NHRS Employer Resource Guide

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Introduction to this Guide

Welcome to the NHRS Employer Guide. This guide is your resource for utilizing the NHRS Data Reporting System (DRS), which is the secure online portal NHRS-participating employers use to submit monthly wage and contribution reporting to the New Hampshire Retirement System (NHRS). For details, see Introduction to DRS.

About This Resource Guide

This guide provides you with:

- An introduction to DRS, as well as instructions on how to gain access to, and navigate, DRS.
- An employer reporting overview, followed by how-to instructions on each of the two employer reporting submission options: Report by Web Entry and Report by File Upload.
- Instructions for clearing exceptions, processing payments, making account adjustments, enrolling new NHRS members, and uploading member documents.
- Instructions for viewing pay period, reporting, and payment schedules; viewing teacher contract periods, and much more!

Who Should Use This Resource Guide

This guide is intended to be a resource for individuals employed at NHRS-participating employers (or their Employer Software Vendors) who interact with NHRS by:

- Reporting member wages and contributions and submitting payments for those contributions (typically performed by Payroll Department personnel or an Employer Software Vendor)
- Submitting documents (typically performed by HR Department personnel

NHRS-participating employers represent the best of the best of the best of New Hampshire citizens, including all NH State employees; all Police, Fire, and Teachers; and various Subgroups.

Special Callouts for Employers of full-time, 10-month Members

While this guide is intended to assist all NHRS-participating employers to process their monthly employer reporting as well as to use other features of DRS, the New Hampshire academic community has special requirements and/or exceptions. Due to the nature of these employers with full-time, 10-month members (FT-10), areas of this guide that include details specific to **teachers** have special callouts. These callouts may apply to full features within DRS, or simply to one field on a screen that otherwise is used by all employers. The callouts are boxed, shaded areas that include a **Teacher Tip** heading, as shown in the example below:

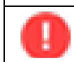
Teacher Tip – Teacher Contract Periods

Employers may not maintain their Teacher Contract Periods and must contact NHRS for updates. Please contact your dedicated NHRS Relationship Manager for assistance. Relationship Manager contact information can be found on the Account Summary screen/DRS Dashboard under Associations.

Icons Found throughout this Resource Guide

The following icons are placed throughout this guide to draw your attention to actions, warnings, etc.

Icon Symbol	Icon Name	What Icon Represents
	Folder	Displays within User Alerts to identify non-view reports and/or notifications.
	Warning or Pending	Multiple uses: • Highlights that employer reporting was not received by the Next Reporting Due date. • Signifies an exception is a warning that can be overridden. Appears on exception cards that have a yellow banner. Also appears on the Reporting Batch – Member Details screen to highlight the information tile where the exception was found. • Indicates that a pending change is awaiting approval.
	Filter Funnels	Indicates that search results can be filtered: • When a green line appears, a default filter is active. The default can be cleared up or changed to meet your needs. • When solid grey, no filtering has been applied. You can apply filters to meet your needs.
	Error	Signifies an exception is a fatal error that cannot be overridden. Appears on exception cards that have red banners.

