### **Retirement Board**

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#### **Executive Staff**

Tina Leiss Executive Officer

Kabrina Feser Operations Officer

Steve Edmundson Chief Investment Officer

### Memorandum

To: PERS Liaison Officers

From: Alicia Albertson, Manager

**Employer Services Division** 

Date: October 22, 2021

Re: 2022 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 2022. In addition, please indicate how your agency submits payroll deduction purchase of service payments to PERS.

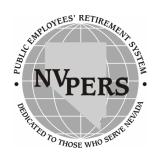
If you have *two or more pay cycles* for different employee classifications, such as classified or certified in a school district; or employees paid monthly or bi-weekly, indicate each cycle separately for each group.

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 2022 reports without this information. The attached form must be completed and returned to PERS by December 31, 2021. Please return your 2022 Pay Cycle date forms through the Secure File Transfer.

Attached are the due dates for the monthly contribution reports and deposits for 2021. If you have any questions, please call me at (775) 687-4200 extension 470.

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 2022

| Report Month   | <b>Due Date</b>    |
|----------------|--------------------|
| January 2022   | February 15, 2022  |
| February 2022  | March 15, 2022     |
| March 2022     | April 15, 2022     |
| April 2022     | May 16, 2022       |
| May 2022       | June 15, 2022      |
| June 2022      | July 19, 2022      |
| July 2022      | August 15, 2022    |
| August 2022    | September 16, 2022 |
| September 2022 | October 17, 2022   |
| October 2022   | November 16, 2022  |
| November 2022  | December 15, 2022  |
| December 2022  | January 17, 2023   |

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

DUEDATELIST22

### **PAY CYCLES FOR 2022**

|                 |              | <b>A.</b>  | 1st - 31st (Monthly)  |                                      |  |
|-----------------|--------------|------------|---|--------------------------------------|--|
|                 |              | В.         | 1st - 15th & 16th - 31st (Semimonthly)  |                                      |  |
|                 |              | <b>C.</b>  | 16th - 31st & 1st - 15th (Semimonthly)  |                                      |  |
|                 |              | D.         | Other (Please explain):   |                                      |  |
|                 |              | Е.         | Biweekly Attach pay-period schedule if availal (i.e., January report 12/16/2021 through 1/12/20 |                                      |  |
| PLEAS           | SE NO        | OTE:       | The through date must be for the same represented by the report.                                | month as the month  Actual Pay Dates |  |
| Januar          | v Pai        | nort.      | through   | •                                    |  |
| Januai          | y KC         | ρυι ι.     | tinougn   |                                      |  |
| Februa          | ıry R        | eport:     | through   |                                      |  |
| March           | Repo         | ort:       | through   |                                      |  |
| April F         | Repor        | t:         | through   |                                      |  |
| May R           | eport        | :          | through   |                                      |  |
| June R          | leport       | t <b>:</b> | through   |                                      |  |
| July Ro         | eport        | :          | through   |                                      |  |
| August          | t Rep        | ort:       | through   |                                      |  |
| Septem          | ıber l       | Report:    | through   |                                      |  |
| Octobe          | er Rej       | ort:       | through   |                                      |  |
| Novem           | ber F        | Report:    | through   |                                      |  |
| Decem           | ber R        | deport:    | through   |                                      |  |
| Comm            | ents:        |            |   |                                      |  |
| Please<br>PERS. | indic        | ate how    | your agency pays payroll deduction purchase   | of service payments to               |  |
|                 | □ <b>M</b> o | onthly     | ☐ Semimonthly   | □ Biweekly                           |  |
|                 |              |            |   |                                      |  |
| PERS A          | Agen         | ey Numb    | oer Agency Liaison Officer Signature or Authorized Representative                               |                                      |  |
| Agency          | v Nan        |            |   |                                      |  |