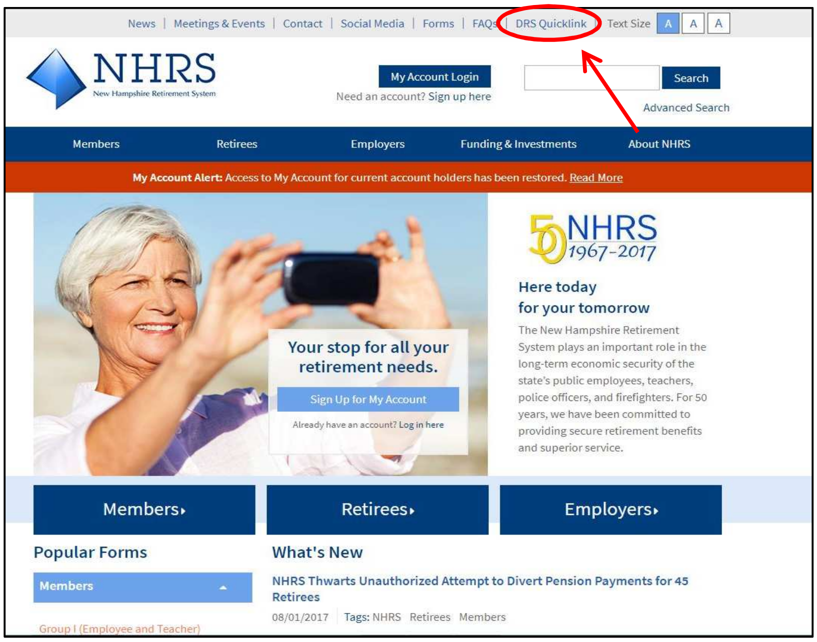
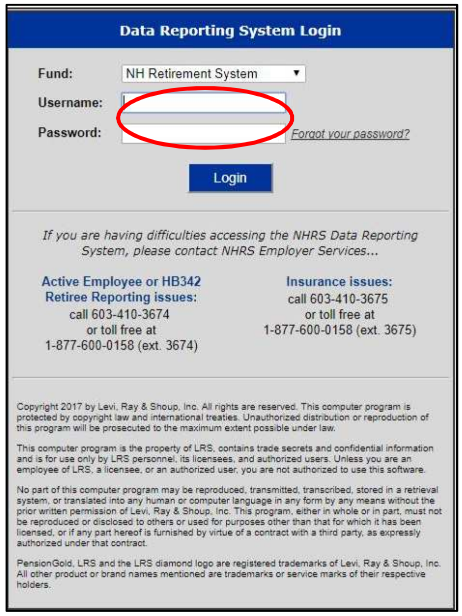
How to Complete a Batch on the Web

1. Log into the Data Reporting System (DRS) via the **DRS Quicklink** at the top of the www.nhrs.org homepage.

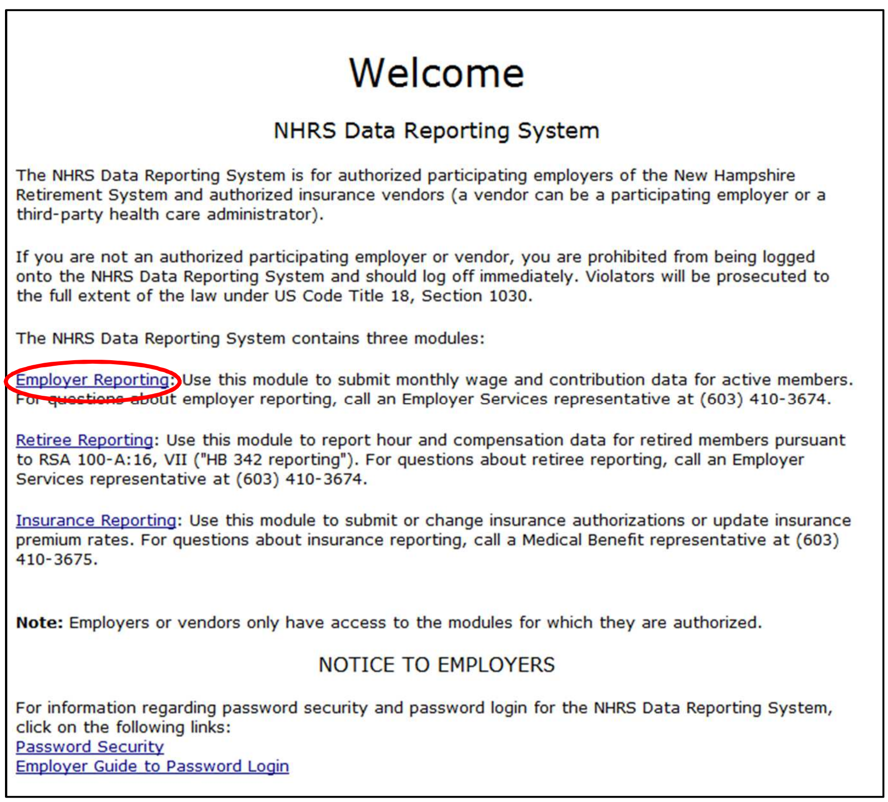


2. Click **Authorized**.
   Note: For first-time use of the DRS, please contact NHRS DRS Support at (603) 410-3508 to request a login username and password, or fill out a DRS User Access Form available here: https://www.nhrs.org/docs/default-source/employer-education/nhrs-drs-access-form.pdf?

