

Retirement Board

Mark Stevens
Chair
Brian A. Wallace
Vice Chair

Jessica Colvin
Dawn E. Huckaby
Todd H. Ingalsbee
Norma Santoyo
Cameron Wagner



Executive Staff

Tina Leiss
Executive Officer

Kabrina Feser
Operations Officer

Steve Edmundson
Chief Investment
Officer

Memorandum

To: Liaison Officers

From: Walter Zeron, Director of Communications

Date: November 2, 2023

Re: Employer PERIS Update Memo

This memorandum is provided to keep you informed on the status of our Public Employees' Retirement Information System (PERIS) project.

NVPERS will proceed with the implementation of PERIS commencing February 2024. Five to ten employers who have been certified by NVPERS will be contacted in late January 2024, to arrange for the submission of their payroll files in PERIS. In order to be certified by NVPERS, an employer must have been trained and have successfully fully posted one or more payroll files in the Certification (CERT) environment. All files in CARSON must be fully posted as well in order for the employer to start using PERIS.

NVPERS will continue to certify and contact twenty to thirty additional employers for each next month's transition. This process will continue until all employers are using the new Public Employees' Retirement Information System (PERIS). NVPERS plans to have all employers transitioned by February 2025.

If you are an employer that has not yet been trained and do not have access to the CERT environment, we recommend that you start to send in Sample Files using the current Secure File Transfer. If you have already received training, we recommend that use the CERT environment to test your payroll files and forms processing including Enrollment and Termination.

The CERT and Sample Environments are refreshed every two months with the next two refreshes containing CARSON data as of 10/31 and then 12/31. A banner message on the CERT website will be sent to employers a week before the refresh takes place.

PERS and PERIS refresher training has been offered to employers on a quarterly basis with PERS 101 training provided in the morning and PERIS 101 training provided in the afternoon. The next Quarterly sessions will be offered in Carson City on January 26. A virtual training session will be offered on January 29. An email will be sent to employers for information on how to sign up for the virtual training session.

NVPERS will provide an Error Guide to employers which lists errors and warnings that you receive from PERIS as well as explanations to what triggered the error and warning and steps that you can take to correct the error or warning. There are different sections in the document for different functionality in PERIS. The Error Guide is in PDF format and will appear on the PERIS Home Page with the User Guide.

NVPERS will be sending out a short survey to employers in the next few weeks. The results will help NVPERS with transition planning and provide NVPERS a better understanding of what resources are needed to support the transition. Your participation in the survey is appreciated.

Please provide any feedback you have on PERIS including suggestions for enhancements. NVPERS has implemented a Change Control Process with the PERIS vendor. All requests for change are reviewed by a PERS Change Review Board and are approved or denied based on cost benefit to both PERS and Employers.

We appreciate your patience and understanding through this process and look forward to continuing to work together during this transition period. If you have any questions or concerns, please do not hesitate to contact your assigned PERS representative.