

Retirement Board

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Memorandum

To: Liaison Officers

From: Walter Zeron, Director of Communications

Date: April 26, 2023

Re: Employer PERIS Legislative Update Memo

PERS has learned of proposed legislative changes that may have an impact on the implementation of the new PERIS system. Since it is unknown what, if any impact this could have, we have decided it is best to hold off on transitioning any employers at this time.

PERS does not want to place any employer in a position to have to make immediate changes to your reporting if these legislative changes were to come into effect. Please note that you will continue to submit your Monthly Retirement reports to PERS through E-Carson in the traditional 503 format.

Beginning in May, you can access the PERS Legislative Bill Tracker by going to the NVPERS website [State Legislative Sessions | NVPERS](#).

We recommend that you use the additional transition time continuing to use the CERTIFICATION environment to test your payroll files and practice forms processing including Enrollment and Termination. We also suggest you review the following Employer Maintenance sections and let your PERS representative know if anything is missing or incomplete. It is very important that this information is set up correctly, so that your monthly payroll reports and forms are processed in a timely manner.

- [Employer Demographics](#)
- [Employer Allowed Employment Types](#), for each eligible employment type, please review the ERPD codes and *please enter your Full Time Equivalency Hours*

- CLS Positions
- Purchase Payment Frequency
- Payroll Cycles
- Contacts, all employers are required to have a Web Admin contact. If your Web Admin does not process monthly payroll reports, you will also need to have a Web Payroll Specialist. In Addition to your Web Admin, each user who also needs the ability to submit forms such as employee enrolment and termination/salary certification forms, will need to be designated as a Web Forms Submission Clerk. Please fill out our Agency Authority Change Form and send it to PERS if your contacts are missing or incorrect. This form can be located at <http://www.nvpers.org/employers/forms>

We will continue to send you updates regarding the proposed Legislative changes and also updates on when the transition to PERIS will resume. 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 with all the assistance they need to make the transition as smooth as possible.

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.