

Retirement Board

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Memorandum

To: Liaison Officers

From: Walter Zeron, Director of Communications

Date: June 6, 2022

Re: Employer Sample File Testing

Progress on our new Public Employees' Retirement Information System (PERIS) is going well and we are excited about the improvements it will provide employers and PERS staff.

This memorandum outlines the process we would like employers to follow to send PERS sample wage and contribution and enrollment files. It is particularly important to evaluate these files early in the process so PERS can provide feedback and give employers adequate time to make changes before certifying and transitioning to the new system.

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

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5. The State of Nevada, Legislative Counsel Bureau and Legislative Retirement System will transition May 1, 2023, which includes April 2023 report due May 15, 2023

Sample File Testing Process

1. The new Public Employees' Retirement Information System (PERIS) will provide employers with functionality to upload a wage and contribution report or roll forward wage and contribution information from a prior report. For the roll forward option, a previously submitted wage and contribution report can be copied to the current month and changes such as wage changes, removing retired and refunded transactions from the previous month can be made directly in the system before submitting the report
2. For Enrollments, employers can use an online feature to enroll members, one member at a time or upload a file of multiple members
3. Sample file testing validates the format of the upload files
4. **Sample file testing is only required for employers that are planning to upload a wage and contribution report and/or upload an enrollment file to PERS**
5. The database used for sample file testing will include posted data as of 6/30/2022
6. Sample files can be sent to PERS using the current Secure File Transfer beginning 8/1/2022
7. Sample files should follow the new Wage & Contribution Reporting File Format and Enrollment File Format provided with this memorandum
8. The Wage and Contribution file should be submitted as an Excel file, text file or a comma-separated variable file, .xlsx, .xls, .csv, or .txt.. The uploaded file must have exact column names in the first line of the file, if .xlsx, .xls or .csv files. Column names are not required for .txt
9. The name of the Wage and Contribution file should be the normal file name with 'TEST' on the end of the name, for example, X1770622TEST.csv, where 177 is the agency code, 06 is the month and 22 is the year
10. Data for sample files testing for Wage and Contribution, should be 1-100 June 2022 sample monthly retirement report transactions
11. The Enrollment File should be sent in Excel or comma-separated variable file formats(.xlsx or .xls or .csv). The uploaded file must have exact column names in the first line of the file
12. The name of the Enrollment File should be E1770622TEST.xls, where 177 is the agency code, 06 is the month and 22 is the year
13. Data for sample file testing for Enrollment, should be 1-20 entries submitted for July 2022 enrollments
14. PERS staff will run the sample files against the new Public Employees' Retirement Information System (PERIS) and send the results back to the employer via email

15. Employers should review the results and determine if programming changes are needed for their files and if so, arrange for the programming changes
16. Employers can continue to send PERS additional sample files until they are comfortable with the results

Future Activities:

1. Liaison Conference in Carson City, 6/29/2022
2. Liaison Conference in Las Vegas, 7/20/2022
3. The Northern Nevada agency training in September 2022
4. The Eastern Nevada agency training in October 2022
5. Clark County School District training in November 2022
6. The Southern Nevada agency training in January 2023
7. The State of Nevada, Legislative Counsel Bureau and Legislative Retirement System training in March 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.

The following attachments are provided to assist employers with the creation of their sample files. The Wage & Contribution Reporting File Format and Enrollment Reporting File Format were previously provided in December 2021. There is a clarification for status codes 30-38 on the Wage and Contribution Reporting File format indicated in red color. The allowable formats for Enrollment file have changed to .xlsx or .xls or .csv and there are 2 additional values for ineligible employment types.

Attachments:

- Revised - Wage & Contribution Reporting File Format
- New - Wage & Contribution Status Code Definitions
- New - Wage & Contribution Required Fields
- New - Wage & Contribution Example Excel File
- Revised – Enrollment File Format
- New – Enrollment Example Excel File

Revised - Employer Transition List by Phases