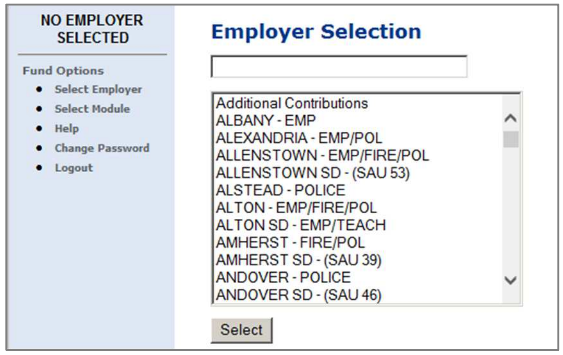
3. Log in using your **username** and **password**.
Note: If you do not remember your password, you may reset it by clicking on the "Forgot your password?" link.



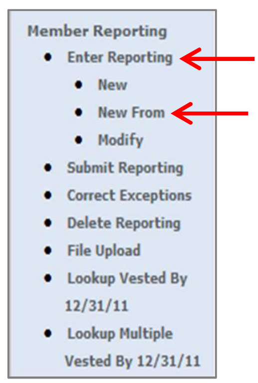
4. You will be brought to the following screen. Select **Employer Reporting**.



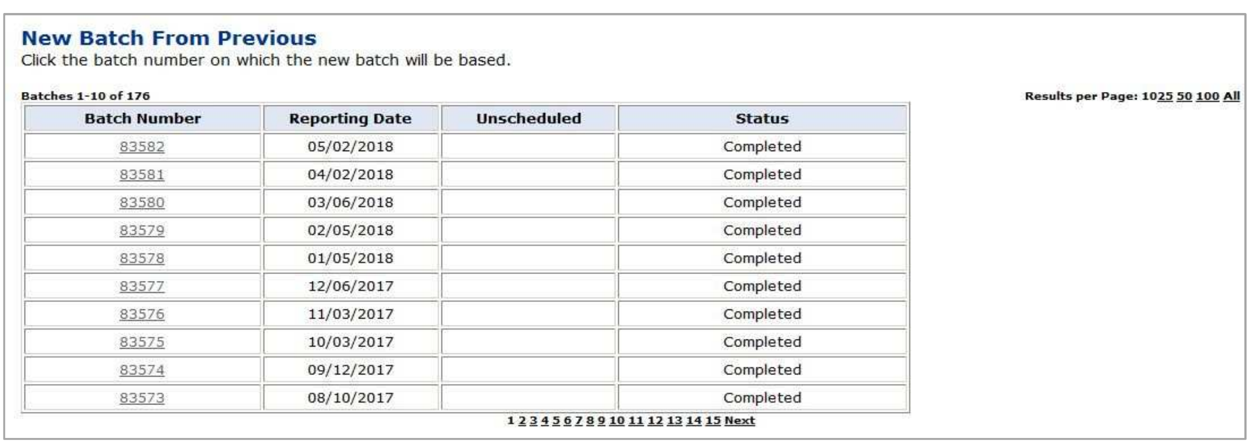
5. Select the employer you are reporting for.
   Note: You will only see employers that you have access to.



6. Select **Enter Reporting** under the Member Reporting section of the menu. Three choices will appear: New, New From, and Modify.
   a. **New**: This button is used only for brand new employers who have <u>never</u> reported before and are reporting for the first time.
   b. **New From**: This button is used to submit your monthly reporting each month.
   c. **Modify**: This button is used to edit a batch that has been started, but not yet submitted.



7. Select **New From**. You will notice that your previously reported batches will appear.



New Batch From Previous

Click the batch number on which the new batch will be based.

Batches 1-10 of 176 — Results per Page: 10 25 50 100 All

Batch Number	Reporting Date	Unscheduled	Status
83582	05/02/2018		Completed
83581	04/02/2018		Completed
83580	03/06/2018		Completed
83579	02/05/2018		Completed
83578	01/05/2018		Completed
83577	12/06/2017		Completed
83576	11/03/2017		Completed
83575	10/03/2017		Completed
83574	09/12/2017		Completed
83573	08/10/2017		Completed

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 Next

8. Click on the batch number of the last batch that you successfully completed. The screen below will appear. Fill in the following information.

   Note: If the most recent batch isn't on the top, go to the last numeric page number (below the grid), or click on **all** in the upper right corner (above the grid) and scroll to the bottom.

New Batch From Previous

Enter batch information. Click **Next** when complete or **Batch List** to select a different batch.

Next | Batch List

Batch Type:	Scheduled *
Batch Number:	53733 *
Fiscal Year:	2013
Due Date:	02/15/2013
Report From Date:	12/23/2012 *
Report To Date:	01/19/2013 *
Report Date:	01/28/2013 *
Number of Members:	21 *
Total Base Salary:	$ 78950.43 *
Total Comp Over Base Salary:	$ 9109.37
Total Extra or Special Duty Pay:	$ 128.00
Total SPC Payments:	$ 0.00 *

Note: You will be reporting all the pay dates from the prior month.

a. **Batch Type**, **Batch Number**, **Fiscal Year**, and **Due Date** are always pre-filled.
b. **Report From Date**: Enter the first day of the first pay period in this batch.
c. **Report To Date**: Enter the last day of the last pay period in this batch.
d. **Report Date**: Enter the date you are completing this form.
e. **Number of Members**: Enter the total number of members you are reporting in the entire batch.
f. **Total Base Salary**: Enter the total wages for all pay periods for all members for the entire batch.
g. **Total Comp Over Base Salary**: Enter the total compensation over base for all pay periods for all members.
h. **Total Extra or Special Duty Pay (ESDP)**: Enter the total ESDP for all pay periods for all members.
i. **Total SPC Payments**: Do not enter anything in this field.

