will be done on the timesheet.

Any changes on the timesheet will highlight in yellow indicating that the amount is different than what was originally requested.

If the request has been rejected, the status on the NEATS Home Page under My Leave Requests will indicate Approval Rejected. The employee needs to correct the request and resubmit, or delete the request.

### **Preapproval Options**

The Preapproval Options page will appear after your click on the 'Request Leave' or 'Request Overtime' link from the NEATS Home Page.



In the New Leave Preapproval Options box you can choose the Pay Period that corresponds with the date (s) you are requesting preapproved leave or overtime for by clicking the drop down arrow.

After you have selected the correct pay period, click 'Create New Request'. This will create a Preapproval Request and a draft timesheet.

## Preapproval Request

### Preapproval Options

#### New Overtime Preapproval Options

Pay Period: CENTRAL PP23 (4/10/17 - 4/23/17) ▼

Primary Appointment: 180/1365/0260

Timesheet: ☒ No timesheet exists - create a new one.

Create New Request

Cancel

Preapproval Request

Pay Period: CENTRAL PP23 (4/10/17 - 4/23/17)  
Employee Name: [REDACTED] (000000)  
Agency/Org: 180/1365

Overtime Request Id: 2094890  
Timesheet Id: 7252792  
Loc: LV0060

**Work Schedule**  
Standard Shift: 8:00 am - 1:00 pm / 2:00 pm - 5:00 pm: Regu  
Regular Days Off: Mon Tue Wed Thu Fri Sat Sun  
Week 1 ☐ ☐ ☐ ☐ ☐ ☒ ☒  
Week 2 ☐ ☐ ☐ ☐ ☐ ☒ ☒

**Current Leave Balances**  
Leave Category Balance  
ANNU 93:47  
SICK 387:45

Hash Total: 0.00 Time Total: 0.00

Line	Activity	Function	Event	Rsn	Mon 04/10	Tue 04/11	Wed 04/12	Thu 04/13	Fri 04/14	Sat 04/15	Sun 04/16	Mon 04/17	Tue 04/18	Wed 04/19	Thu 04/20	Fri 04/21	Sat 04/22	Sun 04/23	Total	Type
1	POT				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Hrs.Mins
2	ACT				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Hrs.Mins
Total					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Additional Description:   
Attachments: Find File: Browse... Attach file

Save Validate Submit Print... Cancel

**Messages and Errors**

**Preapproval Audit Log**  
There is no audit history for this transaction

The Preapproval Request document is completed typically by the employee to request leave or overtime in advance.

This screen is the Preapproval Request View. Begin by reviewing the pay period dates, verify name and agency/org. (Automatically populated.)

## Work Schedule

Under work schedule you will see 'Standard Shift'. The default is "8:00 am - 5:00 pm: Regular Shift". If these hours are not correct, enter the correct hours (i.e., 7:00 am - 4:00 pm, etc.). If your hours vary daily and days worked vary weekly, you may leave the hours as they are on the default OR you may type in "Varied". This is a text field only and does not affect an employee's pay.

## Regular Days Off

The default is checked Saturday and Sunday. If your days off are usually Monday and Tuesday, then check those boxes. If your days off vary, you may leave it as the default.

## Current Leave Balances

The top right-hand corner of screen is the current leave balances. (This may differ from your last pay stub or reports generated from previous pay cycle.)

## Buttons (above and below input lines)

**Save:** Once you have completed your preapproval request (overtime, sick leave, annual leave, etc.), click this button to SAVE your preapproval request. Once saved, you may go back in and edit changes.

**Validate:** Clicking on the VALIDATE button causes the preapproval request to be automatically checked for errors. If there are any errors, the timesheet will be rejected back to you, with a message stating there are errors and where they are located. (See box at bottom of screen "Messages and Errors".)

**Submit:** This button will SUBMIT the preapproval request to your Supervisor. You do NOT want to click the SUBMIT button unless you are sure your preapproval request is correct.

**Print:** Prints out a hard copy of your preapproval request.

**Delete:** Deletes the preapproval request after you have saved, but not submitted it.

**Cancel:** Cancel any actions that were not saved.

## Hash Total & Time Total

The totals are automatically filled in as you complete your preapproval request. *Hash total* is an addition of numbers. *Time total* reflects time in hours and minutes.

## Table Categories

**Line:** This represents the line number that you are entering information into. If you have error messages, the line number will be displayed for your convenience.

**Event:** Codes for each event: Annual leave, sick leave, family sick leave, overtime, etc. (See Event Codes for details of each code.)

**OT Rsn:** Overtime reason. (See Overtime Reason Codes for details of each code.)

**\*Add new rows.....:** If additional lines for other than default codes, click "Add new rows here".

**Total:** Columns and rows are automatically totaled.

**Additional Description:** This is a text box that an employee can write in additional notification to the supervisor that may not be indicated in the Daily Notes.

**Attachments:** An employee can attach a document for the supervisor to open by clicking 'Browse..', locate document on your Personal Computer, then click 'Attach file'

## Preapproval Audit Log

This box is located in the bottom right side of the screen. This section lets you know the dates and times you have SAVED your request, SUBMITTED your request, and had your request accepted or rejected by your supervisor.

## Important Notes:

Once a preapproval request has been submitted to your supervisor for approval, a timesheet is automatically created as a draft and will indicate a "Request Pending" in the section of your timesheet that the request was submitted for (i.e. if you requested annual leave, the "Request Pending" link will show in the Leave section of the timesheet).

When the preapproval request has been approved, the approved event and daily notes will populate on the timesheet for that pay period. Once a leave request has been approved and changes need to be made, adjustments will be done on the timesheet.

Any changes on the timesheet will highlight in yellow indicating that the amount is different than what was originally requested.

If the request has been rejected, the status on the NEATS Home Page under My Leave Requests will indicate Approval Rejected. The employee needs to correct the request and resubmit, or delete the request.

