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

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**MEMORANDUM**

March 13, 2020

**TO:** All State Employees

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

**SUBJECT:** PAYCHECKS

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As the situation with COVID-19 rapidly changes, we want to offer assurance that Central Payroll has procedures in place to ensure state employees will continue to receive their paychecks via direct deposit or negotiable paycheck.

We would, however, **encourage anyone who currently receives a negotiable paycheck to sign up for direct deposit now.** This way, should COVID-19 further impact state agencies, employees with a direct deposit will have timely receipt of their paycheck, versus waiting to receive it by U.S. Mail if office(s) are closed.

Additionally, all state employees are encouraged to review your home address and mailing address in NEATS to ensure your information is current. After logging into NEATS, select "View My Employee Profile" under Personal Tasks. Select "Contact Information" to view your home address and mailing address. If you have questions regarding updating your contact information in NEATS, please reach out to your department or agency HR liaisons for assistance.

Thank you.