

Retirement Board

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Memorandum

To: PERS Liaison Officers

From: Jessica Dean, Manager
Employer Services Division

Date: October 28, 2024

Re: Electronic 2025 Pay Cycle Due Dates in PERIS

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 review how your agency submits payroll deduction purchase of service payments to PERS and make any updates, if necessary, through the Employer Maintenance page in PERIS.

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.

We will be unable to process your 2025 reports without this information. Please complete your 2025 Pay Cycle dates in PERIS by December 31, 2024.

Please see the following page for screenshots from PERIS and additional information regarding submitting Pay Cycle date information electronically.

Attached are the instructions, 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.

Annual Pay Cycle List Filter

AND OR Add rule Add group

Form Status Compare to other field Delete

Reset Run Query

Annual Pay Cycle List (1) Export To Excel

Show 10 entries

	Creation Date	Calendar Year	Form Status
Select	06/08/2022	2022	Pending

Previous 1 Next

- The List will allow you to perform the following actions if you have the appropriate permissions:
 - Create the Annual Pay Cycles for a new Calendar Year
 - Select a Calendar Year to edit/view the Annual Pay Cycles
 - Delete the Annual Pay Cycles for a Calendar Year with a status of Pending
 - Export the list of forms to an Excel spreadsheet.

Annual Pay Cycle for Demo Employer (100) Back Submit Delete

Employer

Calendar Year: 2022 Employer: 100 - Demo Employer Form Status: Pending

Current Purchase of Service Payment Frequency selection(s): None
Please contact PERS to setup the Service Purchase Payment Frequency for this employer.

Employer Reported Pay Periods (26) Upload File

Show 10 entries

	Pay Period Start Date	Pay Period End Date	Pay Date	Frequency
<input checked="" type="checkbox"/>	12/23/2022	01/05/2023	01/12/2023	Bi-weekly
<input checked="" type="checkbox"/>	01/06/2023	01/19/2023	01/26/2023	Bi-weekly
<input checked="" type="checkbox"/>	01/20/2023	02/02/2023	02/09/2023	Bi-weekly
<input checked="" type="checkbox"/>	02/03/2023	02/16/2023	02/23/2023	Bi-weekly
<input checked="" type="checkbox"/>	02/17/2023	03/02/2023	03/09/2023	Bi-weekly
<input checked="" type="checkbox"/>	03/03/2023	03/16/2023	03/23/2023	Bi-weekly
<input checked="" type="checkbox"/>	03/17/2023	03/30/2023	04/06/2023	Bi-weekly
<input checked="" type="checkbox"/>	03/31/2023	04/13/2023	04/20/2023	Bi-weekly
<input checked="" type="checkbox"/>	04/14/2023	04/27/2023	05/04/2023	Bi-weekly
<input checked="" type="checkbox"/>	04/28/2023	05/11/2023	05/18/2023	Bi-weekly

Previous 1 2 3 Next

PERIS Pay Cycles (12)

- The Annual Pay Cycle area consists of 3 sections.
 - The information section** contains the current Purchase of Service Payment Frequency that is currently on file with PERS. Please confirm the frequency is correct and contact PERS if it is not.
 - The Employer Reported Pay Periods** section is a table of the pay periods for the Calendar year being reported. You can either manually enter them or Upload an Excel spreadsheet with the dates.
- The PERIS Pay Cycles** control contains the calculated Pay Cycles for each reporting month based on the Employer Reported Pay Periods. This is the information that will be reported to PERS.



PUBLIC EMPLOYEES' RETIREMENT SYSTEM OF NEVADA

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

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