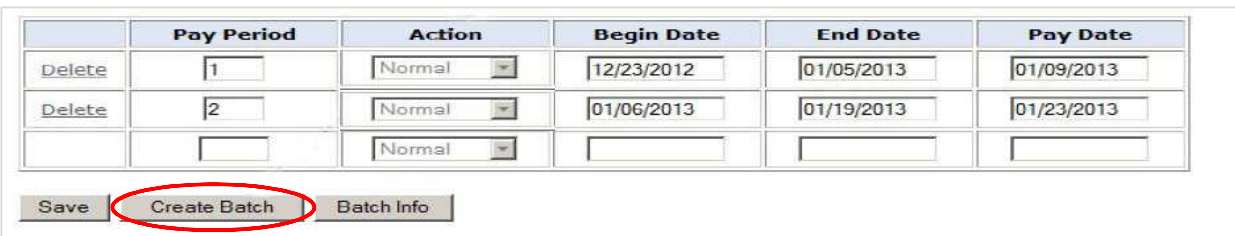
Note: We recommend that you print the screen for your records.

9. When finished, click **Next**.

Entering New Pay Period Information

1. Enter the following information in the grid.
    a. The **Pay Period**. Note that pay periods must begin with “1” and continue in numeric order so that each new pay period has its own pay period number.
    b. The **Begin Date** is the first date of the pay period. For the <u>first</u> pay period, the date must be the same as the “Report From Date” entered on the previous page.
    c. The **End Date** is the last date of the pay period. For the <u>last</u> pay period, the date must be the same as the “Report To Date” entered on the previous page.
    d. The **Pay Date** is the day paychecks are issued employees. This date determines the month you report the wages in. For example, if a paycheck is issued for April, then the month you are reporting in is May.
    Note: After the pay period information is entered, click **Save**. This will create a new line to enter additional pay periods.
    e. Leave a blank line under the last pay period entered.

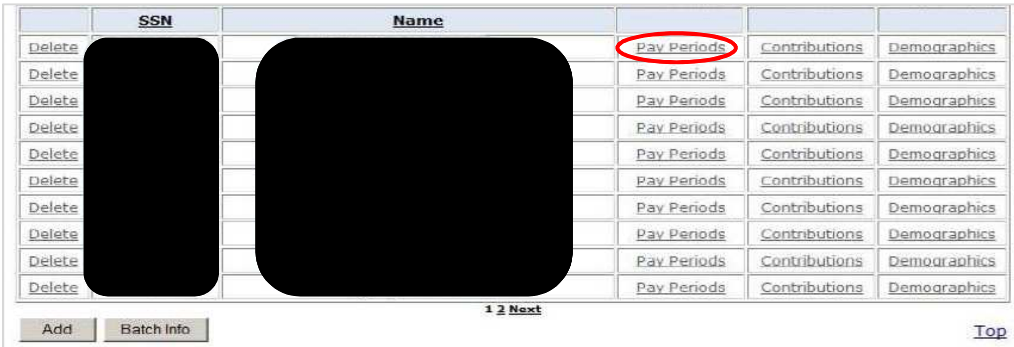
2. Once all pay periods have been entered, click **Create Batch**.



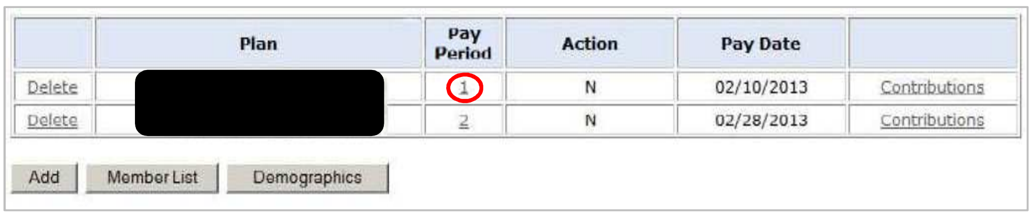
	Pay Period	Action	Begin Date	End Date	Pay Date
Delete	1	Normal	12/23/2012	01/05/2013	01/09/2013
Delete	2	Normal	01/06/2013	01/19/2013	01/23/2013
		Normal			

Note: We suggest running a **Batch Detail – Original** report in the Reports section of the menu for the new batch. This will show how the report currently looks, and may be used for reference while making any needed adjustments to the pay periods. (Generally, you do not need to adjust all of the pay periods).