## **EVENT CODES**

### **Regular Hours**

PRT = Regular Time  
UAL = Annual Leave (vacation, personal)  
UCT = Comp Time  
USL = Sick Leave (employee sick leave)  
UFSL = Family Sick Leave (spouse, children, etc.)  
PSD = Shift Differential (additional pay for shift work)  
UADM = Administrative Leave  
UAWOL = Absent Without Leave  
UCIV = Civil Leave  
UFD = Family Death  
ULWOP = Leave Without Pay  
UMIL = Military Leave  
UFSLT = Family Sick Leave Transfer In  
UMLWP = Military Leave Without Pay  
USLT = Sick Leave Transfer In

### **Overtime**

ACALL = Callback Comp (OT Code required)  
PCALL - Callback Pay (OT Code required)  
PDDOT = Dangerous Duty OT  
PSDOT = Shift Differential OT  
ACT= Accrued Comp Time (OT CODE REQUIRED)  
POT = Paid Overtime (OT CODE REQUIRED)

### **Holiday**

ADOH = Day Off Holiday Comp  
PDOH = Day Off Holiday Pay  
PHPRM = Holiday Premium Pay (OT Code required)  
AHPRM = Holiday Premium Pay Comp (OT Code required)

### **Catastrophic**

UCL = Catastrophic Leave  
UCLAL = Annual Leave Donation  
UCLSS = Special Sick Leave Donation

### **Family Medical**

UFMAL = FMLA Annual Leave  
UFMCL = FMLA Catastrophic Leave  
UFMFS = FMLA Family Sick Leave  
UFMLP = FMLA Leave Without Pay  
UFMSL = FMLA Sick Leave  
UFMHL = FMLA Holiday Regular Time

## **EVENT CODES (con't)**

### **Work Injury**

UFWAL = FMLA Workers' Comp Annual Leave  
UFWCL = FMLA Workers' Comp Catastrophic Leave  
UFWLP = FMLA Workers' Comp Leave Without Pay  
UFWSL = FMLA Workers' Comp Sick Leave  
UWCAL = Workers' Comp Annual Leave  
UWCCL = Workers' Comp Catastrophic Leave  
UWCCT = Workers' Comp Comp Time  
UWCLP = Workers' Comp Leave Without Pay  
UWCSL = Workers' Comp Sick Leave

### **Miscellaneous**

PCTT = Communication Technician (DMV & PS Only)  
PDD = Dangerous Duty  
PFTO = Field Training Officer (DMV & PS Only)  
PRAD = Rural Area Differential (Specified Agencies Only)  
PSACC = Custodian/Assaultive (Specified Agencies Only)  
ASTND = Standby Comp  
PSTND = Standby Pay  
PADRT = Additional Regular Time  
PAOD = Attendant of the Day  
PSD = Paid Shift Differential  
PSDM = Paid Shift Differential Military  
PSEN = Head of Senate (LT. GOVERNOR ONLY)  
UVLWP = Voluntary Furlough LWOP



## OVERTIME REASON CODES

- 01. Accidents
- 02. Accounting/Fiscal Issues
- 03. Administration
- 04. Administrative Support
- 05. Backlog Reduction
- 06. Budget Preparation/Response
- 07. Client Meetings
- 08. Client Services
- 09. Conferences
- 10. Court
- 11. Coverage-Annual Leave/Military Leave
- 12. Coverage-24 Hour Facilities
- 13. Coverage-Holidays/Weekends
- 14. Coverage-Injuries
- 15. Coverage-Sick Leave
- 16. Coverage-Training
- 17. Coverage-Vacant Positions
- 18. Emergencies
- 19. Investigations
- 20. Meetings
- 21. Office Support Activities
- 22. Personnel Issues
- 23. Program/Project Deadlines
- 24. Site/Equipment Repair
- 25. Special Events
- 26. Staff Meetings
- 27. Training
- 28. Training New Personnel
- 29. Travel
- 30. Workload
- 31. Workshops
- 32. Unfulfilled Shift Trade Agreement
- 50-99. These are agency-defined codes. Please refer to your agency payroll representative for listing.

## FMLA REASON CODES

**F1 – Basic Family and Medical Leave Usage.** This will indicate that the leave usage is for one of the following traditional uses of the FMLA 12-week entitlement:

- • For incapacity due to pregnancy, prenatal medical care or child birth;
- • To care for the employee's child after birth, or placement for adoption or foster care;
- • To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- • For a serious health condition that makes the employee unable to perform the employee's job.

**F2 - Military Exigency.** This will indicate that the leave usage is for the employee to assist a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation with certain qualifying exigencies. Qualifying exigencies may include such things as attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. This time counts toward the standard 12-week FMLA entitlement.

**F3 – Care for Injured Service member.** This reason code must be used in conjunction with leave taken to care for a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperations, or therapy; or is in outpatient status; or is on the temporary disability retired list. Employees can take up to 26 weeks of leave in a single 12-month period to care for an injured service member, but typically any FMLA leave taken for other purposes counts against this time.

## POSTAL STANDARDS TO BE USED FOR ADDRESS CHANGES

<u>Short Desc</u>	<u>Long Desc</u>	<u>Short Desc</u>	<u>Long Desc</u>
ALY	ALLEY	CURV	CURVE
ANX	ANNEX	DL	DALE
ARC	ARCADE	DM	DAM
AVE	AVENUE	DV	DIVIDE
BYU	BAYOU	DR	DRIVE
BCH	BEACH	DRS	DRIVES
BND	BEND	EST	ESTATE
BLF	BLUFF	ESTS	ESTATES
BLFS	BLUFFS	EXPY	EXPRESSWAY
BTM	BOTTOM	EXT	EXTENSION
BLVD	BOULEVARD	EXTS	EXTENSIONS
BR	BRANCH	FALL	FALL
BRG	BRIDGE	FLS	FALLS
BRK	BROOK	FRY	FERRY
BRKS	BROOKS	FLD	FIELD
BG	BURG	FLDS	FIELDS
BGS	BURGS	FLT	FLAT
BYP	BYPASS	FLTS	FLATS
CP	CAMP	FRD	FORD
CYN	CANYON	FRDS	FORDS
CPE	CAPE	FRST	FOREST
CSWY	CAUSEWAY	FRG	FORGE
CTR	CENTER	FRGS	FORGES
CTRS	CENTERS	FRK	FORK
CIR	CIRCLE	FRKS	FORKS
CIRS	CIRCLES	FT	FORT
CLF	CLIFF	FWY	FREEWAY
CLFS	CLIFFS	GDN	GARDEN
CLB	CLUB	GDNS	GARDENS
CMN	COMMON	GTWY	GATEWAY
CMNS	COMMONS	GLN	GLEN
COR	CORNER	GLNS	GLENS
CORS	CORNES	GRN	GREEN
CRSE	COURSE	GRNS	GREENS
CT	COURT	GRV	GROVE
CTS	COURTS	GRVS	GROVES
CV	COVE	HBR	HARBOR
CVS	COVES	HBRs	HARBORS
CRK	CREEK	HVN	HAVEN
CRES	CRESCENT	HTS	HEIGHTS
CRST	CREST	HWY	HIGHWAY
XING	CROSSING	HL	HILL