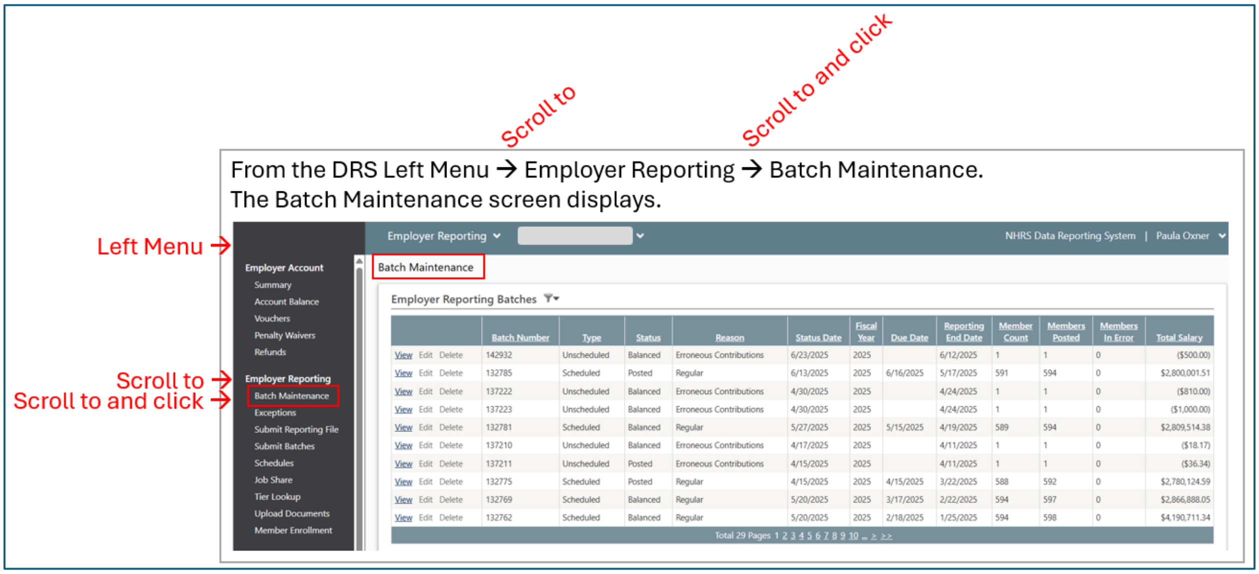
Icon Symbol	Icon Name	What Icon Represents
	Eyeglasses	Appears in a Pay Period title. When hovered over, full pay period information displays.
	Excel download	Appears in many search grid results, allowing you to export the search data to an Excel spreadsheet.
	Exclamation mark	Displays within User Alerts to indicate there are new reports or completed processes within the last 3 days that you have not yet been viewed.
	Plus sign	Displays on the Member Details screen to create additional Pay Periods or add an additional Salary or additional Contributions.

Navigation Arrows in this Resource Guide

Throughout this guide you will frequently see navigating arrows like this **>**

Each section of this guide is devoted to a specific topic, for example *"Employer Reporting by Web Entry"* and each section includes many screens. To help you follow along on ***your own laptop screens*** while using this guide, the navigation arrows identify the steps you take to reach the screen/topic being described in the guide.

As shown in the image below, each time you see a navigation arrow → you will scroll to a heading or scroll to a heading and click it. For example, to reach the Batch Maintenance screen from any screen in DRS, you would 1) begin from the DRS Left Menu, 2) scroll down to Employer Reporting, 3) scroll down further to locate and click Batch Maintenance:



NHRS Contact Details

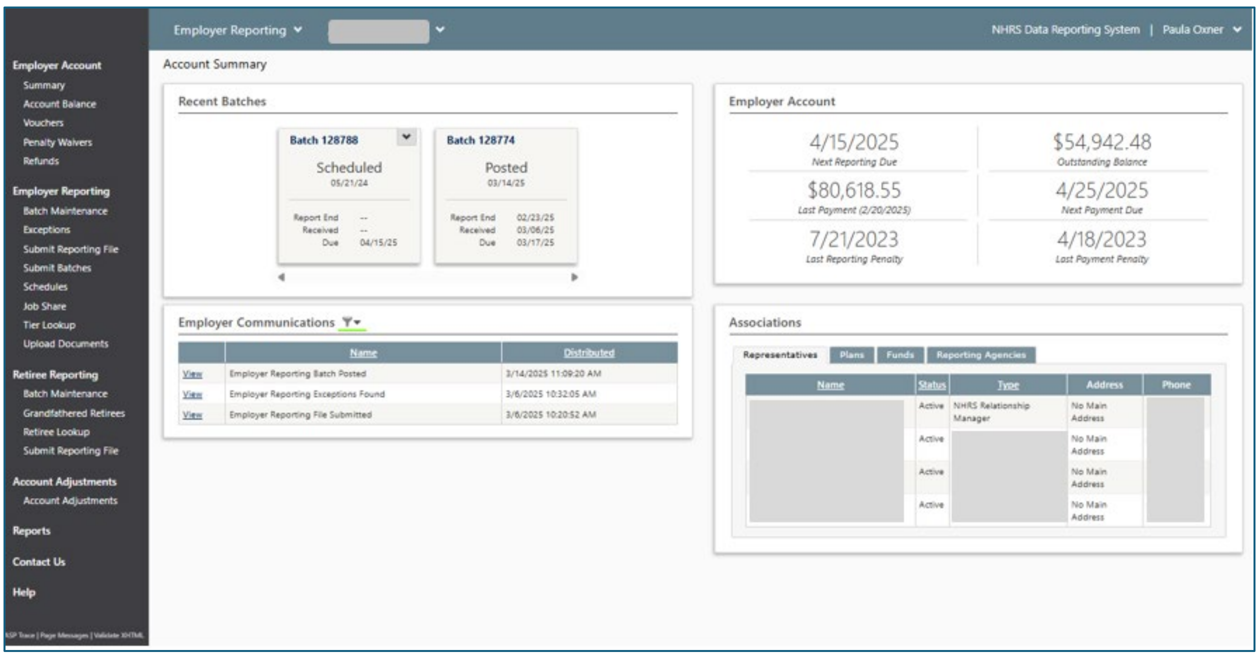
Mailing Address:	54 Regional Drive Concord, NH 03301
Phone:	(603) 410-3500
Fax:	(603) 410-3501
Email:	info@nhrs.org
Website:	www.nhrs.org