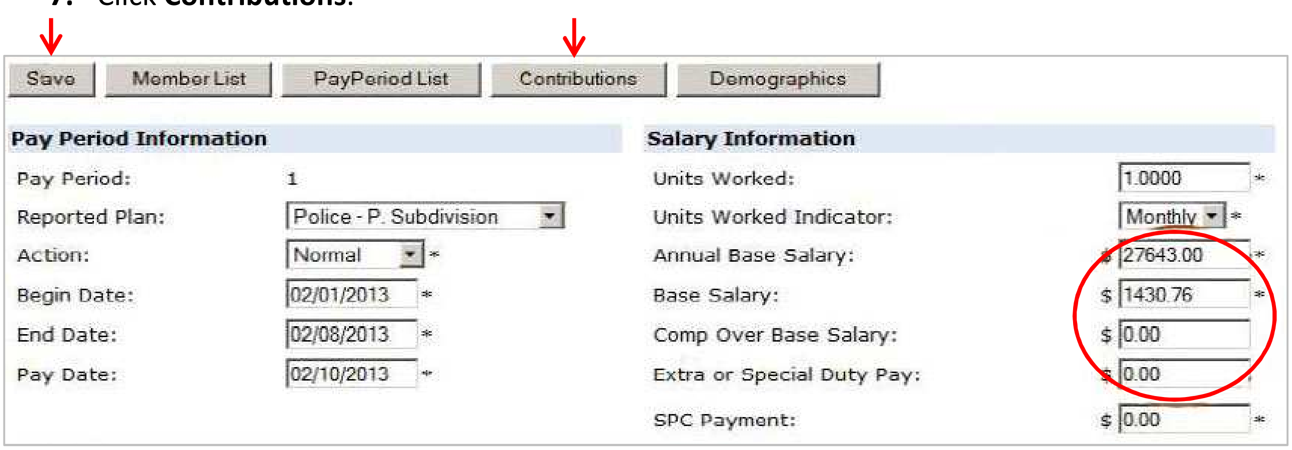
3. You must go into each member's **Pay Period** and **Contributions** record to update the wages and contributions for the current batch. Click on **Pay Periods** for the first member.



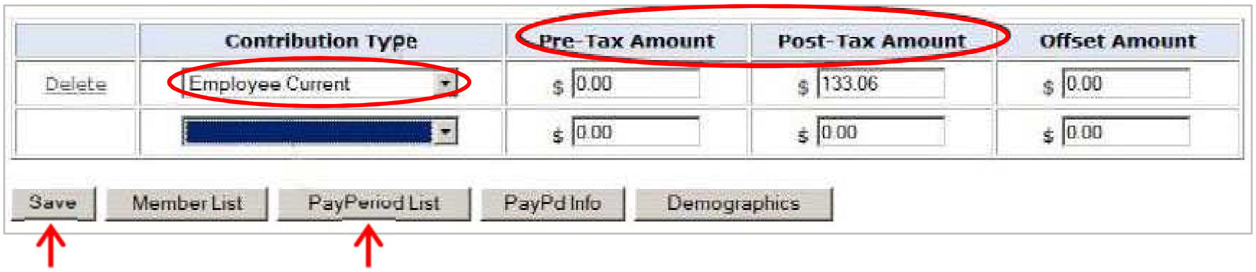
4. The following screen will appear. Click on **Pay Period 1**.



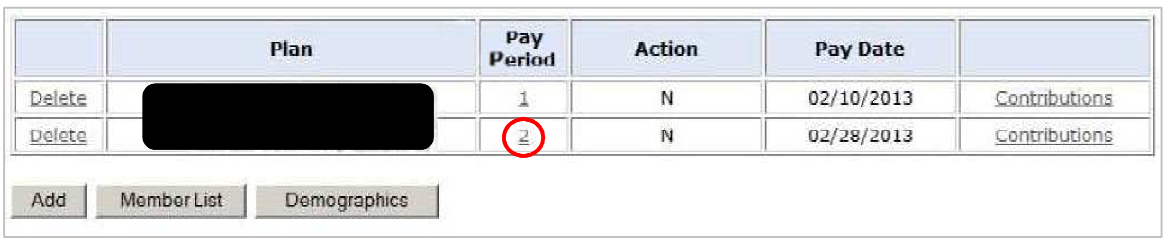
5. Update the wage(s) for **Annual Base Salary** (only if it has changed), **Base Salary**, **Comp Over Base Salary**, and/or **Extra or Special Duty Pay** for this pay period.
6. Click **Save**.
7. Click **Contributions**.



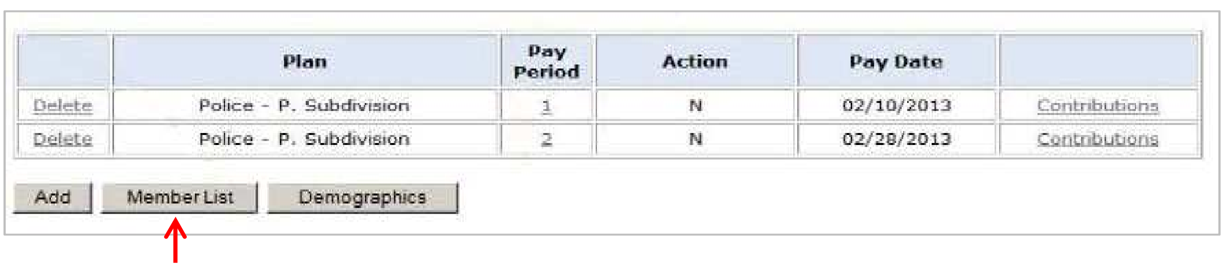
8. Select the member's **Contribution Type** from the dropdown list.
9. Enter the member's **Contribution Amount** (either Pre-Tax or Post-Tax – whichever way your plan has been approved), then click **Save**.
    a. If additional annuities are also deducted, add **Additional Annuity** on the next line under "Employee Current." Then, enter the amount deducted for additional contributions in the "Post-Tax Amount" column. Click **Save**.



10. Click on **PayPeriod List** to enter the next pay period information (if applicable).
    Note: Employer contributions do not get reported to NHRS here.
11. Click on **Pay Period 2**.



    a. Repeat the steps above to update wages and contributions for the next pay period.
    b. Click **Save** after each entry.
12. Once finished, click on **Member List** to go to the next member. Repeat until all member records are completed.



13. Once all wages and contributions have been entered for each member, click on the **Batch Detail – Original** report in the Reports section of the menu to verify the total salary entered.
    a. The **Total Base Salary**, **Comp Over Base Salary**, and **Extra or Special Duty Pay** must match what was entered in their respective spaces on the first screen of your batch (page four). If the totals do not match, we recommend that you print the report to read through, find the mistake, and correct it.

