

PRINT YOUR OWN DIRECT DEPOSIT ADVICES

Help the State reduce costs by printing your direct deposit advices when you need them. NEATS has just introduced a new feature that will allow you to discontinue receiving hardcopy direct deposit advices from Central Payroll and enable you to print them directly from your computer.

For more information or assistance, please contact the ITS Help Desk at 775-687-9099

How Does It Work?

To stop receiving hardcopy advices from Central Payroll and enable printing of your payroll information through NEATS, click on the "Print Direct Deposit Advice enabled (Click here to disable)" link that is located on the NEATS Home Page.

1. Click on "Print Direct Deposit Advice enabled (Click here to disable)"

User Information

Name: DOE, JOHN
Home Address: 9999 MAIN ST, CITY, NV 89000
Home Phone: 0000000000

Personal Tasks

Change Password
Update My Contact Information
Update My Password Hint
Print Direct Deposit Advice enabled (Click here to disable) ←
View My Payroll Information
View My AP Advices Information
View/Change Personal Information

2. Once the link is disabled, it will look like this:

User Information

Name: DOE, JOHN
Home Address: 9999 MAIN ST, CITY, NV 89000
Home Phone: 0000000000

Personal Tasks

Change Password
Update My Contact Information
Update My Password Hint
Print Direct Deposit Advice disabled (Click here to enable) ←
View My Payroll Information
View My AP Advices Information
View/Change Personal Information

Payroll Information

As you may recall, the "View My Payroll Information" link provides you with a summary of all your payroll information (example below). You can drill down to detailed information by clicking on a specific pay period. In addition to this, NEATS now includes a column titled "Hard Copy" that indicates whether a hard-copy advice was issued through Central Payroll. Hard Copy "Y" means the direct deposit advice was printed. Hard Copy "N" means the direct deposit advice was NOT printed.

List Personal Payroll Information

Pay Period	Pay Period Start Date	Pay Period End Date	Issue Date	Check Number	Hard Copy
CPP24	05/05/08	05/18/08	05/30/08	9999999	Y
CPP23	04/21/08	05/04/08	05/16/08	9999999	Y
CPP22	04/07/08	04/20/08	05/02/08	9999999	Y
CPP21	03/24/08	04/06/08	04/18/08	9999999	Y
CPP20	03/10/08	03/23/08	04/04/08	9999999	Y
CPP19	02/25/08	03/09/08	03/21/08	9999999	Y
CPP18	02/11/08	02/24/08	03/07/08	9999999	Y
CPP17	01/28/08	02/10/08	02/22/08	9999999	Y
CPP16	01/14/08	01/27/08	02/08/08	9999999	Y
CPP15	12/31/07	01/13/08	01/25/08	9999999	Y
CPP14	12/17/07	12/30/07	01/11/08	9999999	Y
CPP13	12/03/07	12/16/07	12/28/07	9999999	Y
CPP12	11/19/07	12/02/07	12/14/07	9999999	Y

Agency Pay Clerks

For employees that have access to payroll information in the HRDW, the "Employee Paycheck Analysis" section provides you with an "Employee Paycheck Listing" (example below). You can drill down to detailed information by clicking on a specific pay period. A new column titled "Print Ind" has been added to this table. The column will either have a "Y" (indicating a hard-copy was printed) or "N" (no hard-copy printed). This applies to direct deposit advices only.

HR Data Warehouse
State of Nevada
Warehouse current as of June 04, 2008 04:38 AM
Employee Paycheck Analysis

Employee Paycheck Listing for CENTRAL PP24: 05/05/08 to 05/18/08

Analysis Settings

Pay Cycle: [CNTL] [CENTRAL PP24: 05/05/08 to 05/18/08]
Agency: [000 YOUR DEPARTMENT]

View: Employee | Home Org | Agency | Summary

Reg.	OT	Advt.	Pay	Debs	Net	ER Fringe	Check #	Check Dt	Print Ind
Hours	Hours	Hours							
80.00	0.00	0.00	\$1,360.00	\$341.82	\$1,018.18	\$228.75	000000000000	05/30/2008	Y
80.00	0.00	0.00	\$2,972.00	\$482.54	\$2,479.46	\$797.10	000000000000	05/30/2008	Y
80.00	0.00	0.00	\$1,732.80	\$384.66	\$1,348.14	\$464.74	000000000000	05/30/2008	Y
80.00	0.00	0.00	\$2,592.00	\$309.93	\$2,282.07	\$695.17	000000000000	05/30/2008	Y
80.00	0.00	0.00	\$1,028.00	\$247.05	\$780.95	\$172.91	000000000000	05/30/2008	N
80.00	0.00	80.00	\$2,096.64	\$327.43	\$1,769.21	\$352.64	000000000000	05/30/2008	N
80.00	0.00	0.00	\$1,590.40	\$340.04	\$1,250.36	\$426.54	000000000000	05/30/2008	Y