

**Retirement Board**

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Memorandum

To: PERS Liaison Officers  
  
From: Charyl Lacombe, Manager  
Employer Services Division  
  
Date: November 20, 2019  
  
Re: 2020 Pay Cycle Due Dates

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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 2020. 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 2020 reports without this information. The attached form must be completed and returned to PERS by December 31, 2019. Please return your 2020 Pay Cycle date forms through the Secure File Transfer.

Attached are the due dates for the monthly contribution reports and deposits for 2020. 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 2020**

<b><u>Report Month</u></b>	<b><u>Due Date</u></b>
January 2020	February 19, 2020
February 2020	March 16, 2020
March 2020	April 15, 2020
April 2020	May 15, 2020
May 2020	June 15, 2020
June 2020	July 16, 2020
July 2020	August 17, 2020
August 2020	September 16, 2020
September 2020	October 15, 2020
October 2020	November 17, 2020
November 2020	December 15, 2020
December 2020	January 19, 2021

**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 2020

- 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 12/16/2019 through 1/12/2020)

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

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

Comments: \_\_\_\_\_

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

Monthly	Semimonthly	Biweekly
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\_\_\_\_\_  
PERS Agency Number

\_\_\_\_\_  
Agency Liaison Officer Signature  
or Authorized Representative

\_\_\_\_\_  
Agency Name