NVPERS

PUBLIC EMPLOYEES' RETIREMENT SYSTEM · DEDICATED TO THOSE WHO SERVE NEVADA

Memorandum

To: Liaison Officers

From: Walter Zeron, Director of Communications

Date: December 21, 2021

Re: New Wage and Contribution File Format

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

This memorandum provides the new wage and contribution file format and outlines the changes. Employers will be provided two options for reporting their wage information to PERS. Employers can use an online feature to roll the previous month's files forward and make changes before submitting to PERS. This is an excellent option for employers with a small number of employees.

Larger employers can upload an Excel, csv, or txt file that they create themselves or their third-party payroll service provider (PSP) creates for them. If you choose to use the 'upload file' option changes to the file format will need to be provided to whoever is producing the file for you today; your internal payroll, accounting or IT staff or a third-party payroll software provider (PSP). PERS will provide more information in the coming months to assist with your development of the wage and contribution file changes and to notify you when testing of sample files can be completed by employers.

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

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Please note that these changes to your wage and contribution file are not for the current file that you are sending to CARSON. These changes are for the new Public Employees' Retirement Information System (PERIS) that will be implemented in October 2022. We appreciate that you need some time to make and test the changes and have provided a phased implementation schedule which is provided below.

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.

Attachments:
Wage Reporting File Format

WAGE AND CONTRIBUTION FILE FORMAT

May be submitted as an excel file, a text file or a comma-separated variable file
Items designated in **BOLD** reflect changes from the current CARSON file format

Field Name	Data Type	Length	Starting Position	Ending Position	Specific Value Validations	File Upload Validations	Changes from Previous Format
Last Name	Alpha Numeric	**30**	**1**	**1**		Required	**Field length has been increased from 16 characters to 30 characters**
First Name	Alpha Numeric	**30**	**31**	**60**		Required	**Field length has been increased from 14 characters to 30 characters**
Middle Name	Alpha Numeric	**30**	**61**	**90**		Optional	**Has been renamed to Middle Name from MI, field length has been increased from 1 character to 30 characters**
Suffix	Alpha Numeric	3	**91**	**93**	Jr, Sr, I, II, II, III, IV	Optional	**Has been renamed to Suffix from Gen ID**
SSN	Numeric	9	**94**	**102**	#########	**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.**	**New validations on SSN**
Employer #	Numeric	3	**103**	**105**	###	Required, must match the Employer # for which the report is being submitted	**Has been renamed Employer # from Reporting Agency Number**
Status Code	Numeric	2	**106**	**107**	XX, Values: 01,04,05,13,19,30,31,32,33,34,35,36,37,38,80,81,82,83	Required, must be a valid Status Code	**Two new Status Codes were added for 82 - Overtime and 83 – Other Ineligible. Negative adjustment status codes have been removed ('02', '06', '07', '14', '40', '41', '42','43', '44', '45', '46', '47', '48', '90' & '91'). Instead of using the negative status code, use the positive status code with negative wage or hour amounts. For example, instead of using status code '02' – Reversing Monthly, use a negative amount for status code '01' - Monthly, amount -10000**
Processing Calendar Month/Year	Date	6	**108**	**113**	MMYYYY	Required, processing Calendar Month/Year must match the Month/Year for which the file is being uploaded	
Affected Reporting Month/Year	Date	6	**114**	**119**	MMYYYY	Required	
Affected Month Begin Date	Date	8	**120**	**127**	MMDDYYYY	Required	
Affected Month End Date	Date	8	**128**	**135**	MMDDYYYY	Required	
Base Hours	**Signed Numeric**	7	**136**	**142**	#######	**Numbers only excluding the first character which may be a '-' or a leading 0. The last two digits are always for percentage of hours. For example, 5 hours, 15 minutes = 0000525**	**Negative base hours are allowed**
Actual Hours	**Signed Numeric**	7	**143**	**149**	#######	**Numbers only excluding the first character which may be a '-' or a leading 0. The last two digits are always for percentage of hours. For example, 5 hours, 15 minutes = 0000525**	**Negative actual hours are allowed**
Base Wages	**Signed Numeric**	8	150	157	########	**Numbers only excluding the first character which may be a '-' or a leading 0. The last two digits are always cents for currency fields.**	**Negative base wages are allowed**
Actual Wages	**Signed Numeric**	8	158	165	########	**Numbers only excluding the first character which may be a '-' or a leading 0. The last two digits are always cents for currency fields.**	**Negative actual wages are allowed**
Department/Location	**Numeric**	4	166	169	####	**Required for employer # 100 and 193 only, must match a valid Department/Location under the Agency for which this report is being submitted**	**Has been renamed to Department /Location from Statement Code**
Wages Subject to Contribution	Signed Numeric	8	**170**	**177**	########		
Employee Contribution	Signed Numeric	8	**178**	**185**	########		
Employer Contribution	Signed Numeric	8	**186**	**193**	########		
Employer Paid Contributions	Signed Numeric	8	**194**	**201**	########		

Field	Type	Length	Start	End	Format/Values	Requirement	Notes
Employment Type	Alpha Numeric	1	202	202	**Values for Eligible Member: R=Regular, M=MCCS, E=Other Elected, P=Police-Fire, V=Volunteer Fire** **Values for In-Eligible Member: T=Temporary, S=Substitute Teacher, C=Independent Contractor, I=Intermittent**	**Required for all Contribution Plans except LRS and JRS, must match a valid Employment Type for this Agency. NEED TO CONFIRM**	Has been renamed to Employment Type from Employ Group, values are: Regular, MCCS, Other Elected, Police-Fire, Temporary, Substitute Teacher, Independent Contractor, Intermittent, Volunteer Fire
ERPD Factor Code	Alpha Numeric	2	203	204	XX	Required for employees under the employer pay (ERPD) plan	
Part Time Indicator	Alpha Numeric	1	205	205	Y/N	Required	
Contract Start Date	Date	8	206	213	MMDDYYYY	Required for school employers only	
Position Type:	Numeric	1	214	214	**1, 2, 3, 4, 5, 6, 7**	**Required for school employers only. 1=12/12, 2=9/12, 3=9/9, 4=10/12, 5=10/10, 6=11/12, 7=11/11)**	**Previously had values for 1, 2 and 3. The new file format has values 1-7, (required if the employer is a school, 1=12/12, 2=9/12, 3=9/9, 4=10/12, 5=10/10, 6=11/12, 7=11/11)**
Promotion Within the Pay Period	**Alphanumeric**	**1**	**215**	**215**	**Y/N**	**Required**	**New field**
Employee Hourly	**Alphanumeric**	**1**	**216**	**216**	**Y/N**	**Required, if "Base Hours" is not equal to zero, "Employee Hourly" must be 'Y'**	**New field**
Employee Hourly Rate of Pay	**Signed Numeric**	**8**	**217**	**224**	**########**	**Required if "Part Time Indicator" is 'Y'. Optional if "Employee Hourly" = 'Y' and "Part Time Indicator" is 'N'. Numbers only excluding the first character which may be a '-' or a leading 0. The last two digits are are always cents for currency fields**	**New field**