### **Retirement Board**

Mark Stevens Chair Brian A. Wallace Vice Chair

Jessica Colvin Dawn E. Huckaby Todd H. Ingalsbee Norma Santoyo Cameron Wagner



### **Executive Staff**

Tina Leiss Executive Officer

Kabrina Feser Operations Officer

Steve Edmundson Chief Investment

### Memorandum

To: PERS Liaison Officers

From: Jessica Dean, Manager

**Employer Services Division** 

Date: October 26, 2023

Re: 2024 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 2024. In addition, please indicate how your agency submits payroll deduction purchase of service payments to PERS.

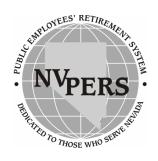
If you have *two or more pay cycles* for different employee classifications, such as classified or certified in a school district; or employees paid monthly or bi-weekly, indicate each cycle separately for each group.

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 2024 reports without this information. The attached form must be completed and returned to PERS by December 31, 2023. Please return your 2024 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 464.

Toll Free: 1-866-473-7768

Website: www.nvpers.org



## PUBLIC EMPLOYEES' RETIREMENT SYSTEM OF NEVADA

# DUE DATES FOR THE MONTHLY WAGE & CONTRIBUTION REPORTS, FORM 502 AND DEPOSITS FOR CALENDAR YEAR 2024

Report Month	<b>Due Date</b>
January 2024	February 15, 2024
February 2024	March 15, 2024
March 2024	April 15, 2024
April 2024	May 15, 2024
May 2024	June 17, 2024
June 2024	July 16, 2024
July 2024	August 15, 2024
August 2024	September 17, 2024
September 2024	October 15, 2024
October 2024	November 18, 2024
November 2024	December 16, 2024
December 2024	January 16, 2025

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

DUEDATELIST24

### PAY CYCLES FOR 2024

	Α.	1st - 31st (Monthly)				
	В.	1st - 15th & 16th - 31st (Semimonthly)				
	<b>C.</b>	16th - 31st & 1st - 15th (Semimonthly)				
	D.	Other (Please explain):				
	E.	Biweekly Attach pay-pe (i.e., January report 12/1				
PLEASE N	OTE:	The through date must b by the report.	e for the same month as	s the month represented  Actual Pay Dates		
January Re	eport:	throu	ıgh	•		
February R	Report:	throu	ıgh			
March Rep	ort:	throu	ıgh			
April Repo	rt:	throu	ıgh			
May Repor	t:	throu	ıgh			
June Repor	t:	throu	ıgh			
July Repor	t:	throu	ıgh			
August Rep	ort:	throu	ıgh			
September	Report:	throu				
October Re	port:	throu	ıgh			
November 1	Report:	throu	ıgh			
December I	Report:	throu	ıgh			
Comments:						
Please indic PERS.	cate how	your agency pays payro	ll deduction purchase	of service payments to		
□ M	onthly	□ Semimo	onthly	□ Biweekly		
PERS Agency Number		Agency Liaison Officer Signature or Authorized Representative				
Agency Nai	me		-			