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Memorandum

To: PERS Vendors

From: Alicia Albertson, Retirement Analyst, Employer Services

Date: May 29, 2026

Re: PERIS Vendor Portal Updated Memo

This memo is a follow-up to the one that was sent to Vendors on February 2, 2026. In that memo, we mentioned that Vendors will be provided with a new portal that will enable them to upload a monthly Payroll Deduction File or enter the Payroll Deduction Information through the portal that is scheduled to be implemented in January 2027.

We also mentioned that Vendors will be provided with access to a testing environment and highly encouraged to successfully process a vendor payroll deduction file prior to go live. In anticipation of the January 2027 implementation, we are pleased to announce that the training environment will be ready for Vendor testing in July 2026. Vendors will be provided with a URL and will be able to log in to the test environment and register. Once registered, Vendors will be able to see their home page with Vendor Demographics, Vendor Transactions, Direct Deposit Details, Vendor Deductions, and Vendor Contacts. Vendors will also be able to submit a vendor payroll deduction file by navigating to the Vendor Report History page from the left-hand navigation bar. Vendors will be able to create a report online or upload a deduction report file. Vendors will be able to validate, submit, or delete the deduction report file that they provide. A Vendor Portal User Guide has been provided to assist the Vendor with their testing.

Training will be provided in late summer. More details, including the Vendor Portal User Guide and training dates, will be provided in the future.

The success of PERIS depends on the success of Vendors. We realize that this is a new undertaking and are committed to providing Vendors all the assistance they need to make the transition as smooth as possible. If you have questions or comments, please contact Alicia Albertson at aalbertson@nvpers.org.