



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

209 E. Musser Street, Suite 105 | Carson City, Nevada 89701
Central Payroll Phone: (775) 687-9077 | <http://hr.nv.gov> | Fax: (775) 687-9094
Central Records Phone: (775) 687-9095 | <http://hr.nv.gov> | Fax: (775) 687-9085

MEMORANDUM

March 23, 2020

TO: Agency Payroll Liaisons
Agency Personnel Liaisons

FROM: Keyna Jones, Central Payroll Manager *Keyna Jones*

SUBJECT: Central Payroll and Central Records Essential Functions

Beginning with pay period 20, paycheck dated April 3rd, 2020, the Division of Human Resource Management, Central Payroll and Central Records section will continue to process essential functions for State agencies, which includes distribution of paychecks, check cancels/reissues, certain ESMT-A's, certain pay or leave adjustments, and employment verifications.

With reduced staff in our offices, the attached table outlines the documents and transactions deemed higher in priority for processing and essential to ensure all employees receive at least their base pay on their paycheck. While certain documents and transactions are lower in priority of processing, if time and staff levels permit, the lower priority items may also be processed. Certain transactions, documents, and procedures have been temporarily converted to an electronic process. Instructions for these changes are in the attached document.

We are committed to serving our State agencies and employees during this difficult time; however, you may experience a delayed response time. We appreciate your patience.

If you have questions or concerns, please contact Central Payroll at 687-9077 or Central Records at 687-9095.

Thank you.

Request Central Payroll	Instructions
Agency Payroll Liaisons	<p>Please continue to contact your agency assigned Central Payroll liaison for general payroll questions. The contact list is available here: Central Payroll Agency Liaisons.</p> <p>An immediate response may not be available. We will respond as quickly as possible.</p>
Central Payroll Front Desk	<p>Please continue to call 775-687-9077 for assistance.</p> <ul style="list-style-type: none"> • <i>Please note that agency personnel or employees will not be allowed entrance to our office; therefore, you must use the doorbell at the front entrance and wait for a Central Payroll staff member to greet you. Announce if you are dropping off documents, which will be placed in the Central Payroll Incoming Mail basket located outside our door. <u>Do not drop off mail without letting Central Payroll know.</u></i>
Central Payroll Listserv	<p>All Agency Payroll liaisons are encouraged to sign up for the Central Payroll listserv. Information regarding payroll deadlines, changes, and updates will be sent via email to subscribers.</p> <p>The subscribe button is located here: http://hr.nv.gov/Services/HRM_Email_Subscription_Management/</p>
COVID-19 Administrative Leave Code	<p>Timesheet leave code "UADMC" has been established. Employees should report this code in NEATS for administrative leave as established in Governor Sisolak's State of Emergency Declaration and the Department of Administration's Emergency Regulation 2020-03-15.</p>
Agency Hand Type Requests	<p>Please scan and email PDF forms with back-up documentation to: DHRM-PayrollFiscalServices@admin.nv.gov. Include the mailing address for the hand-typed check, which will be mailed via 1st class mail.</p> <p>Do not submit paper copies.</p> <ul style="list-style-type: none"> • The Agency Payroll liaison preparing the hand-typed request will send the email.

	<ul style="list-style-type: none"> • Scanning all documents together into one PDF and sending once a day is recommended. • Please include Agency Payroll liaison contact information in the email body (name, phone number, email) • <u>Hand-typed checks will only be processed and mailed on Thursdays.</u> <p>Requests for hand-typed checks must be received by 10:00am on Wednesday for a hand-typed check to be ready on Thursday.</p> <ul style="list-style-type: none"> • If original check is being cancelled: 1) cut signature area out, 2) send check copy via email with form, and 3) forward original check to Central Payroll • If affidavit attachment: 1) send affidavit copy via email with form, 2) retain original backup in agency records • A copy of the hand-typed check will be emailed to the Agency Payroll liaison. <p>Processing times may take longer than normal.</p>
<p>Special Pay/Time Adjustments</p>	<p>Please continue to send the original form with back up documentation.</p> <ul style="list-style-type: none"> • The following list of payments and adjustments will be processed: Catastrophic leave accrual Worker’s compensation buybacks Board payments Termination payouts Reporting of LWOP or AWOL in the <u>current pay period</u> <p>All other pay adjustments, leave corrections, and late reporting will be reviewed to determine the impact on the employee’s base pay, and processed if time and staffing permits.</p> <p>Processing times may take longer than normal and may not occur in the pay period of submittal.</p>
<p>LEAV Adjustments</p>	<p>Please continue sending the original form with back up documentation.</p> <ul style="list-style-type: none"> • The following LEAV adjustments will be processed:

