



PERS Reporting Procedure (BUD-P503)

1.0 SCOPE:

- 1.1 This procedure outlines the handling of monthly PERS Nevada Reporting. This report is required by the State of Nevada to be filed on or before the 15th of each month.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 PERS Accountant

(Approval signature on file)

3.0 APPROVAL AUTHORITY:

Signature

Date

- 3.1 Senior Accountant Payroll

4.0 DEFINITIONS:

- 4.1 Classified Personnel: PERS Agency 219
- 4.2 Certified Personnel: PERS Agency 218

5.0 PROCEDURE:

- 5.1 On the first of the month, order the client-specific reports from Bi-Tech and send them to queue. These reports are:
 - 5.1.1 PERS Report for 218/219
 - 5.1.2 User Report for 218
 - 5.1.3 User Report for 219
- 5.2 Next day, Import the Bi-Tech text files as worksheets in Excel for 218/219.
- 5.3 Format imported spreadsheets in accordance with appropriate work instruction.
- 5.4 Reconcile 218/219 eligible wages against actual accumulators on User Report.
- 5.5 Examine the report for reasonableness, variances and discrepancies.
- 5.6 Record discrepancies on Reconcile Work Sheet.
- 5.7 Print final PERS report.
- 5.8 Complete 502 Transmittal coversheet and summary.
- 5.9 Send PERS report, supporting documentation and Form 502 to Senior Accountant for review, approval and signature.



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- 5.10 Make backup copies of the Excel workbooks for PERS representative and PERS Reporting Division.
- 5.11 Email one copy of Excel Workbooks to Nevada PERS representative.
- 5.12 Convert Excel PERS report to text file using PERS Nevada Conversion Program.
- 5.13 Email converted Excel PERS report to PERS Nevada.
- 5.14 FAX 502 transmittal to PERS Nevada representative.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 502 Cover Sheet and Summary for transmittal of Monthly Summary Report, PERS
- 6.2 503 PERS Corrections Report
- 6.3 Importing PERS and User Reports Work Instruction – BUD-W008
- 6.4 Importing and formatting Bi-Tech Reports in Excel Work Instruction – BUD-W009
- 6.5 Reconciling PERS Reports Work Instruction – BUD-W010
- 6.6 Creating the 503 Report Work Instruction – BUD-W011

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Protection</u>	<u>Disposition</u>
Monthly PERS Report with supporting backup, hard copy and electronic copy.	Electronic copy on local drive with weekly backup to "J" drive. Hard copy in PERS office.	7 years	PERS files, limited access.	Paper, recycle best way. Electronic file, delete.

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/28/05	A	Initial Release
10/10/06	B	Added reference numbers to work instruction documents 6.3-6.6.

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