Run Date : 06/05/2018
Run Time : 9:15 AM

NH Retirement System
Batch Detail - Original

User Id : PGold Logon
Page 149

[redacted]

Batch 83582

Member Name	SSN	Pay Period	Action	Reported Plan	Annual Base	Base	Comp Over Base	Extra Special Duty	Contribution Type	Amount
[redacted]				None					Additional Annuity	$0.00
		40	Normal	None	$52,332.80	$1,006.40	$0.00	$0.00	Employee Current	$70.45
				None					Additional Annuity	$0.00
		41	Normal	None	$52,332.80	$1,006.40	$0.00	$0.00	Employee Current	$70.45
				None					Additional Annuity	$0.00
		42	Normal	None	$52,332.80	$1,006.40	$0.00	$0.00	Employee Current	$70.45
				None					Additional Annuity	$0.00
		43	Normal	None	$52,332.80	$1,006.40	$0.00	$0.00	Employee Current	$70.45
				None					Additional Annuity	$0.00
Total:					$109,167.15	$2,089,811.37	$263,066.69	$10,471.03		$215,163.47

14. Once all the totals match, click **Submit Reporting** in the menu on the left-hand side of the screen.

Member Reporting
- Enter Reporting
  - New
  - New From
  - Modify
- Submit Reporting
- Correct Exceptions
- Delete Reporting
- File Upload
- Lookup Vested By 12/31/11
- Lookup Multiple Vested By 12/31/11

a. Click on the batch number that was just entered. A message will pop up indicating that your batch was successfully submitted.
Note: Once a batch has been submitted, it cannot be modified.

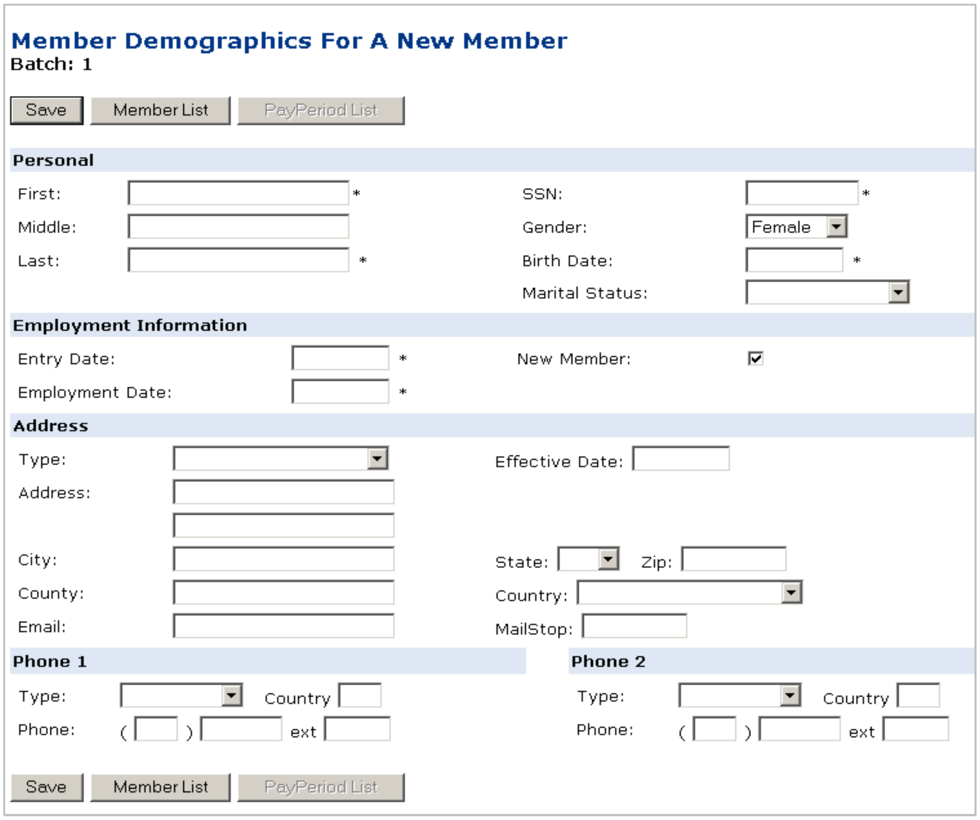
b. Print a final copy of the **Batch Detail – Original** report for your records.