	<p>Adding leave balances on employee transferring in from other pay center</p> <p>All other LEAV adjustments will be reviewed. Processing times may take longer than normal and may not occur in the pay period of submittal.</p>
<p>Position Status Maintenance Transaction Labor Distribution Profile</p>	<p>Please email forms to DHRM-CentralPayrollProcessing@admin.nv.gov Do not submit paper copies.</p> <p>Processing times may take longer than normal and may not occur in the pay period of submittal.</p>
<p>W-4 Employee's Withholding Certificate</p>	<p>Please continue to send the original Form W-4 via interoffice mail. The form is located here: 2020 Form W-4 Employee's Withholding Certificate</p> <p>Newly submitted W-4s will be processed for all new hires, reinstatements, rehires, and reemployments, and employees claiming Exempt status. Changes to a previously submitted W-4 may take longer than normal to process and may not occur in the pay period of submittal.</p> <p><i>NOTE: Certain employees that previously submitted a 2020 Form W-4 may notice a change to their Federal Income Tax withholding amount on future paychecks. The 2020 income tax withholding calculation has been a manual process done by Payroll staff, and until the Advantage-HR system can be updated to accommodate the new withholding process. With minimal staff, the manual calculation cannot be completed and adjusting entries processed.</i></p>
<p>Voluntary Deductions (i.e. Prepaid Tuition, Deferred Compensation, Labor Organization Dues)</p>	<p>Please continue sending original forms (or email to DHRM-CentralPayrollProcessing@admin.nv.gov if previously approved for email submission) for new, changes, and expiration of voluntary deductions (i.e. prepaid tuition, deferred compensation, labor organization dues, etc.)</p> <ul style="list-style-type: none"> • Changes to deferred compensation deductions associated with termination payouts will be processed as normal. <p>Processing times may take longer than normal and may not occur in the pay period of submittal.</p>

<p>Mandatory Deductions (i.e. Health Insurance, Health Savings Account, Retirement)</p>	<p>Please continue sending via interface or previously established submittal process.</p>
<p>Involuntary Deductions (i.e. Child Support, Garnishment, Levy, Student Loan)</p>	<p>Please continue sending original documents via 1st class mail for Child Support orders, Tax Levy, and Student Loan.</p> <p>Garnishments and Release of Garnishments will continue being received from the State Controller's Office.</p>
<p>Overpayments</p>	<p>Please scan and email PDF documentation to DHRM-PayrollFiscalServices@admin.nv.gov. Do not submit paper copies.</p>
<p>Quarterly Catastrophic Leave Summary</p>	<p>The Quarterly Catastrophic Leave Summary due by April 30th for the 1st quarter of CY20 is reverted to Annual reporting pursuant to NAC 284.576 (7) until further notice. Please continue to email to kjones@admin.nv.gov upon completion.</p>
<p>Authorization for Payroll Check Pick-Up</p>	<p>Please continue to send the original form to our office via interoffice mail, located here: Authorization for Central Payroll Check Pick-Up</p> <p><i>NOTE: In lieu of agency pick-up, all negotiable paychecks are being sent 1st class mail to the employee's Mailing Address on Wednesday before Friday payday to ensure timely receipt. Employees receiving a negotiable paycheck are encouraged to sign up for direct deposit to avoid potential delays in receiving their paycheck. All employees should review their Home Address and Mailing Address in NEATS and submit changes if necessary.</i></p>
<p>Signature Authorization Forms</p>	<p>Please continue to send the original Signature Authorization Form via interoffice mail to our office. The form is located here: Signature Authorization Form Central Payroll</p> <ul style="list-style-type: none"> • Optional method at this time: If additional staff need to be added to your existing Signature Authorization form, please contact our office at DHRM-CentralPayrollManagement@admin.nv.gov • The existing Signature Authorization form will be scanned and emailed back to you.

