

DETR TIMEKEEPING

MODULE 1 - NAVIGATION

NEVADA EMPLOYEE ACTION AND
TIMEKEEPING SYSTEM (NEATS)

NAVIGATING IN NEATS

Module 1 - Navigation

AMS
ADVANTAGE
2000

ITS Help Desk
Monday-Friday
8am - 5pm
775-687-9099 or
1-866-NVNEATS

Department of
Personnel
Information Technology
Services

727 Fairview
Carson City NV 89701

ifs.intranet.state.nv.us

Nevada Employee Action and Timekeeping System (NEATS)

From your browser, enter the following Internet address:

<https://neats.state.nv.us/NEATS>

Or from home at:

<http://nvapps.state.nv.us/NEATS>

Login by Entering your Employee ID and Password

Date	Subject
12/10/03	NEATS Training Environment
1/1/03	NEATS Standard Hours of Operation

*Use your Employee ID number to log in.

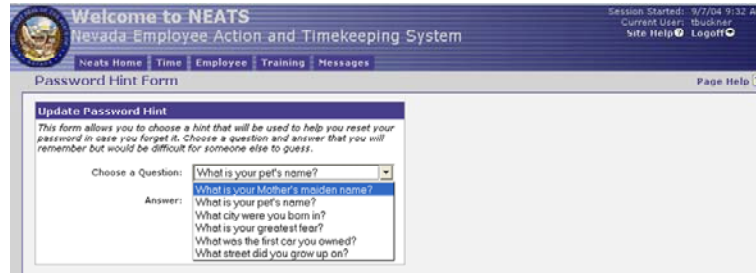
Do you want your Password remembered?

Confirm

Do you want Password Manager to remember this login?

Yes Never for this site No

NEATS Home Page Update My Password Hint



Welcome to NEATS
Nevada Employee Action and Timekeeping System

Session Started: 9/7/04 9:32 AM
Current User: [blank]
Site Help Logoff

Neats Home Time Employee Training Messages

Password Hint Form Page Help

Update Password Hint

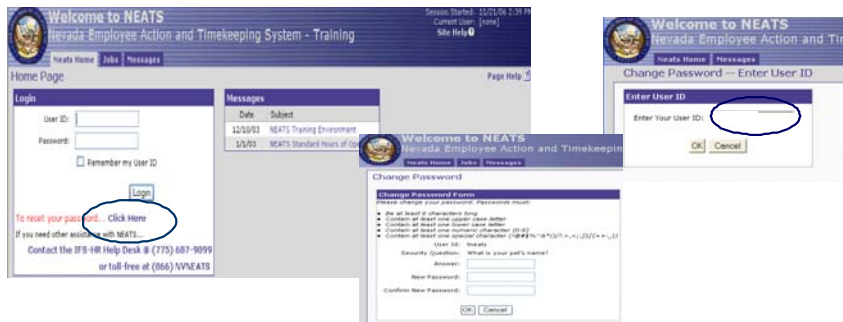
This form allows you to choose a hint that will be used to help you reset your password in case you forget it. Choose a question and answer that you will remember but would be difficult for someone else to guess.

Choose a Question:

Answer:

- What is your pet's name?
- What is your Mother's maiden name?
- What city were you born in?
- What is your greatest fear?
- What was the first car you owned?
- What street did you grow up on?

NEATS Home Page Reset your password



Welcome to NEATS
Nevada Employee Action and Timekeeping System - Training

Session Started: 11/21/04 1:39 PM
Current User: [blank]
Site Help

Neats Home Time Employee Training Messages

Home Page Page Help

Login

User ID:

Password:

Remember my User ID

To reset your password, [Click Here](#).
If you need other assistance with NEATS,
Contact the IFS HR Help Desk @ (775) 687-9099
or toll-free at (866) NVNEATS

Messages

Date	Subject
11/21/04	NEATS Training Environment
11/21/04	NEATS Standard Hours of Operation

Change Password

Change Password Form

Enter User ID:

Change Password Form

Security Questions: What is your pet's name?

Answer:

New Password:

Confirm New Password:

NEATS Home Page Reference Information & Links

Links will not be available through the NVAPPS website

The screenshot shows the NEATS Home Page for user TRICIA. The 'Reference Information & Links' section is circled in blue and contains the following links:

- HR Home Page
- HR Data Warehouse
- Financial Data Warehouse (DAWA)
- State Home Page
- State Employee Accounts

NEATS Home Page Messages

The screenshot shows the NEATS Home Page with the 'Messages' section circled in blue. It displays a list of messages:

Date	Subject
12/15/06	Do not use the "Back" Button
12/15/05	NEATS Training Environment
12/05	NEATS Standard Hours of Operation

