

**Retirement Board**

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November 23, 2010

Dear Liaison Officers:

To facilitate the prompt processing of wage and contribution reports, refund requests, and retirement applications, we are requesting the actual dates represented by your monthly wage and contribution reports for 2011. If you have two or more pay cycles for different employee classifications, such as classified or certified in a school district; or have employees that are paid monthly or bi-weekly, indicate each pay cycle separately for each group.

We appreciate your cooperation in this matter. Please complete and sign the enclosed "Pay Cycles for 2011" form and return it to PERS by December 31, 2010. We will be unable to process your 2011 reports without this information. PERS will not accept any other forms for submitting this information. Please use the form we have provided for you. You may mail or fax the completed information to us at (775) 687-4350.

We have enclosed the due dates for the monthly contribution reporting and deposits for 2011. If you have any questions, please call me at (775) 687-4200, extension 227.

Sincerely,

Cindy Yadon, Manager  
Employer Services

Enclosures



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

### **DUE DATES FOR THE MONTHLY WAGE & CONTRIBUTION REPORTS, FORM 502 AND DEPOSITS FOR CALENDAR YEAR 2011**

<b><u>Report Month</u></b>	<b><u>Due Date</u></b>
January 2011	February 15, 2011
February 2011	March 15, 2011
March 2011	April 15, 2011
April 2011	May 16, 2011
May 2011	June 15, 2011
June 2011	July 18, 2011
July 2011	August 15, 2011
August 2011	September 16, 2011
September 2011	October 17, 2011
October 2011	November 16, 2011
November 2011	December 15, 2011
December 2011	January 17, 2012

**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 2011**

- 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 12/16/2010 through 1/12/2011)

**PLEASE NOTE:** The through date must be for the same month as the month represented by the report.

	<b>Actual Pay Dates</b>	
<b>January Report:</b>	_____ through _____	_____
<b>February Report:</b>	_____ through _____	_____
<b>March Report:</b>	_____ through _____	_____
<b>April Report:</b>	_____ through _____	_____
<b>May Report:</b>	_____ through _____	_____
<b>June Report:</b>	_____ through _____	_____
<b>July Report:</b>	_____ through _____	_____
<b>August Report:</b>	_____ through _____	_____
<b>September Report:</b>	_____ through _____	_____
<b>October Report:</b>	_____ through _____	_____
<b>November Report:</b>	_____ through _____	_____
<b>December Report:</b>	_____ through _____	_____

**Comments:** \_\_\_\_\_

PERS Account Number	Agency Liaison Officer Signature or Authorized Representative
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\_\_\_\_\_  
Agency Name