## POSTAL STANDARDS TO BE USED FOR ADDRESS CHANGES

<b>Short Desc</b>	<b>Long Desc</b>	<b>Short Desc</b>	<b>Long Desc</b>
XRD	CROSSROAD	HLS	HILLS
XRDS	CROSSROADS	HOLW	HOLLOW
INLT	INLET	PSGE	PASSAGE
IS	ISLAND	PATH	PATH
ISS	ISLANDS	PIKE	PIKE
ISLE	ISLE	PNE	PNE
JCT	JUNCTION	PNES	PINES
JCTS	JUNCTIONS	PL	PLACE
KY	KEY	PLN	PLAIN
KYS	KEYS	PLNS	PLAINS
KNL	KNOLL	PLZ	PLAZA
KNLS	KNOLLS	PT	POINT
LK	LAKE	PTS	POINTS
LKS	LAKES	PRT	PORT
LAND	LAND	PRTS	PORTS
LNDG	LANDING	PR	PRAIRIE
LN	LANE	RADL	RADIAL
LGT	LIGHT	RAMP	RAMP
LGTS	LIGHTS	RNCH	RANCH
LF	LOAF	RPD	RAPID
LCK	LOCK	RPDS	RAPIDS
LCKS	LOCKS	RST	REST
LDG	LODGE	RDG	RIDGE
LOOP	LOOP	RDGS	RIDGES
MALL	MALL	RIV	RIVER
MNR	MANOR	RD	ROAD
MNRS	MANORS	RDS	ROADS
MDW	MEADOW	RTE	ROUTE
MDWS	MEADOWS	ROW	ROW
MEWS	MEWS	RUE	RUE
ML	MILL	RUN	RUN
MLS	MILLS	SHL	SHOAL
MSN	MISSION	SHLS	SHOALS
MTWY	MOTORWAY	SHR	SHORE
MT	MOUNT	SHRS	SHORES
MTN	MOUNTAIN	SKWY	SKYWAY
MTNS	MOUNTAINS	SPG	SPRING
NCK	NECK	SPGS	SPRINGS
ORCH	ORCHARD	SPUR	SPUR
OVAL	OVAL	SPURS	SPURS
OPAS	OVERPASS	SQ	SQUARE
PARK	PARK	SQS	SQUARES

## POSTAL STANDARDS TO BE USED FOR ADDRESS CHANGES

<b>Short Desc</b>	<b>Long Desc</b>	<b>Short Desc</b>	<b>Long Desc</b>
PARK	PARKS	STA	STATION
PKWY	PARKWAY	STRA	STRAVENUE
PKWY	PARKWAYS	STRM	STREAM
PASS	PASS	ST	STREET
STS	STREETS	VLYS	VALLEYS
SMT	SUMMIT	VIA	VIADUCT
TER	TERRACE	VW	VIEW
TRWY	THROUGHWAY	VWS	VIEWS
TRCE	TRACE	VLG	VILLAGE
TRAK	TRACK	VLGS	VILLAGES
TRFY	TRAFFICWAY	VL	VILLE
TRL	TRAIL	VIS	VISTA
TRLR	TRAILER	WALK	WALK
TUNL	TUNNEL	WALKS	WALKS
TPKE	TURNPIKE	WALL	WALL
UPAS	UNDERPASS	WAY	WAY
UN	UNION	WAYS	WAYS
UNS	UNIONS	WL	WELL
VLY	VALLEY	WLS	WELLS

## SECONDARY UNIT DESIGNATION

<b>Short Desc</b>	<b>Long Desc</b>	<b>Short Desc</b>	<b>Long Desc</b>
APT	APARTMENT	PH	PENTHOUSE
BSMT	BASEMENT	PIER	PIER
BLDG	BUILDING	REAR	REAR
DEPT	DEPARTMENT	RM	ROOM
FL	FLOOR	SIDE	SIDE
FRNT	FRONT	SLIP	SLIP
HNGR	HANGAR	SPC	SPACE
KEY	KEY	STOP	STOP
LBBY	LOBBY	STE	SUITE
LOT	LOT	TRLR	TRAILER
LOWR	LOWER	UNIT	UNIT
OFC	OFFICE	UPPR	UPPER

**POST OFFICE BOX SHOULD BE KEYED: PO BOX 1363**

## SYMBOLS

#      Number Sign  
 -      Dash

## Training Tasks

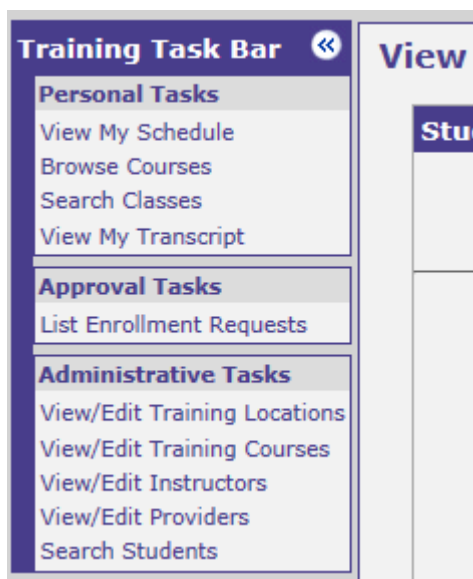
The **Employee Development Module Training** allows employees to register for, drop and evaluate, state and agency training classes through NEATS. The Training Module was made available on February 1, 2004 to all state employees and external users to register for training classes. NEATS compiles classes into a transcript format so students can print out a transcript detailing the training they have received. NEATS also allows the entry of external training classes/education to provide a more comprehensive training record for agency use. With this information, agencies can ensure that statutory supervisory and managerial training requirements are met, while utilizing the additional data for succession planning efforts.

