

**Retirement Board**

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Memorandum

To: PERS Liaison Officers

From: Jessica Dean, Manager  
Employer Services Division

Date: October 22, 2024

Re: 2025 Pay Cycle Due Dates

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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 2025. 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 from agencies currently in E-Carson for submitting this information. If your agency has *not* transitioned into PERIS, please use the form we have provided in this email. We will be unable to process your 2025 reports without this information. The attached form must be completed and returned to PERS by December 31, 2024. Please return your 2025 Pay Cycle date forms through the Secure File Transfer.

Attached are the due dates for the monthly contribution reports and deposits for 2025. If you have any questions, please call me at (775) 687-4200 extension 474.



## **PUBLIC EMPLOYEES' RETIREMENT SYSTEM OF NEVADA**

### **DUE DATES FOR THE MONTHLY WAGE & CONTRIBUTION REPORTS, FORM 502 AND DEPOSITS FOR CALENDAR YEAR 2025**

#### **Report Month**

January 2025  
February 2025  
March 2025  
April 2025  
May 2025  
June 2025  
July 2025  
August 2025  
September 2025  
October 2025  
November 2025  
December 2025

#### **Due Date**

February 18, 2025  
March 17, 2025  
April 15, 2025  
May 15, 2025  
June 16, 2025  
July 16, 2025  
August 15, 2025  
September 16, 2025  
October 15, 2025  
November 18, 2025  
December 15, 2025  
January 16, 2026

**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 2025**

- 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 12/16/2024 through 1/06/2025)

**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