For questions related to DRS access, forgotten username or forgotten password, please contact DRSsupport@nhrs.org.

INTRODUCTION TO DRS

What Is DRS

DRS is a secure online portal for NHRS-participating employers. It is through this portal that employers submit their monthly wage and contribution reporting to the retirement system. When logged in to DRS, users will see the main screen displayed below, which is referred to as the **Account Summary** screen or the **Dashboard**.



DRS consists of two modules:

- The **Employer Reporting** module is used to report monthly wage and contribution data for active, full-time members. DRS is also used for annual retiree reporting of part-time retirees.

- The **Insurance Reporting** module is used by employers and third-party administrators (TPAs) to update insurance premiums and to submit insurance authorizations for their retirees.

Note: Most employers will not see the Insurance Reporting option, as many insurance providers manage this process. If you are responsible for completing insurance authorizations and have questions, please visit our Employer Resources webpage then scroll to **Retiree Insurance** for instructions, or call 603-410-3675 to speak with an NHRS Medical Benefits Representative.

Who Should Use DRS

Most often it is **Payroll personnel**, who process monthly employer reporting (a process to report member wages and employer contributions to NHRS) and **HR personnel**, who enroll members and upload required documents, are the individuals who should use DRS. Additionally, individuals who do the annual retiree reporting and individuals who need to send documents with PII securely to NHRS may also require use of DRS.

GETTING STARTED WITH DRS

How to Request and Setup a DRS Account for a New DRS User

1. Begin by completing the **Data Reporting System User Access Form**. There are multiple ways to access the form:

    a. Speak with your NHRS Relationship Manager and ask for the form to be emailed to you. Relationship Manager contact information can be found on the Account Summary screen/DRS Dashboard under Associations.

    b. Easily view the Data Reporting System User Access Form on the NHRS website.

    c. Locate the form by visiting the NHRS website and then selecting Employers > Employer Forms > Employer Forms > scroll to Data Reporting System (DRS) > select DRS User Access Form, as highlighted in the image below.

Sample Data Reporting System User Access Form

New Hampshire Retirement System
54 Regional Drive, Concord, NH 03301
Phone: (603) 410-3500 - Fax: (603) 410-3501
Website: www.nhrs.org - Email: info@nhrs.org

Data Reporting System User Access Form

Request for: ____________________ ____________ ____________________
First Name *Middle Initial* *Last Name*

Job Title: ____________________ Work Email: ____________________

Action:

☐ Terminate User Effective Date: ____________ User Name: ____________

☐ Access Modification Effective Date: ____________ User Name: ____________

☐ Add User Effective Date: ____________

Employer Name:

If the person is responsible for more than one employer, list all. Ex.: SAU with multiple school districts reported separately.

Choose one or more applicable module(s):

☐ Employer Reporting *(This module is used to submit monthly wage and contribution data for active members. This module also includes Part Time Retiree Reporting, which is used to report annual hour and compensation data for retired members pursuant to RSA 100-A:16, VIII).*

☐ Insurance *(This module is used to submit or change insurance authorizations and/or premium rates).*

You are acknowledging that you are an authorized user of the New Hampshire Retirement System's Data Reporting System (DRS). The DRS is only for Participating Employers of the New Hampshire Retirement System (NHRS) or their authorized Vendors or Third Party Administrators (TPAs). If you are not a Participating Employer, Vendor, or TPA you are prohibited from logging onto the Data Reporting System. Violators will be prosecuted to the full extent of any applicable state and federal laws.

I have read this disclaimer and I am an authorized Participating Employer, Vendor, or TPA of the New Hampshire Retirement System.

