

Retirement Board

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Memorandum

To: PERS Liaison Officers

From: Alicia Albertson, Manager
Employer Services Division

Date: November 20, 2020

Re: 2021 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 2021. 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 2021 reports without this information. The attached form must be completed and returned to PERS by December 31, 2020. Please return your 2021 Pay Cycle date forms through the Secure File Transfer.

Attached are the due dates for the monthly contribution reports and deposits for 2021. If you have any questions, please call me at (775) 687-4200 extension 279.



PUBLIC EMPLOYEES' RETIREMENT SYSTEM OF NEVADA

DUE DATES FOR THE MONTHLY WAGE & CONTRIBUTION REPORTS, FORM 502 AND DEPOSITS FOR CALENDAR YEAR 2021

Report Month

January 2021
February 2021
March 2021
April 2021
May 2021
June 2021
July 2021
August 2021
September 2021
October 2021
November 2021
December 2021

Due Date

February 16, 2021
March 15, 2021
April 15, 2021
May 17, 2021
June 15, 2021
July 16, 2021
August 16, 2021
September 16, 2021
October 15, 2021
November 16, 2021
December 15, 2021
January 18, 2022

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 2021

- 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 12/16/2020 through 1/12/2021)

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