	<ul style="list-style-type: none"> • Upon receipt of scan, staff being added should print, sign their name, and indicate document authority level (prepare or approve). <p>When emailing the document back to our office, please “cc” the Appointing Authority at the bottom of the form.</p>
<p>W-2 Reprint Requests</p>	<p>Please continue to fax or send original via interoffice mail. The form is located here: W-2 Reprint Request Form. Provide the mailing address for the reprinted W-2. The W-2 will be mailed via 1st class mail to that address.</p> <ul style="list-style-type: none"> • Optional method at this time: Email the request to DHRM-CentralPayrollProcessing@admin.nv.gov • Provide the mailing address for the reprinted W-2, which will be mailed 1st class mail. • The email must be sent by the Agency Payroll Liaison <p style="text-align: center;"><i>Do not email any document with a Social Security Number.</i></p> <p>Processing times may take longer than normal.</p>

Request Central Records	Instructions
<p>Agency Human Resource Liaisons</p>	<p>Please continue to contact Central Records for general records questions at DHRM-CentralRecords@admin.nv.gov.</p> <p>For questions regarding personnel action processing please relay all inquiries to: DHRM-CentralRecordsProcessing@admin.nv.gov.</p> <p>An immediate response may not be available. We will respond as quickly as possible.</p>
<p>Central Records Front Desk</p>	<p>Please continue to call 775-687-9095 for assistance.</p> <ul style="list-style-type: none"> <i>Please note that agency personnel or employees will not be allowed entrance to our office; therefore, you must use the doorbell at the front entrance and wait for a Central Payroll/Records staff member to greet you. Announce if you are dropping off documents, which will be placed in the Central Records Incoming Mail basket located outside our door. Do not drop off mail without letting Central Records know.</i>
<p>Central Records Listserv</p>	<p>All Agency Human Resource liaisons are encouraged to sign up for the Central Records listserv. Information regarding records deadlines, changes, and updates will be sent via email to subscribers.</p> <p>The subscribe button is located here: http://hr.nv.gov/Services/HRM_Email_Subscription_Management/</p>
<p>COVID-19 Administrative Leave Code</p>	<p>Timesheet leave code "UADMC" has been established. Employees should report this code in NEATS for administrative leave as established in Governor Sisolak's State of Emergency Declaration and the Department of Administration's Emergency Regulation 2020-03-15.</p> <ul style="list-style-type: none"> <i>Please note, an Employee Status Maintenance Transaction is not required for the reporting of COVID-19 Administrative Leave.</i>
<p>Central Records Document Drop-Off</p>	<p>Please continue to utilize the State Mail Room to send paperwork (including Employee Status Maintenance Transactions) to Central Records.</p>

	<ul style="list-style-type: none"> • Please note the Central Records deadline schedule is still in effect. Please ensure ample time for state mail processing. • Please address any and all envelopes to DHRM-Central Records. • Scanned documents are only acceptable if requested by a Central Records Technician.
Central Record Document Pick-up	<p>Central Records will send documents such as: Employee Status Maintenance Transactions “turnarounds”, pink/yellow NCR copies, Agency requested Service Jacket copies and other paperwork requested from Central Records via the State Mail Room.</p> <p>Employee request for copies of Service Jackets will be sent via 1st class mail to the employee’s mailing address indicated in the request.</p>
Verifications of Employment	<p>Please continue to fax (775-687-9085) or email, in PDF format, to DHRM-CentralRecords@admin.nv.gov.</p> <ul style="list-style-type: none"> • Prior to forwarding any Verification of Employment please ensure the employee’s authorization is included and that all but the last-four digits of the Social Security Number are redacted to aid in timely processing. <p>These will be processed in the order received and delays may be experienced due to staffing.</p>
Service Jacket Reviews/Requests	<p>Please continue requesting employee Service Jacket information per the established Central Records process.</p> <ul style="list-style-type: none"> • In-person reviews for Service Jacket documents are suspended at this time. Electronic copies may be requested for certain Service Jacket documents (I.e. Employee Review on Performance, letter of commendation, etc.). • Service Jacket copies may be requested by employees, agencies or other entities and will be processed in the order received. • Requests for Service Jacket documents can be sent via email to DHRM-CentralRecords@admin.nv.gov. The request must include the employee’s full name, employee id (if available), last four digits of their Social Security Number (if available).

