

**Retirement Board**

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Memorandum

To: Liaison Officers  
  
From: Walter Zeron, Director of Communications  
  
Date: November 16, 2022  
  
Re: Training Registration for PERIS Transition

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Progress on our new Public Employees' Retirement Information System (PERIS) continues to be going well and we are excited about the improvements it will provide for employers and PERS staff. This memorandum outlines the process we would like employers to follow to register for the training sessions.

**We would also like to remind you to send PERS your sample monthly retirement report 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. Sample files should be sent to PERS in advance of your training.**

For your sample wage and contribution files, please provide the last payroll cycle rather than June 2022 as previously requested. The sample file testing database will be refreshed monthly going forward.

The Eastern Nevada agencies, located in Elko, Winnemucca, Ely and surrounding areas will transition May 2023, which includes April 2023 report due May 15, 2023.

The links below will take you to an application called Eventbrite which will step you through the registration process. Once registered, you will receive a confirmation email.

If anything changes with the training session, you will also be notified by Eventbrite via email.

PERS recommends registering for the classes early to secure your preferred location. Each location has a room capacity. The Eventbrite application will inform you if the training session you are requesting is already full.

**3/20/2023, Eureka, 1pm - 4pm**

**<https://www.eventbrite.com/e/355587270097>**

**3/21/2023, Ely, 11:30am - 3pm**

**<https://www.eventbrite.com/e/355585043437>**

**3/22/2023, Elko, 9am - 12pm**

**<https://www.eventbrite.com/e/355581282187>**

**3/23/2023, Battle Mountain, 9am - 12pm**

**<https://www.eventbrite.com/e/355573448757>**

**3/24/2023, Winnemucca, 9am - 12pm**

**<https://www.eventbrite.com/e/355564070707>**

If you have additional training accommodations, please contact PERS.

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](mailto:wzeron@nvpers.org) or Alicia Albertson at [aalbertson@nvpers.org](mailto:aalbertson@nvpers.org).

