

Retirement Board

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Memorandum

To: Liaison Officers

From: Walter Zeron, Employer Services/Communications Director

Date: January 31, 2025

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.

For Employers that have transitioned to 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, you should continue to send the information via the paper form provided by NVPERS. Your 2025 reports cannot be processed without this information.

NVPERS encourages the Web Administrators of Employers that have transitioned to review and update their Employer information in PERIS by selecting Organization > Employer Maintenance on the right-hand side of the PERIS Homepage. Employers should review and update Employer Demographics, Purchase Payment Frequency, Payroll Cycles, Contacts and Employer Allowed Employment Types. The Full Time Equivalency Hours should also be reviewed under each specific Employer Allowed Employment Type.

As of January 6, 2025, two hundred and eleven employers have transitioned to PERIS Production. All the remaining employers except three employers have been scheduled to transition to PERIS in February 2025.

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. The CERT and Sample data environments have recently been refreshed with CARSON data as of January 2, 2025.

If you have any questions or concerns regarding your transition, please contact your assigned PERS representative.