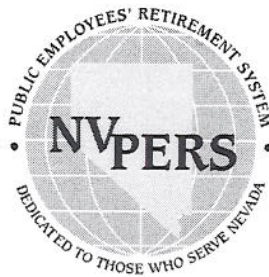


**Retirement Board**

Mark R. Vincent  
Chairman  
Chris Collins  
Vice Chairman

Al Martinez  
Rusty McAllister  
Audrey Noriega  
David Olsen  
Katherine Ong



**Executive Staff**

Tina M. Leiss  
Executive Officer

Cheryl Price  
Operations Officer

Steve Edmondson  
Investment Officer

Memorandum

To: PERS Liaison Officers  
From: Charyl Lacombe, Manager  
Employer Services Division  
Date: December 11, 2014  
Re: 2015 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 2015.

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 2015 reports without this information. The attached form must be completed and returned to PERS by December 31, 2014. You may mail or fax the information to us at (775) 687-4350.

Attached are the due dates for the monthly contribution reports and deposits for 2015. If you have any questions, please call me at (775) 687-4200 extension 228.