

Retirement Board

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Memorandum

To: PERS Liaison Officers

From: Alicia Albertson, Manager
Employer Services Division

Date: October 20, 2022

Re: 2023 Pay Cycle Due Dates

To facilitate the prompt processing of monthly retirement reports, refund requests and retirement applications, we are requesting information as to the actual dates represented by your monthly retirement reports for 2023. 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 2023 reports without this information. The attached form must be completed and returned to PERS by December 31, 2022. Please return your 2023 Pay Cycle date forms through the Secure File Transfer.

Attached are the due dates for the monthly contribution reports and deposits for 2023. If you have any questions, please call me at (775) 687-4200 extension 470.



PUBLIC EMPLOYEES' RETIREMENT SYSTEM OF NEVADA

DUE DATES FOR THE MONTHLY WAGE & CONTRIBUTION REPORTS, FORM 502 AND DEPOSITS FOR CALENDAR YEAR 2023

Report Month

January 2023
February 2023
March 2023
April 2023
May 2023
June 2023
July 2023
August 2023
September 2023
October 2023
November 2023
December 2023

Due Date

February 15, 2023
March 15, 2023
April 17, 2023
May 15, 2023
June 15, 2023
July 18, 2023
August 15, 2023
September 18, 2023
October 17, 2023
November 16, 2023
December 15, 2023
January 16, 2024

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 2023

- A. 1st - 31st (Monthly)
 - B. 1st - 15th & 16th - 31st (Semimonthly)
 - C. 16th - 31st & 1st - 15th (Semimonthly)
 - D. Other (Please explain): _____
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- E. Biweekly Attach pay-period schedule if available (i.e., January report 12/16/2022 through 1/12/2023)

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