



November 16, 2006

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Dear Liaison Officers:

To facilitate the prompt processing of refund requests, retirement applications, and wage and contribution reports, we are requesting information as to the actual dates represented by your monthly wage and contribution reports for 2007. 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 biweekly, *indicate each cycle separately* for each group.

We appreciate your cooperation in this matter. **Please complete and sign the attached form and return it by December 31, 2006.** You may mail the information or fax it to us at (775) 687-4350. Also, for your convenience, enclosed are the due dates for the monthly contribution reports and deposits and the Pay Cycle request form for 2007.

If you have any questions, please call me at (775) 687-4200, ext 272.

Sincerely,

Kabrina Feser, Manager
Employer Services Division

Enclosure

PAY CYCLES FOR 2007

- A. 1st - 31st (Monthly)**
- B. 1st - 15th & 16th - 31st (Semimonthly)**
- C. 16th - 31st & 1st - 15th (Semimonthly)**
- D. Other (Please explain):** _____
- E. Biweekly Attach pay-period schedule if available
(i.e., January report 12/16/2006 through 1/12/2007)**

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: _____

PERS Account Number

**Agency Liaison Officer Signature
or Authorized Representative**

Agency Name
Pay Cycle Dates

PUBLIC EMPLOYEES' RETIREMENT SYSTEM OF NEVADA

DUE DATES FOR THE MONTHLY CONTRIBUTION REPORTS AND DEPOSITS FOR CALENDAR YEAR 2007

Report Month

January 2007
February 2007
March 2007
April 2007
May 2007
June 2007
July 2007
August 2007

September 2007

October 2007
November 2007
December 2007

Due Date

February 15, 2007
March 15, 2007
April 15, 2007
May 15, 2007
June 15, 2007
July 16, 2007
August 15, 2007
September 18, 2007

October 15, 2007

November 16, 2007
December 15, 2007
January 16, 2007

(REPORTS AND DEPOSITS MUST BE RECEIVED IN THE PERS OFFICE BY THE DUE DATE)