### Internal Users

'Internal Users' are State of Nevada employees who are paid through Central Payroll (CNTL) and the Public Employees Retirement System (PERS). To access NEATS go to the HR Intranet webpage: <https://hr.intranet.nv.gov> and click on the NEATS button, or <https://neats.state.nv.us/NEATS>.

### External Users

'External Users' are those not listed above (University System employees, LCB, contract employees, etc.). To access the external website, visit <https://nvapps.state.nv.us/NEATS>.



### View My Schedule

**Scheduled Classes:** Class enrollment will be displayed with start date, end date, class name, location, status and action. Under action you'll have an option to drop the class.

**Current Enrollment Request:** Enroll requests will be displayed with start date, end date, class name, location, status and action. Enrollment status may be pending approval. Once your request is approved the class will appear in scheduled classes.

**Browse Courses:** View course list with course code, course name and attendance.

**Search Classes:** Opens search criteria and allows you to search by course name, agency, city, instructor, start date between (start and end) and status. Click on Find Classes to get a list of classes with status, start date, start time, course name, primary location, city and Instructor. Click on the course title to confirm class date(s) and time(s) and to Enroll.

**Note:** Search classes by agency, city and instructor default to <<Any>>. Status defaults to Open.

**View My Transcript:** View Student Transcript, with student name, internal ID, user ID, agency, organization and location. Completed course history includes course information from NEATS and e-Learn with course name, end date, location, Instructor, status, attendance, hours, grade and action. Under Action, click on enter class evaluation. This will bring up the evaluation to be completed. Enter evaluation information by clicking on selected responses and click Submit. Once the course evaluation has been entered, the attendance is updated as Complete on the student transcript.

**Note:** Course evaluations for e-Learn online courses are done through e-Learning and not on the NEATS transcript.

## **Approval Task**

**List Enrollment Requests:** The portal is also displayed on the NEATS home page. It is intended to provide immediate access to pending enrollment requests or pending approval requests for supervisory action.

**Administrative Task:** The Administration Portal is displayed for System Administrators.

## How to enroll

**Step 1:** Click on the 'Training' tab to access your training information. Your Student Class Schedule will appear.

**Step 2:** Open the Training task bar by clicking on the blue box to the left of the Student Schedule. Under Personal Tasks, select 'Browse Courses'. The 'Course List' will appear. Click on desired course name.

**Step 3:** Course Details will appear. Click on 'List Classes' to view available dates and locations.

**Step 4:** NEATS Class List will appear. Click on the class you wish to attend. The Training Class Details will appear. Click 'Enroll'.

**Step 5: Please :** This step is only for agencies that require supervisory approval. If approvals are required, when you click enroll an Enrollment Request will come up. Click the Submit Request button.

### Class List

#### NEATS Class List

Course: CONTROLLER'S OFFICE - ADVANTAGE FINANCIAL - PAYMENT VOUCHERS

Start Date	Course	Start Time	End Time	Primary Location	Status	Action
09/17/2013	ADVANTAGE FINANCIAL - PAYMENT VOUCHERS	8:00 AM	11:30 AM	209 E. Musser St., Room 100, Carson City, NV 89701	Open	Enroll...

### Enrollment Request

#### Class Enrollment Request Details

Student Name:

Internal Empl ID:

User ID:

Agency:

Organization:

Location:

Course Code: CONTROLLER'S OFFICE

Course Name: ADVANTAGE FINANCIAL - PAYMENT VOUCHERS

Start Date: 09/17/2013

End Date: 09/17/2013

Primary Location: 209 E. Musser St., Room 100, Carson City, NV 89701

Class Status: Open

Current Enrollment: 0 (max 16)

Class/Course Fees: \$0.00

Per Diem:

OT Hours:

Student Comments:

Session	Session Date	Start Time	End Time	Location
1	Tue 09/17/2013	8:00 AM	11:30 AM	209 E. Musser St., Room 100, Carson City, NV 89701



The class will be listed on your student schedule and the status will be Pending Approval. When it is approved, you will receive an email confirming your request. (You may verify your email address from your NEATS Home Page by clicking on 'Update My Email Address'.)

**NOTE:** If you need a more detailed explanation, refer to procedure 03.30.31.

**NOTE:** If you do not see 'Enroll', the class may be full.

## Dropping a Class

**Step 1:** Click on the 'Training' tab to access your Student Class Schedule.

**Step 2:** Scroll over to the right side of the screen next to the class you want to drop, and click on 'Drop' under 'Action'. The status of your class enrollment will change to 'Dropped'. The class can either be listed under Scheduled Classes or Current Enrollment Requests.

### Student Schedule

**Student Class Schedule**

Student Name:

Agency: 180

Internal ID: 00000.

Organization: 1365

User ID:

Location: CC0160

View: Class Schedule | Request History

**Scheduled Classes**

Start Dt	End Dt	Class	Location	Status	Action
None					

**Current Enrollment Requests**

Start Dt	End Dt	Class	Location	Status	Action
09/16/2013	09/16/2013	CONTROLLER'S OFFICE - ADVANTAGE FINANCIAL - NAVIGATION	209 E. Musser St., Room 100, Carson City, NV 89701	Pending Approval	Drop...

**NOTE:** Dropping a class will prevent a status of 'no show' on your transcript.

## Completing the Class Evaluation

**Step 1:** Click on the 'Training' tab to access training information. Your Student Class Schedule will appear. Open the Training task bar by clicking on the blue box to the left of the Student Class Schedule. Under Personal Tasks, select 'View My Transcript'.

**Step 2:** Under Completed Course History, scroll over to the right side of the page next to the course that applies. Under the action column, click on 'Enter Class Evaluation'. This will bring up the evaluation to be completed.

**Step 3:** Enter evaluation information by clicking on selected responses and click 'Submit'.

**WARNING!** Once you submit your evaluation you will **not** be able to edit or delete any information. Check the course date and the course name to ensure you are evaluating the correct course.

**NOTE:** Once the course evaluation has been entered, the attendance is updated as 'Complete' on the student transcript.

