

Steve Sisolak  
Governor



Laura E. Freed  
Director

Colleen Murphy  
Deputy Director

Peter Long  
Administrator

**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*  
*Central Payroll*

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**MEMORANDUM**

**TO:** Agency Payroll Clerks

**FROM:** Keyna Jones, Central Payroll Manager *Keyna Jones*  
Division of Human Resource Management

**DATE:** March 16, 2020

**SUBJECT:** NEW ADMINISTRATIVE LEAVE CODE

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A new timesheet leave code is in place for employee's reporting Administrative Leave pursuant to Governor Sisolak's State of Emergency Declaration and the Department of Administration's Emergency Regulation 2020-03-15.

The timesheet leave code, UADMC (Use Administrative Leave CV19), can be used for reporting starting on March 16, 2020, and will be available in NEATS tomorrow.

Please forward this information to your Division Administrators, managers, and supervisors as necessary.

Thank you.