NEATS Home Page Time and Leave

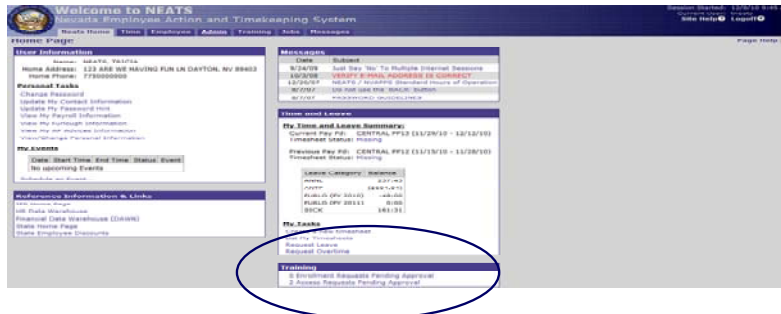
The screenshot shows the NEATS Home Page with the 'Time and Leave Summary' section circled in blue. It displays the following information:

Current Pay PD: CENTRAL PP10 (10/22/07 - 11/4/07)
Timesheet Status: Missing

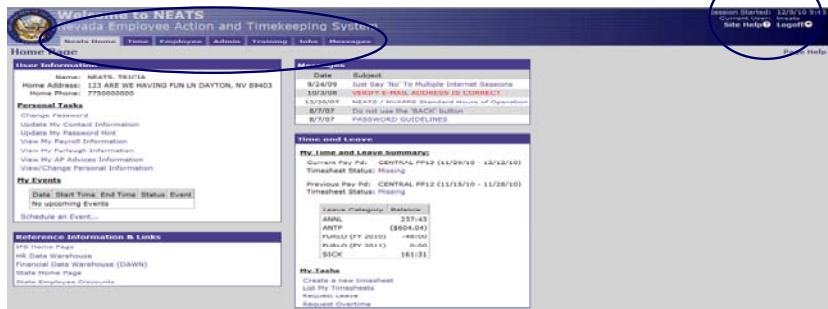
Previous Pay PD: CENTRAL PP09 (10/6/07 - 10/21/07)
Timesheet Status: Missing

Leave Category	Balance
ANNUAL	157.00
ANNUAL	157.00
COMP	0.00
SICK	186.27

NEATS Home Page Training

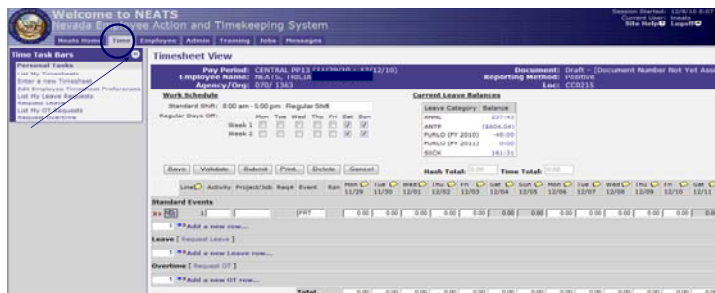


NEATS Home Page Header and Tabs



NEATS "Time" Tab

Time Task Bar Icon



NEATS "Employee" Tab

Employee
Task
Bar
Icon

Welcome to NEATS
Nevada Employee Action and Timekeeping System

Session Started: 9/7/04 9:32 AM
Current User: tuckner
Site Help | Logout

Neats Home | Time | Employee | Training | Messages

Employee Data

Employee Data Task Bar

Employee Name

Prefix: [v] First: TRICIA Middle: ANN Last: BUCKNER Suffix: [v]

Home Address Keep My Home Address Confidential

Address: 900 TILAPPA CT
City: CARSON CITY State: NEVADA Zip: 89701
Phone: (775) 000-0000 County: CARSON CITY

Mailing Address

Address: [v]
City: [v] State: [v] Zip: [v]
Country: [v]

NEATS "Training" Tab

Training
Task
Bar
Icon

Welcome to NEATS
Nevada Employee Action and Timekeeping System

Session Started: 9/7/04 9:32 AM
Current User: tuckner
Site Help | Logout

Neats Home | Time | Employee | Training | Messages

Student Schedule

Training Task Bar

Student Class Schedule

Student Name: BUCKNER, TRICIA
Internal | [v]
User ID: tuckner

View: Class Schedule | Request History

START DT	END DT	CLASS	LOCATION
09/23/2004	09/23/2004	CONFLICT RESOLUTION FOR SUPERVISORS	Carson City - Dept of Personnel - Training - 2527 N. Ca
12/10/2004	12/10/2004	DESIGNING EFFECTIVE FILING SYSTEMS	Las Vegas - Dept of Personnel - Training - 555 E. Wash

NEATS - Exiting the System and Logging off

Microsoft Internet Explorer

Welcome to NEATS
Nevada Employee Action and Timekeeping System - Training

Session Started: 12/1/04 4:28 PM
Current User: [v]
Site Help

Home Page | Jobs | Messages

Login

User ID: [v]
Password: [v]
 Remember my User ID
Login

To reset your password... Click Here
If you need other assistance with NEATS...
Contact the IFS-HR Help Desk @ (775) 687-9099
or toll-free at (866) NVNEATS

Date	Subject
12/1/03	NEATS Training Environment
1/1/03	NEATS Standard Hours of Operation