

Retirement Board

Katherine Ong
Chair
Timothy M. Ross
Vice Chair

Lee-Ann Easton
Scott M. Gorgan
Dawn E. Huckaby
Yolanda T. King
Brian A. Wallace



Executive Staff

Tina M. Leiss
Executive Officer

Cheryl Price
Operations Officer

Steve Edmundson
Investment Officer

Memorandum

To: PERS Liaison Officers

From: Charyl Lacombe, Manager
Employer Services Division

Date: November 13, 2018

Re: 2019 Pay Cycle Due Dates

To facilitate the prompt processing of monthly wage and contribution reports, refund requests and retirement applications, we are requesting information as to the actual dates represented by your monthly wage and contribution reports for 2019. In addition, please indicate how your agency submits payroll deduction purchase of service payments to PERS.

If you have *two or more pay cycles* for different employee classifications, such as classified or certified in a school district; or employees paid monthly or bi-weekly, indicate each cycle separately for each group.

PERS will not accept any other forms for submitting this information. Please use the form we have provided for you in this email. We will be unable to process your 2019 reports without this information. The attached form must be completed and returned to PERS by December 31, 2018. Please return your 2019 Pay Cycle date forms through the Secure File Transfer.

Attached are the due dates for the monthly contribution reports and deposits for 2019. If you have any questions, please call me at (775) 687-4200 extension 228.



PUBLIC EMPLOYEES' RETIREMENT SYSTEM OF NEVADA

DUE DATES FOR THE MONTHLY WAGE & CONTRIBUTION REPORTS, FORM 502 AND DEPOSITS FOR CALENDAR YEAR 2019

<u>Report Month</u>	<u>Due Date</u>
January 2019	February 15, 2019
February 2019	March 15, 2019
March 2019	April 15, 2019
April 2019	May 15, 2019
May 2019	June 17, 2019
June 2019	July 16, 2019
July 2019	August 15, 2019
August 2019	September 17, 2019
September 2019	October 15, 2019
October 2019	November 18, 2019
November 2019	December 16, 2019
December 2019	January 16, 2020

PERS Form 502, Wage and Contribution Reports and Deposits must be received in the PERS office by the due dates listed above.

PAY CYCLES FOR 2019

- A. 1st - 31st (Monthly)
 - B. 1st - 15th & 16th - 31st (Semimonthly)
 - C. 16th - 31st & 1st - 15th (Semimonthly)
 - D. Other (Please explain): _____
-
- E. Biweekly Attach pay-period schedule if available
(i.e., January report 12/16/2016 through 1/12/2017)

PLEASE NOTE: The through date must be for the same month as the month represented by the report.

	Actual Pay Dates	
January Report:	_____ through _____	_____
February Report:	_____ through _____	_____
March Report:	_____ through _____	_____
April Report:	_____ through _____	_____
May Report:	_____ through _____	_____
June Report:	_____ through _____	_____
July Report:	_____ through _____	_____
August Report:	_____ through _____	_____
September Report:	_____ through _____	_____
October Report:	_____ through _____	_____
November Report:	_____ through _____	_____
December Report:	_____ through _____	_____

Comments: _____

Please indicate how your agency pays payroll deduction purchase of service payments to PERS.

Monthly
 Semimonthly
 Biweekly

PERS Agency Number

Agency Liaison Officer Signature
or Authorized Representative

Agency Name