**NOTE:** If the class is not listed under Completed Course History, this means the Instructor has not yet entered your class grade/attendance.

**NOTE:** If you need a more detailed explanation, refer to procedure 01.30.31.

The screenshot shows the 'Training Task Bar' on the left with a list of 'Personal Tasks'. An arrow points to 'View My Transcript'. The main area is titled 'View Student Transcript' and contains a 'Student Transcript' section with fields for Student Name, Internal ID, User ID, Agency, Organization, and Location. Below this is a 'Completed Course History' table. A circle highlights the 'Action' column for the first course entry.

Course	End Dt	Location	Instructor	Status	Attendance	Hours	Grade	Action
Dept of Personnel, O.E.D. D.O.P. GEN DEV - COMMUNICATION: WHAT'S MY STYLE (EFF JAN 2012)	04/02/2013	GSB Room 1412	LATTING, CARL	Pending Eval.	Pending Eval.	3.5	Pending Eval.	Enter Class Evaluation...
SAFETY - OSHA GHS	10/11/2012	Unknown - Ext. Class	Unknown - Ext. Class	N/A	Complete	2.0		

## Training Location Directions

**Step 1:** Click on the 'Training' tab to access your training information. Your Student Class Schedule will appear.

**Step 2:** Open the Training task bar by clicking on the blue box to the left of the Student Schedule. Under Personal Tasks, select 'Browse Courses'. The Course List will appear. Click on desired course name.

**Step 3:** Course Details will appear. Click 'List Classes' to view available dates and locations.

**Step 4:** NEATS Class List will appear. Select the class you wish to attend.

**Step 5:** Training Class Details will appear. Look for the location at the bottom of the screen and click on the underlined highlighted address to open.

**Step 6:** Location Details will appear. Click underlined 'View Location Map'. You may print the map by clicking 'Print'.

**NOTE:** If you need more detailed information, refer to procedure 01.30.31.

### Location Detail

Location Details	
Responsible Agency:	060 CONTROLLER'S OFFICE
Description:	
Short Description:	Testing Room
Address:	<div>View Location Map...</div>
	Blasdel Building
City:	CARSON CITY
State:	NEVADA
Zip:	89701
Capacity:	25
	<input checked="" type="checkbox"/> Wheelchair Access
	<input type="checkbox"/> Internet Access
Contact:	
Phone:	
Email:	<div>Send Email...</div>
Web Site:	<div>Link...</div>
Notes:	
<div>Update</div> <div>Cancel</div>	

## Approving a Class

**Step 1:** From the NEATS home page, click on *Enrollment Requests Pending Approval* in the Training Box. From the Training Tab, open the Training Task Bar. Under Approval Tasks, click on List Enrollment Requests.

**Step 2:** The Enrollment Request List Settings will appear. This gives you the list of students requesting approval. Select *Agency/Status*, then 'Refresh List'.

**Step 3:** Select the employee and Class Enrollment Request Details will appear.

**Option 1:** Select 'Approve' to approve the first level for this request.

**Option 2:** Select 'Approve All' to approve all levels authorized to you.

**Option 3:** Select 'Reject' to reject this particular request for the student listed.

**Enrollment Request**

Class Enrollment Request Details														
Student Name:			Agency:	657										
Internal Empl ID:	000000		Organization:	4727										
User ID:			Location:	LV0060										
Enrollment Status: Pending Approval														
Level 1 - Approved by on 03/15/2013														
Level 2 - Not Approved														
Level 3 - Not Approved														
Course Code:	Parole & Probation Southern Command		Class Status:	Open										
Course Name:			Current Enrollment:	35 (max 35)										
Start Date:	04/03/2013		Class/Course Fees:	\$0.00										
End Date:	04/03/2013		Per Diem:	\$0.00										
Primary Location:	Parole & Probation So. Command Office		OT Hours:	0										
<table border="1"><thead><tr><th>Session</th><th>Session Date</th><th>Start Time</th><th>End Time</th><th>Location</th></tr></thead><tbody><tr><td>1</td><td>Wed 04/03/2013</td><td>8:00 AM</td><td>10:00 AM</td><td>Parole &amp; Probation So. Command Office</td></tr></tbody></table>					Session	Session Date	Start Time	End Time	Location	1	Wed 04/03/2013	8:00 AM	10:00 AM	Parole & Probation So. Command Office
Session	Session Date	Start Time	End Time	Location										
1	Wed 04/03/2013	8:00 AM	10:00 AM	Parole & Probation So. Command Office										
<div>Approve Approve All Reject Drop Done</div>														

When all approvals have been applied, the student will receive an email stating his/her enrollment request has been approved. If all levels have not given approval, the employee can view what level is pending approval by clicking on the *Class Enrollment Request Details* on the "Training" tab.

## **Nevada Applicant Processing and Placement System (NVAPPS)**

NVAPPS has two major sections of information for applicants. The first section is the Applicant Profile, which allows a person to provide information regarding their education, employment history, availability, and other items. This information is then stored and makes up the bulk of the information that will constitute the job application. The second section consists of job announcements and applications. Job announcements display all the required information about positions that are currently open. Applications provide a detailed breakdown of an applicant's status for all jobs applied for.

**NOTE:** If you are a State of Nevada and also have a separate Application account you can continue to apply for jobs through your applicant account – even promotional positions. In the Applicant Profile on the Contact Information tab you can indicate you are a State employee and enter your department, division and Job Class Code (title). This will allow you to apply for promotional jobs at your agency through your applicant account. You also never lose access to this account.

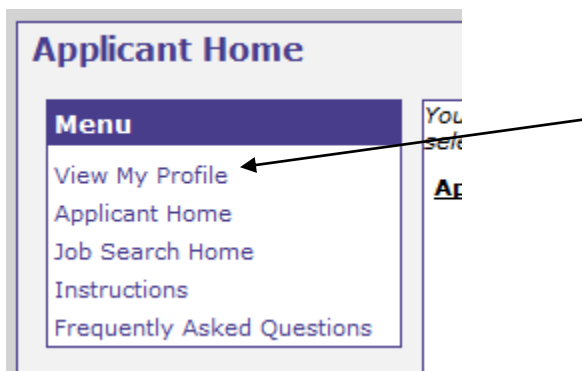
Unfortunately, we don't merge accounts. If you would like to apply for jobs through your State account you will need to manually update your Applicant Profile. Please be advised that if you leave state service your internal NEATS account will be deactivated and you be unable to access any information in that account.

