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MEMO PERD #07/02
February 12, 2002

TO: Department Directors
Division Administrators

FROM: Jeanne Greene, Director
Department of Personnel

SUBJECT: HUMAN RESOURCES DATA WAREHOUSE (HRDW)

On April 11, 2001, I sent you a memorandum announcing the availability of the second phase of our Human Resources Data Warehouse (HRDW) core release rollout which included limited personnel records information. After the initial rollout, the IFS-HR Help Desk tracked requests received from on-line feedback forms resulting in added enhancements such as position rosters and employee history from the previous Legacy System. As of this date, we have 379 users accessing the HRDW.

With this memorandum I am announcing the first major addition to the HRDW since the initial core release. This incremental release focuses on time and leave data. One area allows an enhanced view of the paycheck with leave balances and timesheet detail with an intended purpose of timesheet reconciliation. This compliments the payroll reconciliation rolled out with the earlier core release. Another important area focuses on a higher-level view of overtime accrual/usage, part-time hours, family leave data and general leave activity and balances.

We are excited about this new release and would like to invite you to a kick-off demonstration on February 28, 2002 from 9:00 a.m. to 10:30 a.m. in Room 1214 of the Legislative Building, 401 South Carson Street, Carson City, Nevada. Please encourage your staff that would benefit from this demonstration to attend.

I continue to be pleased with the efforts of our HR Data Warehouse team and encourage you and your staff to actively utilize the benefits of this user-friendly system. Should you or your

staff have any questions, please do not hesitate to contact the IFS-HR Help Desk at (775) 684-8696.

JG:cp

cc: Agency Personnel Liaisons
Agency Personnel Representatives