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DEPARTMENT OF ADMINISTRATION
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Central Payroll and Records

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TO: All Agencies
FROM: Central Payroll and Records
DATE: October 10, 2025

SUBJECT: REMINDER: Implementation of Positive Reporting Guidance in NEATS for CORE.NV HRM System

Introduction

As previously communicated on September 25th, Positive Reporting within the Nevada Employee Automated Timekeeping System (NEATS) will be implemented statewide starting October 20, 2025. This rollout coincides with the launch of the CORE.NV Human Resources Management (HRM) system and represents a major advancement in enhancing payroll accuracy, transparency, and compliance across all State agencies.

Understanding Positive Reporting

Currently, NEATS operates primarily under an "exception reporting" model, where employees typically only record deviations from their standard work schedule. The new Positive Reporting system will fundamentally shift this approach.

Positive Reporting requires all employees to proactively and comprehensively record all time worked, including regular hours, leave taken, and overtime. This detailed submission of payroll data ensures greater accuracy and compliance by providing complete and timely information.

Why This Change is Crucial

This change in NEATS data collection is essential for the implementation of the new HRM CORE.NV system. By requiring precise employee time accounting and implementing enhanced agency-level reviews, we'll ensure accurate, timely, and comprehensive payroll data. This will significantly minimize errors, improve transparency and compliance, and streamline HR and financial operations across the State.

Implementation Plan

1. System Configuration

- **Software Integration:** The necessary Positive Reporting capabilities are already available within NEATS. Our IT department will manage the configuration to ensure seamless functionality and consistency statewide.
- **Data Accuracy Checks:** These new procedures will be established to ensure that all payroll data is accurate

and complete prior to approval and subsequent reporting into the CORE.NV system.

2. Reporting Procedures

- **Timely Submission:** Timesheet entries for all classified, non-classified, and unclassified employees must be submitted, reviewed, and approved according to the established payroll schedule. This is essential to ensure compliance and prevent any delays in payroll processing.

3. Training and Support

- **Staff Training:** To assist with this transition, all agencies are provided with step-by-step resources for completing a Positive Reporting timesheet. **These resources include comprehensive job aids, video tutorials, Q&A, and FAQs.**
- These resources can be found on the front pages of the following DHRM SharePoint Sites:
 - **Payroll Process:** [General](#)
 - **Records Processing:** [General](#)

Ongoing Support: For any additional assistance or to address questions related to the new reporting system, please contact the HR Help Desk at 775-687-9099 or hrhelpdesk@admin.nv.gov

Action Required

- **Review Updated Procedures:** All agency staff involved in timekeeping and payroll should review the updated payroll procedures to fully understand the new Positive Reporting requirements.
- **Train Employees:** Agencies are responsible for ensuring all their employees are trained in the new Positive Reporting requirements and understand how to accurately record their time in NEATS.

Effective October 20, 2025, Payroll Period 10:

- Agency pay clerks will be responsible for providing the final review and approval of all timesheets within their respective agencies.
- If an employee fails to submit their timesheet, it is the responsibility of the supervisor to submit the employee's timesheet on their behalf of the hours worked by that employee for the pay period.
- Payroll must be reconciled at the agency level for each pay period. This proactive reconciliation will ensure that errors are addressed promptly, significantly improving the accuracy of reporting in the new CORE.NV system.

For any questions or further assistance regarding the Positive Reporting implementation or the CORE.NV project, please contact:

- **DHRM:** dhrm-corenv@admin.nv.gov
- **HR Help Desk:** 775-687-9099 or hrhelpdesk@admin.nv.gov
 - Timesheet submissions issues and questions should be directed to agency pay clerks and the HR Help Desk.

Thank you for your cooperation and commitment to enhancing our payroll processes and ensuring the successful launch of the CORE.NV HRM system