**TIP:** NEATS and NVAPPS users who are using Internet Explorer version 7 or above have the ability to open multiple tabs within an internet session. Users are trying to perform multiple functions within those tabs. Please do **NOT** use multiple sessions or multiple tabs within a session when using NEATS / NVAPPS. This is causing bad data within the documents on one or both tabs.

## Applicant Profile

### Completing your Applicant Profile

To begin completing the applicant profile, click on the “View My Profile” on the left hand side of the screen on the Applicant Home page.



The Applicant Profile page will appear and show a summary of what you have entered so far. To make changes to your profile scroll down to the bottom of the page and click the Update Profile page.

A screenshot of the 'Applicant Profile' page. The 'Contact Information' tab is selected. The page shows various fields for personal information, including Name (First, Middle, Last), Mailing Address (Address, City, State, Zip, Country), and Contact Information (Home Phone, Work Phone, Other Phone, Email). There is a section for Nevada Employees with a table for Agency, Org, Job Title, Department, and Division. At the bottom, there are buttons for 'Next >>', 'Save', 'Save and Return', 'Print', and 'Cancel'. A callout box points to the 'Save and Return' button.

**Applicant Profile** [Instructions](#) | [Frequently Asked Questions](#) | [Page Help](#)

**Contact Information** | Other Information | Employment History | Education/Training | Licenses | Skills | EEO | Availability | Attachments

*\* Required Field*

**Name:**  
First\*: Middle:  
Last\*:

**Mailing Address:**  
*State employees can specify a different address (Home or Mailing) through the Employee tab.*  
Mailing Address\*: 269 WOODLAKE CIRCLE  
City\*: DAYTON State\*: NV Zip\*: 89403 -  
Country\*: USA

**Contact Information:**  
*Please provide your phone and email contact information. Email address and at least one phone number are required. If you do not have an email address, we recommend any one of the many free email options (e.g. Yahoo! Mail). Note that the State of Nevada does not send unsolicited mail, nor does it sell email lists to outside parties.*  
Home Phone: Other Phone:   
Work Phone:  Email\*:   
Preferred Method of Contact: Other Phone

**Nevada Employees:**  
*Please use the fields below to confirm the Department and Division for your current position(s). This is needed to properly consider you for any Departmental/Divisional positions for which you may apply.*

Agency	Org	Job Title	Department	Division
180	1365	PROGRAM OFFICER 1	Administration <input type="button" value="v"/>	Enterprise Information Technology Services <input type="button" value="v"/>

Next >> Save Save and Return Print Cancel

Don't forget to save your changes as you go or before you leave your profile.

You can go through each tab and update your information. You can also go directly to the tab you need to update.

- Contact Information – Name, Address, Contact Information, and - for state employees - current job title, department and division information
- Other Information – Veterans Status, criminal conviction/traffic violation, relative employed by State
- Employment History – current and previous employers, job duties, duty percentages, supervisor, etc.
- Education/Training – information regarding educational background, such as High school, College, University or Professional school, Business, Correspondence, Trade, Technical, or Vocational School
- Licenses – Driver's License and/or Professional License/Certification/Registration
- Skills – a listing of skills an you may possess, with groupings such as Administrative & Clerical Skills, Computer Skills, Fiscal/Financial/Accounting Skills, Language Skills, Professional Skills, and Technical/Trade Skills
- EEO – **VOLUNTARY** birth date, ethnic and gender identification
- Accommodations – for applicants to describe any accommodations they may require in the application or testing process.
- Availability – type of work desired, travel requirements, acceptable geographic locations
- Attachments – place to attach copies of electronic files we accept such as transcripts, proof of veterans status, and licenses

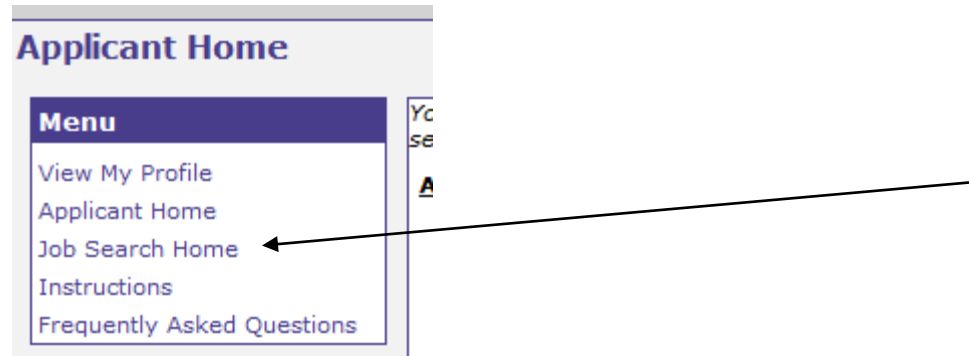
Buttons at the bottom of each tab include Previous, Next, Save, Save and Return, and Cancel. The Previous and Next buttons allow the applicant to navigate between the tabs. The "Save" button saves the information that you have entered in the page thus far and you remain at that page. When "Save and Return" is used, the information entered is saved and you are taken back to the applicant home page or, if in the process of applying for a job, you are taken back to the series of tabs that follows the prescreening questions.

**NOTE:** You must click the Save button before you leave the Applicant Profile or your changes will not be saved.



## Browsing Open Recruitments

From the Applicant Home page, click on Job Search Home to pull up a list of open recruitments.



That will bring up the jobs that have posted in the last 7 days.

