

Retirement Board

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Memorandum

To: Liaison Officers

From: Walter Zeron, Director of Communications

Date: August 31, 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.

The 2023 Legislation Session has ended and NVPERS has assessed the impact of the bills passed and signed by the Governor on the PERIS project. If you are interested in reading the Final Report on the 2023 Legislative session, you can access the PERS Legislative Bill Tracker by going to the NVPERS website [State Legislative Sessions | NVPERS](#).

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

The latest downloadable User Guide, version June 2023, will be available in the next month or so on CERT environment Home Page. Another coming attraction, PERS will be sending all agencies that have completed PERIS training an Error Guide via e-mail. This guide lists errors that you could receive and steps you can take to correct it. There are different tabs in the spreadsheet for each function in PERIS. The Error Guide will also be available on the CERT environment Home Page.

The CERT and Sample Environments will be refreshed every two months starting with CARSON data as of 8/31 and provided to employers on 09/01. The next refresh will contain CARSON data as of 10/29 and then 12/31. A banner message on the CERT website will be visible to employers a week before the refresh takes place.

PERS is excited to announce we will begin offering quarterly employer training including PERS 101 and PERIS training starting in October 2023. The first Quarterly sessions are scheduled for October 12 and 13 in Las Vegas and October 20 in Carson City. Another training session 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 in the coming weeks with additional information including-how to sign up for a training session.

We welcome any feedback you have on PERIS including suggestions for enhancements. PERS has implemented a Change Control Process with the PERIS vendor. All requests for changes 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.