	<p>Electronic copies may include, but are not limited to, Employee Review on Performance, letter of commendation, etc.</p> <p><i>NOTE: In lieu of picking up the documents from Central Records, Employee and Appellant requests will be sent 1st class mail to the mailing address indicated upon completion. Any requests received by agencies will be sent via the State Mail Room upon completion.</i></p>
<p>Evaluations</p>	<p>Please continue sending original documents via the State Mail Room. If possible, please mail these documents separate from other Central Records documents.</p> <ul style="list-style-type: none"> • <i>Does Not Meet Standards</i> evaluations will be processed upon receipt. • Optional method at this time: to ensure timely processing, email the <i>DMS</i> evaluation to DHRM-CentralRecords@admin.nv.gov, with an original document to follow. <p>All other ratings have been deemed Low priority and will be processed as staffing allows, <i>possibly</i> in subsequent pay periods.</p>
<p>NEATS Employee Data Capture</p>	<p>Please continue to audit and approve employee submitted transactions through NEATS Employee Data Capture (EDC).</p> <ul style="list-style-type: none"> • At this time, priority is being given to address changes (ADDR) and name changes (ENCH) as those changes affect the direct deposit information and the direct mailing of live employee checks. <p>All other transactions have been deemed Low priority and will be processed as staffing allows, <i>possibly</i> in subsequent pay periods.</p>
<p>Employee Status Maintenance Transactions</p>	<p>Please continue sending documents per the established Central Records Deadline schedule via the State Mail Room.</p> <p>Processing times may take longer than normal and may not occur in the pay period of submittal. Please see the below outline for priority status assignment for ESMT submittal.</p>

The following actions are deemed High Priority to ensure the employee will receive their base rate of pay or to prevent overpayment:

- New hire, Rehire, Reinstatement, Re-employment
- Transfer-in, % of Full-time change, Transfer out, Pay Class change, Retirement change (where *overpayment will occur*)
- Active Military/Return Military
- Terminations -including Deceased (*except to withdraw retirement*)
- Delay Merit Salary Increase, Demotion (where *overpayment will occur*), Disciplinary Leave Without Pay, Return from Leave Without Pay, Remove Salary Adjustment.

The following actions will be assigned Medium Priority status for processing, to be processed as time and staffing allows, as these actions will not delay the employee receiving their base rate of pay nor will these result in an overpayment:

- Home Org change (*may be associated with a change of appointment*), Work/Pay Location change
- Transfer-In (*other than mid-pay period*), Termination to withdrawal retirement
- Benefit Policy change, Non-Disciplinary Leave Without pay and Return Leave Without Pay
- Overtime Profile change, Salary Adjustment, Retirement Rate change, Change of Appointment (where *current position is time limited*), EMPD change

The following actions will be assigned Low priority status for processing, and *may* be processed in subsequent pay periods as time and staffing allows, as these actions will not delay the employee receiving their base rate of pay nor will these result in an overpayment:

- Agency Change (*not related to pay/work location*), Promotion, Demotion (where *pay is maintained*)
- Auto Progression, Merit Salary Increase, Status Change, Change of Appointment (where *current position is not time limited*)
- Reclassification, Salary Change

Signature Authorization

Please continue to send the original Signature Authorization Form via the State Mail Room to our office. The form is located here: [Signature Authorization Form Central Records](#)

- Optional method at this time: If additional staff need to be added to your existing Signature Authorization form, please contact our office at DHRM-CentralRecords@admin.nv.gov.
- The existing Signature Authorization form will be scanned and emailed back to you.
- Upon receipt of scan, staff being added should print, sign their name, and indicate document authority level (prepare or approve).
- When emailing the document back to our office, please “cc” the Appointing Authority at the bottom of the form.