

**Retirement Board**

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**Memorandum**

To: Liaison Officers  
  
From: Walter Zeron, Employer Services/Communications Director  
  
Date: November 4, 2024  
  
Re: Employer PERIS Update Memo

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This memorandum is provided to keep you informed on the status of our Public Employees' Retirement Information System (PERIS) project.

For Employers that have transitioned to PERIS, this will be the first year that you provide your Annual Pay Cycles information in PERIS. You can provide the Annual Pay Cycles information by uploading a file in PERIS or by entering the information in the online PERIS form. For Employers that have not transitioned to PERIS by 1/1/2025, you should continue to send the information via the paper form provided by NVPERS. Annual Pay Cycles information is required by 12/31/2024 as NVPERS will be unable to process your 2025 reports without this information.

As of October 1, 2024, one hundred thirty-three employers have transitioned to PERIS Production. All the remaining employers have been scheduled to transition to PERIS between November 2024 and February 2025. If you have any questions or concerns regarding your transition, please contact your assigned PERS representative.

For an employer to qualify to transition to PERIS Production, they must be certified and have all their reports fully posted in CARSON. To be certified by NVPERS, an employer must have been trained and have fully posted one or more payroll files in the Certification (CERT) environment. NVPERS calls qualified employers a month in advance of a potential transition date to discuss the transition plan. If

you have received a phone message from NVPERS it may be associated with a transition to PERIS in the next month.

The CERT and Sample data environments are refreshed every two months with the next data refresh coming early November containing CARSON data as of October 31, 2024. An updated Error Guide with minor modifications will be released on the Home Page in late October 2024.

NVPERS has posted the first Informational Video on the website. It can be found at the bottom of the first page, under Members, called Informational Videos. When you click on the link, it will take you to NVPERS YouTube. The first video is the New Member Choice Program and includes PERS Structure, Enrollment, Contributions Plans, Employer Reporting, Service Credit Basics, Service and Disability Retirement & Survivor Benefits, Purchase of Service & Refund Repayments and PERS Website. To get future videos, simply Subscribe to NVPERS on YouTube. PERS will also be making access to the videos more accessible on the website, adding a tile and including the link under Employer.

We appreciate your patience and understanding through the transition to PERIS.