

Retirement Board

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Memorandum

To: Liaison Officers

From: Walter Zeron, Director of Communications

Date: December 1, 2021

Re: New Enrollment File Format

We are so excited for the improvements our new Public Employees' Retirement Information System (PERIS) is going to provide employers and PERS staff.

This memorandum and attachment outlines the new enrollment file format. Employers will be provided two options for providing enrollment information to PERS. Employers can use an online feature to enroll members, one member at a time or upload a file of multiple members.

Both options, 'online feature' and 'upload file', provide real-time system validation of the information provided. Warnings and errors are provided by the system in the online employer interface for employers to make immediate changes and submit the corrected data for processing.

For the enrollment file, if you choose the 'upload file' option instead of using the online feature to submit new enrollments, the new enrollment file format, which is provided as an attachment to this memorandum, should be provided to your human resources department/s.

We are in the process of finalizing the wage and contribution file format with our Pension Administration System (PAS) vendor and will be sending you that format within the next 2-4 weeks.

Please refer to your transition date provided below to ensure the file/s are developed, tested and certified before your transition date.

Transition Dates:

1. The Northern Nevada agencies, located in Reno, Carson City and surrounding areas will transition November 1, 2022, which includes October 2022 report due November 15, 2022
2. The Eastern Nevada agencies, located in Elko, Winnemucca, Ely and surrounding areas will transition December 1, 2022, which includes November 2022 report due December 15, 2022
3. Clark County School District will transition January 1, 2023, which includes December 2022 report due January 15, 2023
4. The Southern Nevada agencies, located in Las Vegas, Henderson and surrounding areas will transition March 1, 2023, which includes February 2023 report due March 15, 2023
5. The State of Nevada will transition May 1, 2023, which includes April 2023 report due May 15, 2023

The success of PERIS depends on the success of our employer stakeholders. We realize that this is a large undertaking and are committed to providing employers all the assistance they need to make the transition as smooth as possible.

If you have any questions or comments, please contact Walter Zeron at wzeron@nvpers.org or Alicia Albertson at aalbertson@nvpers.org.

Attachment:

Enrollment File Format

ENROLLMENT FILE FORMAT

Uploaded file must be in Excel format (.xlsx or .xls or .xlt or .xlts, etc.). Uploaded file must have exact column names in the first line of the spreadsheet.

Column #	Column Name	Format / Values	Additional Validations / Information
1	SSN	Format: 9 Numeric, #####	Required, must be a valid SSN. US Social Security Number: First three digits cannot be greater than 899. First three digits cannot be 000 or 666. 4th and 5th digit cannot be 00. Last four digits cannot be 0000. All digits cannot be the same. 123456789 is not allowed. 078051120 is not allowed. 219099999 is not allowed.
2	SALUTATION	Values: Mr, Ms, Mrs, Dr, Honorable	Required unless GENDER = 'Unknown or Other', error message if the value in the SALUTATION column is not valid.
3	LAST NAME	Format: String (30 characters)	Required
4	FIRST NAME	Format: String (30 characters)	Required
5	MIDDLE NAME	Format: String (30 characters)	Optional
6	SUFFIX	Values: Jr, Sr, I, II, III, IV	Optional, error message if the value in the SUFFIX column is not valid.
7	DATE OF BIRTH	Format: Date (MM/DD/YYYY)	Required, error message if the value in the DATE OF BIRTH column does not meet the required format.
8	GENDER	Values: Male, Female, Unknown or Other	Required, error message if the value in the GENDER column is not valid.

9	MARITAL STATUS	Values: Married, Single, Registered Domestic Partner, Unknown	Required, error message if the value in the MARITAL STATUS column is not valid.
10	PRIMARY PHONE TYPE	Values: Cell, Home, Work	Optional, error message if the value in the PRIMARY PHONE TYPE column is not valid.
11	PRIMARY PHONE	Format: 10 Numeric, #####	Optional
12	PRIMARY PHONE EXT	Format: 7 Numeric, #####	Optional, error message if the value in the PRIMARY PHONE EXT column is greater than seven characters.
13	PRIMARY EMAIL	Format: String with a '@' symbol and a period	Optional, must be a valid email address format
14	SECONDARY EMAIL	Format: String with a '@' symbol and a period	Optional, must be a valid email address format
15	ADDRESS LINE 1	Format: String, 55 characters	Required if COUNTRY = 'USA'
16	ADDRESS LINE 2	Format: String, 55 Characters	Optional
17	CITY	Format: String, 28 characters	Required if COUNTRY = 'USA'
18	STATE	Format: String, 2 character valid state code	Required if COUNTRY = 'USA', error message if the state code value in the STATE column is not valid
19	ZIP CODE	Format: 10 Characters, Format: ##### or #####-####	Required if COUNTRY = 'USA'
20	COUNTRY	Format: 3 character Country Code	Required, error message if the country code value in the COUNTRY column is not valid.

