

IMPORTANT FEBRUARY 2012 EMPLOYER REPORTING REMINDER

NHRS wishes to remind employers that Earnable Compensation and related monthly wage and contribution reporting changes resulting from the enactment of House Bill 2 are happening now. We recognize that this reporting change requirement comes at what is a very busy time for employers. Because of the time-sensitive nature of this change, which is required by statute, the retirement system is here to assist employers in clearing exceptions, errors, or any other issues in order to meet the reporting deadlines for February 2012. Employers in need of assistance should contact an Employer Services representative by calling (603) 410-3673.

As a reminder, below is the process for February 2012 reporting:

Batch #1: For payroll periods with begin and end dates within the month of December 2011, but paid in January 2012, Batch #1 will be reported using the “old” format of “gross wages” and “pensionable wages.”

Example: Payroll period is 12/16 – 12/29/2011, paid date is 1/13/2012.

Batch #2: For payroll periods with begin dates in December 2011 or January 2012 and end and paid dates in January 2012, Batch #2 will be reported using the “new” format of “Base Pay,” “Compensation Over Base Pay,” and “Extra or Special Duty Pay.”

Example: Payroll period is 12/30/2011 – 1/12/2012, paid date 1/27/2012.

Also as a reminder, batch and voucher numbers have been assigned for use in reporting Batch #2. Please be sure to scroll down to locate your 2/16/2012 numbers as they may not be in order sequentially.