Adding or Changing a Member's Record

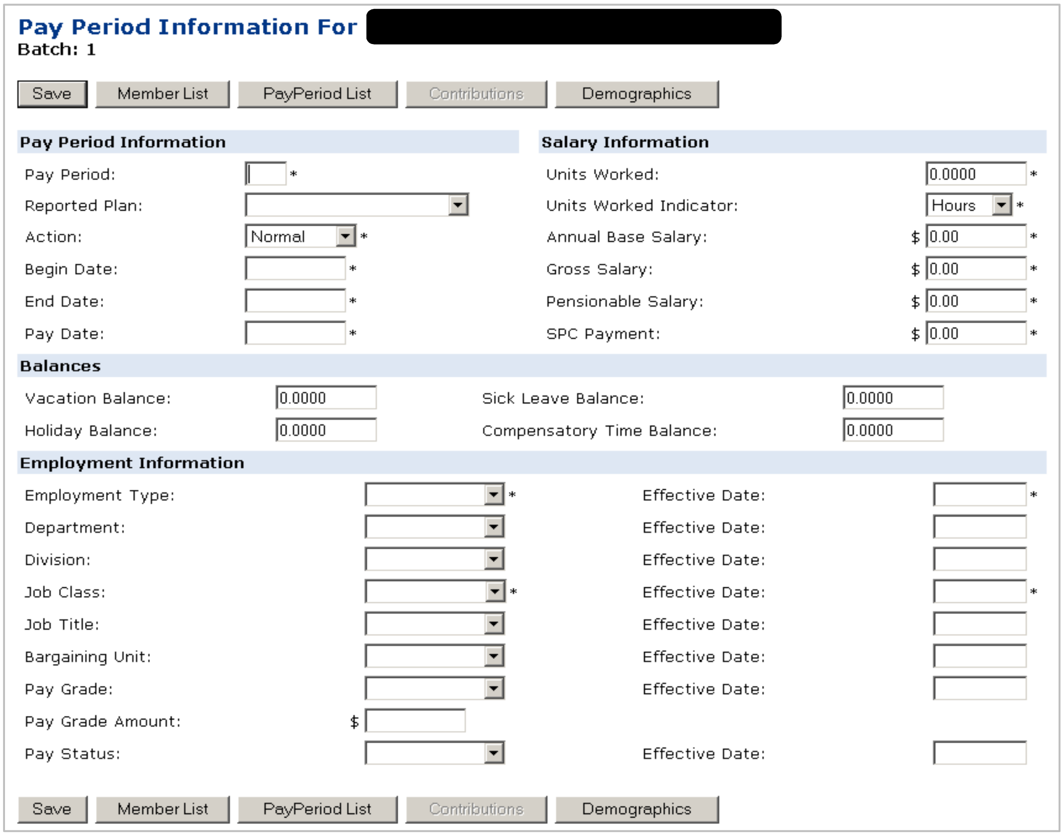
To add a new member:

1. When you have a new hire that must be added, go to the Member List and click **Add**.

2. All fields denoted with an asterisk (*) must be filled in. For each new member added, the employer must enter **Demographic**, **Pay Period**, and **Contribution** information, in that order.
   Note: If a newly hired employee has been inadvertently omitted from a previous batch, please contact NHRS Employer Services at (603) 410-3674.



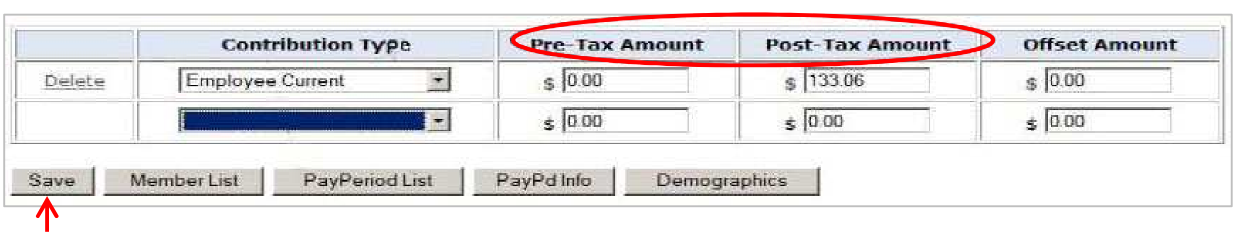
3. Enter the member's **Personal** (demographic) information:
   a. **First name**, **middle name** (full name or initial, if known), **last name**, **SSN**, **gender**, **birth date**, **marital status** (if unsure, select "unknown").
4. Enter the member's **Employment Information**.
   a. **Entry Date** (the date the member first enters NHRS) and **Employment Date** (same as "entry date").
      Note: The **New Member** box is automatically checked. Do not uncheck this box unless the employee is already a member of NHRS from a previous place of employment.
5. Enter the member's **Address** information.
   a. **Address Type** (select "Home"), **Effective Date** (same as "Entry date"), **Mailing Address**, **City**, **State**, **Zip Code**, and **Country**.
      Note: County, Email Address, Telephone Number, and Mailstop are not required.
6. Click **Save.**
7. Select **PayPeriod List**.
   a. You must enter the employee's **Pay Period** and **Employment** information. All fields denoted with an asterisk (*) must be filled in.



8. Fill in the **Pay Period Information** section:
   a. **Pay Period**: (Must be numeric) this field is for employer use. It is suggested that employers number the pay periods to coincide with frequency of payroll. For example:
      i. Weekly - #1-52
      ii. Bi-weekly - #1-26
      iii. Semi-monthly - #1-24
      iv. Monthly - #1-12
   b. **Reported Plan**: The plan the member is reported under (i.e. Employee, Teacher, Police, or Fire).
   c. **Action**: Indicates the type of record being recorded. A scheduled batch is always “Normal” and refers to regular monthly reporting.
   d. **Begin Date**: The first day of the pay period for the member.
   e. **End Date**: The last day of the pay period for the member.
   f. **Pay Date**: The date on the paycheck for this pay period.
   g. **Units Worked**: Enter “1.2” for Teachers and “1.0” for Employees, Police, and Fire. (NHRS credits members with one unit of service credit for each month worked. Teachers with a 10-month contract are counted for one year of service credit).
   h. **Units Worked Indicator**: Select “Monthly.”
   i. **Annual Base Salary**: The member’s annual base salary (this does not include overtime, ESDP, or other extracurricular earnings).