### **New Jobs (Jobs posted in the last 7 days):**

Recr #	Job Classification	Salary (FT) or Rate (PT)	Location	Time
19818	ADMIN ASSISTANT II	\$30,192 - \$43,639 per yr	Carson, Minden, Gardnerville, Genoa	7 D
19806	BUSINESS PROCESS ANALYST II	\$47,606 - \$70,804 per yr	Carson, Minden, Gardnerville, Genoa	N/A
19783	MAINTENANCE REPAIR WORKER 2	\$30,192 - \$43,639 per yr	Reno, Sparks	N/A
19794	PHOTOGRAMMETRIST/CARTOGRPHR 2	\$41,906 - \$61,951 per yr	Carson, Minden, Gardnerville, Genoa	13 D
19810	PSYCHIATRIC NURSE II	\$26 - \$39 per hr	Carson, Minden, Gardnerville, Genoa	13 D
19817	BUYER 3	\$43,639 - \$64,707 per yr	Reno, Sparks	N/A
19792	BUSINESS PROCESS ANALYST II	\$47,606 - \$70,804 per yr	Carson, Minden, Gardnerville, Genoa	N/A
19745	ASSOCIATE WARDEN	\$64,707 - \$97,593 per yr	Las Vegas, Boulder City, Indian Springs, Jean, Henderson	6 D
19812	STAFF RESEARCH ASSOCIATE 2	\$18 - \$27 per hr	Reno, Sparks	N/A
19803	ADMINR, SO OFC/TEACHER LICENSE	\$61,951 - \$93,187 per yr	Las Vegas, Boulder City, Indian Springs, Jean, Henderson	20 D
19804	STAFF 1, ASSOCIATE ENGINEER	\$45,560 - \$67,693 per yr	Carson, Minden, Gardnerville, Genoa	6 D
19805	ADMIN ASSISTANT III	\$32,677 - \$47,606 per yr	Carson, Minden, Gardnerville, Genoa	6 D
19769	IT TECHNICIAN 6	\$45,560 - \$67,693 per yr	Carson, Minden, Gardnerville, Genoa	3 D
19784	FAMILY SERVICES SPECIALIST III	\$40,110 - \$59,195 per yr	Carson, Minden, Gardnerville, Genoa	3 D
19793	STAFF 2, ASSOCIATE ENGINEER	\$49,694 - \$74,082 per yr	Carson, Minden, Gardnerville, Genoa	10 D

You can also Browse Recruitments by Occupational Group. Hover your cursor over each group for a list of positions that are in each occupational group.

Browse Recruitments by Occupational Group
AGRICULTURE & CONSERVATION
CLERICAL & RELATED SERVICES
DOMESTIC SERVICES
EDUCATION
ENGINEERING & ALLIED
FISCAL MANAGEMENT & STAFF SERVICES
LIBRARY & ARCHIVES
MECHANICAL & CONSTRUCTION TRADES
MEDICAL, HEALTH & RELATED SERVICES
REGULATORY & PUBLIC SAFETY
SOCIAL SERVICES & REHABILITATION
SWORN LAW ENFORCEMENT OFFICERS
UNCLASSIFIED/NON- CLASSIFIED ANNOUNCEMENTS
OTHER JOB OPPORTUNITIES

To apply for a job click on the title.

**New Jobs (Jobs posted in the last 7 days):**

Recr #	Job Classification	Salary (FT) or Rate (PT)	Location	Time
19818	ADMIN ASSISTANT II	\$30,192 - \$43,639 per yr	Carson, Minden, Gardnerville, Genoa	7 Ds
19806	BUSINESS PROCESS ANALYST II	\$47,606 - \$70,804 per yr	Carson, Minden, Gardnerville, Genoa	N/A
19783	MAINTENANCE REPAIR WORKER 2	\$30,192 - \$43,639 per yr	Reno, Sparks	N/A
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19793	STAFF 2, ASSOCIATE ENGINEER	\$49,694 - \$74,082 per yr	Carson, Minden, Gardnerville, Genoa	10 Ds

The Announcement page provides information about the recruitment, such as the recruiter's name and number, who the job is open to, and time remaining.

<b>State of Nevada Announces</b> <b>A Divisional Promotional Recruitment for:</b> <b>ADMIN ASSISTANT I</b>	
<b>APPROXIMATE ANNUAL SALARY - \$27,895.68 to \$40,110.48 PAY GRADE: 23</b> For more information on benefit and retirement programs, please see the sections below. In order to receive consideration, applicants must indicate their availability for any work type, travel, and location requirements listed.	
<b>JOB INFORMATION</b> Work Type: A Permanent, full time vacancy Department: <a href="#">PERS</a> Division: PERS Location: Carson, Minden, Gardnerville, Genoa Job Class Code: 02.213	<b>RECRUITMENT INFORMATION</b> <ul style="list-style-type: none"><li>■ Announcement Number: 20335</li><li>■ Open to current classified employees in the specified Division, with at least 6 months of continuous, full-time equivalent service.</li><li>■ Posted 09/18/2013</li><li>■ Close Date: 09/23/2013</li><li>■ Recruiter:  Phone: Email:</li><li>■ Applications accepted for another 3 Days 5 Hrs 36 Mins</li></ul>

The Announcement also provides details about the position, the minimum qualifications, special requirements (if any), and exam information.

**The Position**  
Administrative Assistants perform a variety of clerical, secretarial and administrative support duties such as maintaining records and files; composing and editing correspondence; data entry; office management; and budget monitoring.  
Incumbents possess a degree of knowledge and proficiency sufficient to perform work independently with little or no additional training.  
Administrative Assistants perform a variety of customer service and receptionist duties, including maintain the returned check log, update log-in sheets, re-check all opened mail for missed articles, key address and beneficiary change forms, prepare/scan/index and file refunds for Production Services, post-mark Benefit checks, answer incoming phone calls, and greet all guests to the office.  
To see full Class Specifications visit: [http://hr.nv.gov/Resources/ClassSpecs/Class\\_Specifications-2\\_0/](http://hr.nv.gov/Resources/ClassSpecs/Class_Specifications-2_0/)

**To Qualify:**  
In order to be qualified, you must meet the following requirements:  
**Education and Experience (Minimum Qualifications)**

- Graduation from high school or equivalent education and one year of clerical experience which included experience in one or more of the following areas: maintaining records, answering telephones, and reviewing forms, documents and other written materials; OR six months of experience as an Administrative Aid in Nevada State service; OR an equivalent combination of education and experience.