21	INTERNATIONAL ADDRESS	Format: String	Required if COUNTRY is not 'USA'. Error message if a value exists in the INTERNATIONAL ADDRESS column and the corresponding value in the COUNTRY column = 'USA'.
22	INTERNATIONAL PHONE NUMBER	Format: String	Optional
23	INTERNATIONAL PHONE EXT	Format: Numeric, 7 characters	Optional
24	EMPLOYER #	Format: 3 Numeric, ###	Required, error message if the value in the EMPLOYER # column is not valid.
25	ELIGIBLE	Values: 'Y' or 'N'	Error message if the value in the ELIGIBLE column is not 'Y' or 'N'.
26	ENROLLMENT DATE	Format: Date (MM/DD/YYYY)	Required if ELIGIBLE = 'Y'
27	RE-EMPLOYED RETIREE	Values: 'Y' or 'N'	Error message if the value in the RE-EMPLOYED RETIREE column that is not 'Y' or 'N'.
28	EMPLOYMENT START DATE	Format: Date (MM/DD/YYYY)	Required if Eligible = 'N', error message if the value in the EMPLOYMENT START DATE column does not meet the required format.
29	EMPLOYMENT TYPE	Values for Eligible Member: Regular, MCCS, Other Elected, Police-Fire, Volunteer Fire Values for In-Eligible Member: Temporary, Substitute Teacher, Independent Contractor, Intermittent	Required unless employer is LRS or JRS, error message if the value in the EMPLOYMENT TYPE column is not valid.
30	FULL TIME EQUIVALENT	Values: Full-Time, Part-Time, Job Share	Required, error message if the value in the FULL TIME EQUIVALENT column is not valid.
31	JOB SHARE PERCENTAGE	Format: 3 Numeric, ###	Required if FULL TIME EQUIVALENT = 'Job Share', error message if the value in the JOB SHARE PERCENTAGE column does not meet the required format or is greater than three characters.

32	POSITION TYPE	Format: Numeric, values 1-7, 1=12/12, 2=9/12, 3=9/9, 4=10/12, 5=10/10, 6=11/12, 7=11/11)	Required if employer is a school, error message if the value in the POSITION TYPE column is not valid. Error message if the value in the POSITION TYPE column is greater than one numeric
33	CONTR PLAN	Values: EES/ERS, ERPD	Required if Eligible = 'Y', error message if the value in the CONTR PLAN column is not valid.
34	DEPARTMENT/LOCATION	Valid Department or Location (agencies provide department or location)	Required if EMPLOYER # = 100 or 193, error message if the department / location code value in the DEPARTMENT/LOCATION column is not valid.
35	POSITION CODE	Valid Position Code (agencies provide position code)	Required if CLS = 'Y' or EMPLOYMENT TYPE = 'Police-Fire', error message if the value in the POSITION CODE column is not available in the system.
36	CONTRACT EMPLOYEE	Values: 'Y' or 'N'	Error message if the value in the CONTRACT EMPLOYEE column that is not 'Y' or 'N'.
37	CONTRACT START DATE	Format: Date (MM/DD/YYYY)	Required if CONTRACT EMPLOYEE = 'Y', error message if the value in the CONTRACT START DATE column does not meet the required format.
38	CLS	Values: 'Y' or 'N'	Error message if the value in the CLS column that is not 'Y' or 'N'.
39	DUAL EMPLOYMENT	Values: 'Y' or 'N'	Error message if the value in the DUAL EMPLOYMENT column that is not 'Y' or 'N'.
40	DUAL EMPLOYER #	Valid Employer #, 3 numeric, ###	Required if DUAL EMPLOYMENT = 'Y', error message if the employer number value in the DUAL EMPLOYER # column is not valid. Error message if the Dual Employer number is the same as the Employer number.