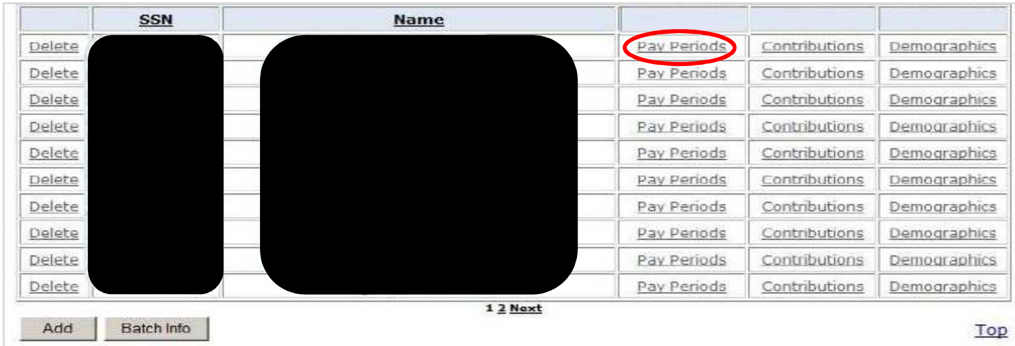
   j. **Gross Salary**: The member's salary including any additional compensation earned in the pay period (i.e. overtime, longevity pay, bonuses, balloon payments, etc.)
   k. **Pensionable Salary**: The member's wages subject to mandatory NHRS contributions, including any additional compensation earned in the pay period.
   l. **SPC Payment**: Do not enter anything.

9. Do not enter anything in the **Balances** section.
10. Fill in the specified **Employment Information**:
    a. **Employment Type**: This field indicates how the employee is paid over the year:
       i. <u>FT 12</u> – Full-time 12 month member (Police, Fire, most Employees)
       ii. <u>FT 10</u> – Full-time 10 month member (Teachers contracted to be paid over 10 months or 12 months, Employees of school districts contracted to be paid over 10 months)
    b. **Employment Type Effective Date:** Same as "entry date" on the Demographics screen (this date will only change if the employee's employment type changes).
    c. **Job Class:** The plan the member is reported under (should match the "Reported Plan" under Pay Period information).
    d. **Job Class Effective Date:** Same as "entry date" (this date will only change if the member's job class changes).
    e. <u>Do not</u> enter any information under: **Department**, **Division**, **Job Title**, **Bargaining Unit**, **Pay Grade**, **Pay Grade Amount**, **Pay Status**, or the corresponding effective dates.
11. Click **Save**.
12. Select **Contributions**.
    a. Choose the member's **Contribution Type** from the dropdown list (select "Employee Current").
    b. Enter the contribution amount into the correct field – either **Pre-Tax Amount** or **Post-Tax Amount** (whichever way your plan has been approved).
    c. Do not enter anything in **Offset Amount**.
    d. Click **Save**.

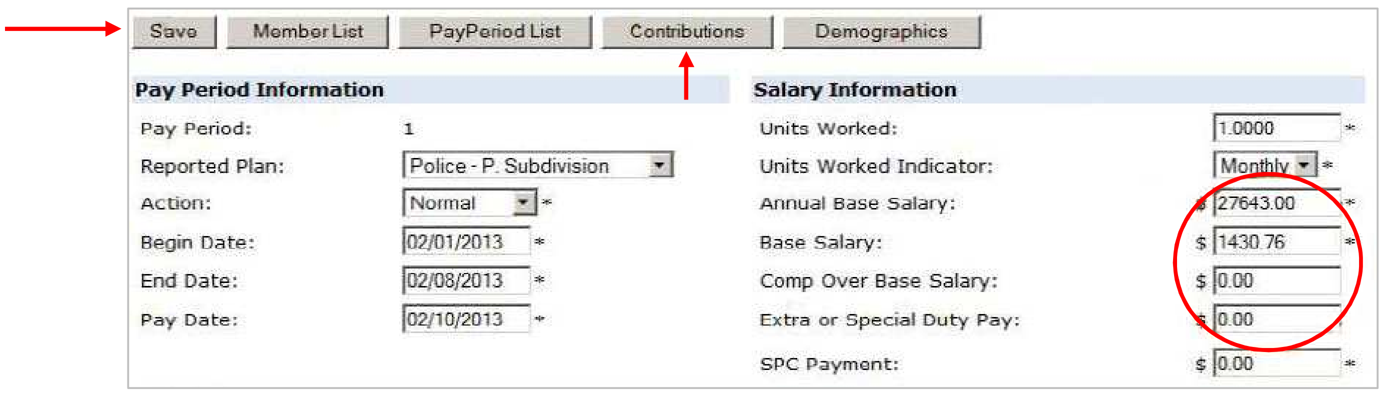


13. Return to the **Pay Period List** to add another pay period for the member, then click **Add**. Repeat steps 7-12 until all pay periods have been entered for the member.
    a. To add new members, click **Member List** and repeat all steps.

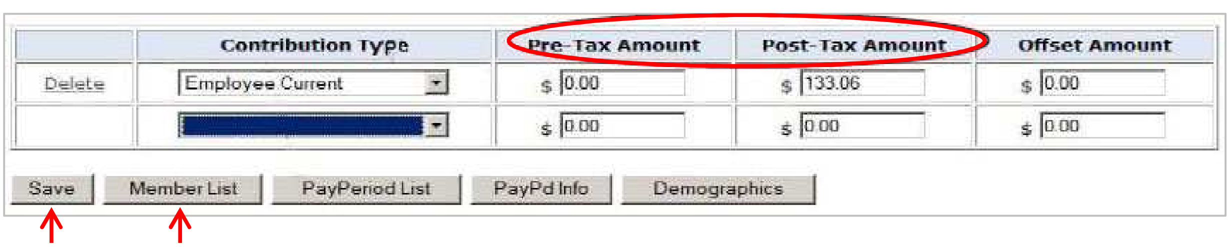
To change a member’s salary and contribution amounts:



1. If you need to change a member’s salary or contribution information, go to the **Member List**, find the correct member’s name, and click on **Pay Periods**.
2. Change the member’s **Annual Base Salary**, **Base Salary**, **Comp Over Base Salary**, and/or **Extra or Special Duty Pay** to reflect what the member actually made during the month you are reporting.