**The Examination**  
If there are five or fewer qualified applicants, the exam will consist of an application evaluation. (This statement does not apply for Until Recruitment Needs are Satisfied (URS) announcements).  
**CLERICAL SUPPORT EXAM**  
The exam will consist of a written weighted 100%.  
Qualified applicants will be contacted by the hiring agency for interview.  
The following are the number of questions in each category of the exam:  
20 - Office Operations and Practices  
20 - Following Written Instructions & Reading Skills  
10 - Arithmetic  
20 - English Grammar, Punctuation and Spelling  
15 - Computer Usage

If you want to apply you need to scroll down to the bottom and click the Apply button.

39701-4204	Las Vegas, Nevada 89101
d (800) 326-6868	TDD for the Hearing Impaired (800) 326-6868
To begin the application process, click on the Apply button. Click Cancel to return to the previous page.	
<div>Apply Cancel</div>	

Complete the prescreening section. When done click “Next”.

**Pre-Screening**

**Education and Experience**

1. Do you have any one of these?

- ☐ Graduation from high school or equivalent education and two years of clerical and administrative support experience which preparing a variety of materials using a personal computer or word processor; assisting customers in completing forms and
- ☐ One year of experience as an Administrative Assistant I in Nevada State service.
- ☐ An equivalent combination of education and experience.
- ☐ None of the above

**Special Requirements**

1. A State of Nevada/FBI background check will be required of the selected applicant. Can you meet this requirement?  
☐ Yes ☐ No

2. A pre-employment criminal history check and fingerprinting are required. Can you meet this requirement?  
☐ Yes ☐ No

Please note: Some prescreening questions require you to type text into a text box. Those boxes only hold 4, 000 characters (including spaces) and can't be saved. If your response is lengthy you may want to save it in another document and then paste it in when you are ready to click next. The system times out every 20 minutes if no action is taken; such as clicking “Next” or “Save”.

Once you pass the prescreening you still need to submit your application. Go through each tab and enter the required information until you are at the signature tab.

Closing Date: Until recruitment needs are satisfied

Please work through the tabs below to complete the application submission process

**Profile** Exam Attachments **Signature**

*This is a consolidated view of the information in your Applicant Profile. This view is what will appear on the job Applicant Profile is complete, accurate and up-to-date prior to final submission of an application; recruiters will see it "as-is". New information after submission will not be accepted nor credited. To edit or update your Profile, click on the page.*

The signature tab is where you submit your application. First you need to select how you heard of position. Click the Submit button when you are ready.

Please work through the tabs below to complete the application submission process

Profile Exam Attachments **Signature**

**IMPORTANT**  
I declare that any statement in this application or information provided is true and complete. I understand that if I provide false information I may subject myself to the penalty provisions of NRS 284.430. Additionally, I understand my application is going to be evaluated "as-is" and that new information will not be accepted nor credited after submission.  
At the time of application, I attest that I have the legal right to reside and work in this country (proof required upon employment).  
In connection with this application, I authorize the State of Nevada and any agent acting on its behalf to conduct an inquiry into any information related to my potential or continued employment with the State and authorize the release of any such information, including, but not limited to, any criminal conviction on my record. (Check box below if you do not want your present employer contacted.) Moreover, I hereby release the State of Nevada and any agent acting on its behalf from any and all liability of whatsoever nature by reason of requesting such information from any person.  
Do you need an accommodation in the application or testing process for the job for which you are applying for any disability you may have? If so, please click [here](#) to email the recruiter. In the email, please describe the type of accommodation you require. (It is not necessary that you describe or identify the disability.)

☐ I request that you do not contact my present employer unless necessary to determine my qualifications for the position.  
This selection is optional

Please take a moment to tell us how you heard about this announcement.

Source\*:  \* Required

If other, please explain:

<< Previous Save Delete Submit Cancel

## Jobs Home Page

All the jobs you applied for should be listed under Applications on the Applicant Home page.

Click [Submit](#) to send the application to the recruiter.

### Applications:

Recruitment ID	Class	Description	Status	Submit Date	Close Date	Action
2357	07.957	IT TECHNICIAN 1	Withdrawn	12/12/2006	12/20/2006	
2424	12.379	FAMILY SERVICES SPECIALIST I	Withdrawn	12/12/2006	12/22/2006	
6882	10.139	MENTAL HEALTH COUNSELOR II	Withdrawn	05/16/2008	07/02/2008	
14494	07.643	PROGRAM OFFICER I	Eligible	07/20/2011	07/20/2011	Withdraw...
15891	05.221	TEACHER LICENSING ANALYST	Denied: Did not meet minimum qualifications	03/21/2012	05/03/2012	
17934	07.637	MANAGEMENT ANALYST I	Eligible	10/18/2012	10/19/2012	Withdr
18306	07.925	IT PROFESSIONAL III	Pending Verification	09/24/2013		Withdra

This is the current status of your application. See below for the definitions.

The Withdraw link is your option to withdraw your application if you no longer wanted to be considered.

## Application Status

- **Application Incomplete** – application is incomplete and must be updated and then resubmitted. In this case, the applicant may not have filled out the applicant profile correctly, or forgot to attach a required document.
- **Clarifying Information Required** – application is waiting for resubmission by applicant so they can provide clarifying information. When an application is in this status, a text box titled “Addendum” is located at the bottom of the application where the requested information can be typed. (Typically, the recruiter specifies what information is required in the system-generated email.)
- **Closed/Resubmit** – this status is used when the recruitment has closed and the application needs to be resubmitted.
- **Denied: Failed Pre-Screening** – applicant did not pass the prescreening questions.
- **Denied: Did Not Meet Minimum Qualifications** – After a full evaluation, the application did not meet the minimum qualifications or requirements.
- **Denied: Did Not Meet Additional Criteria** – the applicant has been deemed to not meet one of the additional requirements outside of the minimum qualifications for the position.
- **Draft/Application Not Submitted** – application that has been started but not finished. This is not an official application because the user has not gone to the Signature tab and clicked the Submit button, which serves as the electronic signature.
- **Eligible** – applicant is eligible to be considered for the position
- **Hired** – selected for the position
- **Pending Verification** – waiting for application to be fully evaluated by recruiter
- **Verified** – recruiter has verified possession the minimum qualifications and/or additional requirements. If an exam is required, the person will be scheduled for an exam.
- **Withdrawn** – application has been withdrawn from consideration by the applicant. (This may be used by the recruiter in certain circumstances.)