



NH Retirement System
54 Regional Drive
Concord, NH 03301
Phone: (603) 410-3500
www.nhrs.org

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Contacts: Denise M. Call, Director, NHRS Employer Services, 603-410-3516; denise.call@nhrs.org

Notification to NHRS Participating Employers: Revised Employer Reporting Files are Available

CONCORD – The New Hampshire Retirement System (NHRS, the retirement system) is issuing this notice to inform NHRS participating employers that revised file schemas for reporting monthly wage and contribution data are available for download at <http://www.nhrs.org/Employers/reporting.aspx>.

Schemas are available for employers who report using:

- XML files (single batch).
- Comma delimited (CSV) files.
- Fixed-length files.

The revised schema files were developed pursuant to House Bill 2 (Chapter 224, Laws of 2011), which requires employers to change the way in which member compensation is reported.

The changes to the schema files are that the “gross salary” and “pensionable salary” fields have been eliminated and replaced with fields for “base salary,” “compensation over base pay,” and “extra or special duty pay.” These changes have been made for batch total and individual member data. Additionally, a line has been added to “BatchType” to indicate the field length is no longer than 5. This addition to the schema, however, does not change the previous formatting for this field.

NHRS will issue further guidance on when employers should begin reporting wages and contributions using these new fields.

Employers are encouraged to alert their payroll software representative that this file is available. NHRS staff is available to answer questions from employers, or from their payroll system vendors, regarding this change.

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