Requestor's Name (please print):____________________ Phone: (____)____________

Requestor's Signature:____________________ Date: ____________

Manager's Name (please print):____________________ Phone: (___)____________

Manager's Signature:____________________ Date: ____________

Signing this form with an electronic signature is acknowledgement that I have reviewed information for this request and serves as my authorization.

Please email this completed form to DRSsupport@nhrs.org. Upon receipt, NHRS will verify that the action requested (Terminate, Modify, Add) is approved by the manager named above. If approved, NHRS will complete the action and notify the requestor. For newly added users, NHRS will email the new user a link to set up an account. The link will only be valid for 24 hours, so the account setup process must be completed in a timely manner. If you have any questions, please contact NHRS at (603) 410-3508 or email DRSsupport@nhrs.org.

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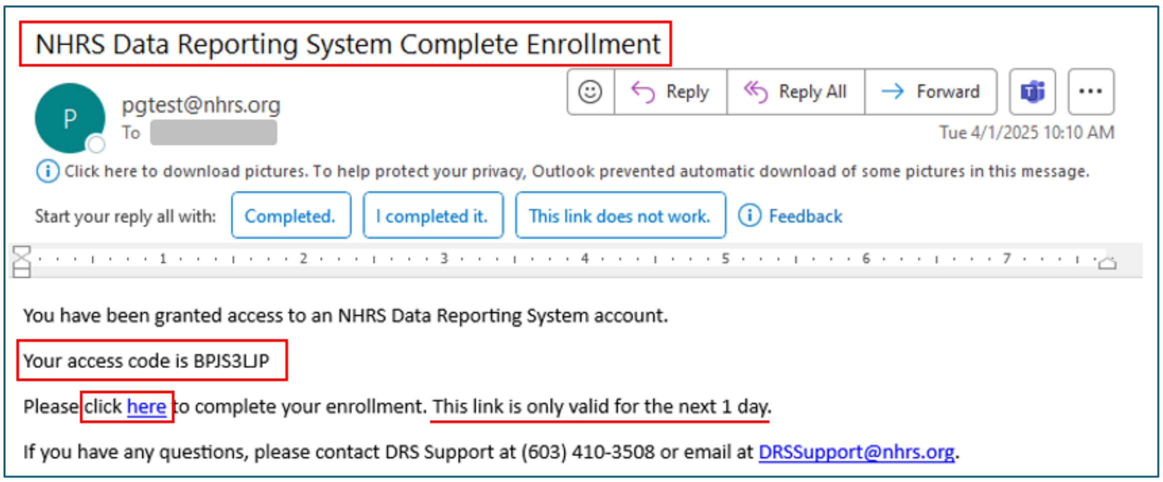
2. Complete the form.

   Note: This form can be used to Terminate one user while Adding another user.

   When complete, email the form to DRSsupport@nhrs.org.

3. Once NHRS receives your form, it is reviewed. If there are no questions, you will receive an email with the subject line *NHRS Data Reporting System Complete Enrollment*.



The email includes:

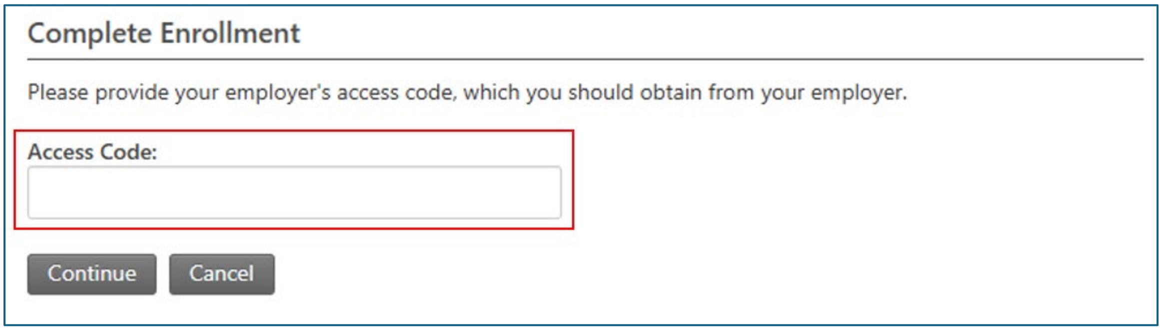
a. An Access Code: This is your unique access code. Do not share.

   Helpful Tip: Copy the access code for use in the step below.