3. Click **Save**, then select **Contributions**.
4. Change the contribution amount to reflect what the member actually had deducted for the month you are reporting.
    a. This is for member contributions. Do not enter employer contributions.



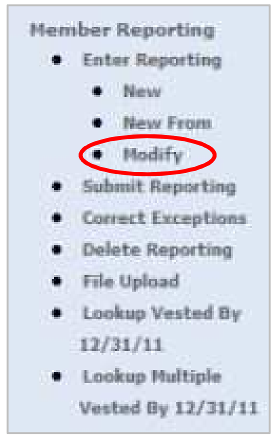
5. Click **Save**.
    a. If the employee makes additional contributions, add **Additional Annuity** on the next line under “Employee Current.” Then, enter the amount deducted for additional contributions in the “Post-Tax Amount” column. Click **Save**.

6. Click on **Member List** to move on to the next member. Repeat steps for all members.
7. Once all wages and contributions have been entered for each member, click on the **Batch Detail – Original** report in the Reports section to verify the total salary entered.
    a. The **Total Base Salary**, **Comp Over Base Salary**, and **Extra or Special Duty Pay** must match what was entered in their respective spaces on the first screen of your batch (page four). If the totals do not match, we recommend printing the report to read through, finding the mistake, and correcting it.
8. Once all the totals match, click **Submit Reporting**.
    a. Click on the batch number that was just entered. A message will pop up indicating that your batch was successfully submitted.
    b. Print a final copy of the **Batch Detail – Original** report for your records.

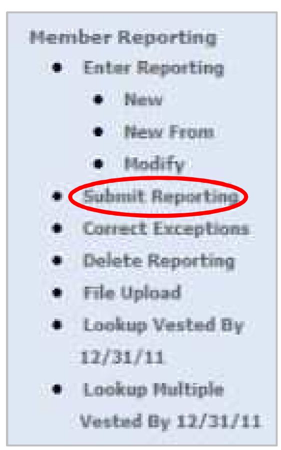
To modify a batch:

Note: Batches can only be modified in "Entry Mode." If a batch has already been submitted, it cannot be modified.

1. Log into the DRS (see instructions on page one).
2. Click **Enter Reporting**, then **Modify** in the menu on the left-hand side of the screen.
3. Click on the batch number you want to modify.
4. Make any necessary changes.



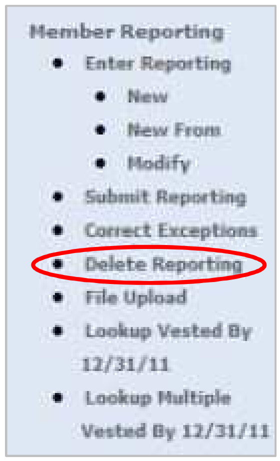
5. Once all wages and contributions have been entered for each member, click on **Batch Detail – Original** in the Reports section to verify the total salary entered.
    a. The **Total Base Salary**, **Comp Over Base Salary**, and **Extra or Special Duty Pay** must match what was entered in their respective spaces on the first screen of your batch (page four). If the totals do not match, we recommend printing the report to read through, find the mistake, and correct it.
6. Once all the totals match, click **Submit Reporting**.
7. Click on the batch number that was just entered. A message will pop up indicating that your batch was successfully submitted.
8. Print a final copy of the **Batch Detail – Original** report for your records.



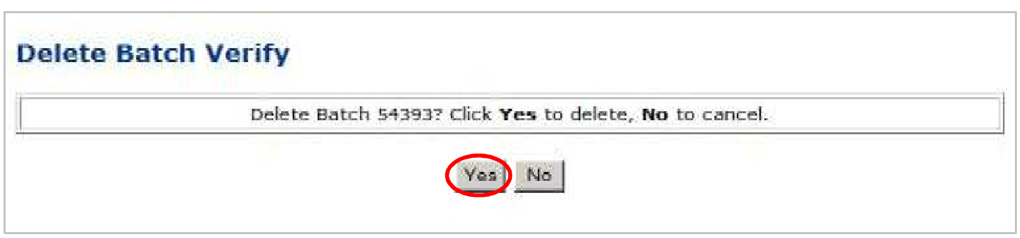
To delete a batch:

Note: If you submit a batch and it rejects, you must delete the batch and resubmit a new one. Typically, this is the only time you will use this function.

1. Log into the DRS (see instructions from page one).
2. Select **Delete Reporting** in the menu on the left-hand side of the screen.



3. Click on the batch number you want to delete.
4. A confirmation message will appear on the screen.
    a. Click **Yes** to confirm that you want to delete the batch.



Tips:

- To avoid penalty, files and vouchers must be received by NHRS no later than the 15th of the month. You may create your batch and submit it as early as 25 days before the 15th of the month.
- Click here for the NHRS Earnable Compensation chart, which explains what is considered Earnable Compensation for members based on their vested date: https://www.nhrs.org/members/plan-details/earnable-compensation
- For additional DRS instructions and employer materials, visit the NHRS Employer Resources page: https://www.nhrs.org/employers/employer-resources