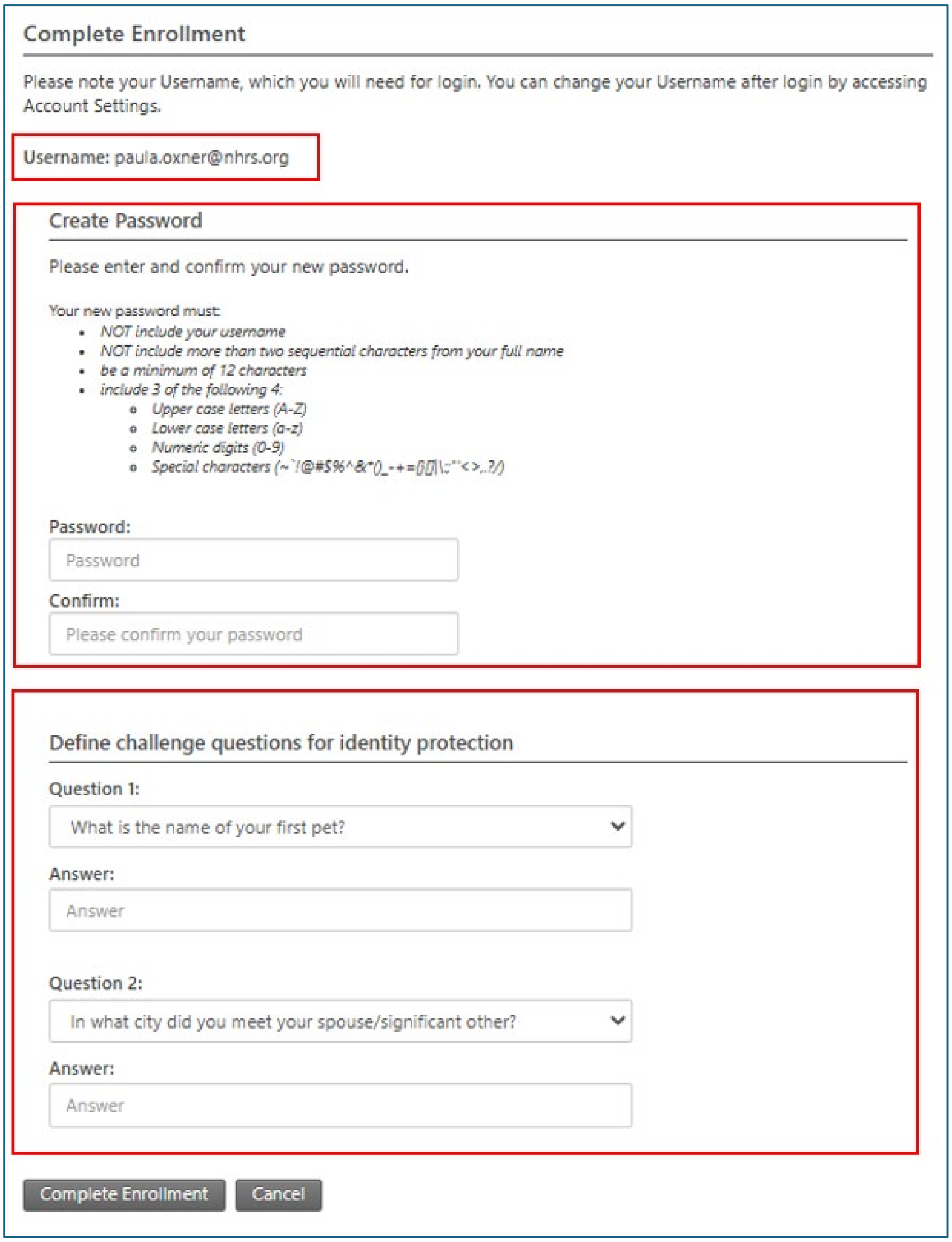
b. A Hyperlink: Brings you directly to the first enrollment screen on NHRS' website.

   Note: The link ***expires 24 hours from receipt*** of the email. Click **the email link** in a timely manner, the **Complete Enrollment Screen** displays. If the email has expired, contact DRSSupport@nhrs.org.

4. On the first **Complete Enrollment Screen**, paste the access code and click **Continue**. The next **Complete Enrollment** screen displays.



5. This **Complete Enrollment** screen displays your assigned **Username** near the top, which is the work email you provided on the Data Reporting System User Access Form.



a. Create your Password. As required, your password MUST:

- NOT include your username

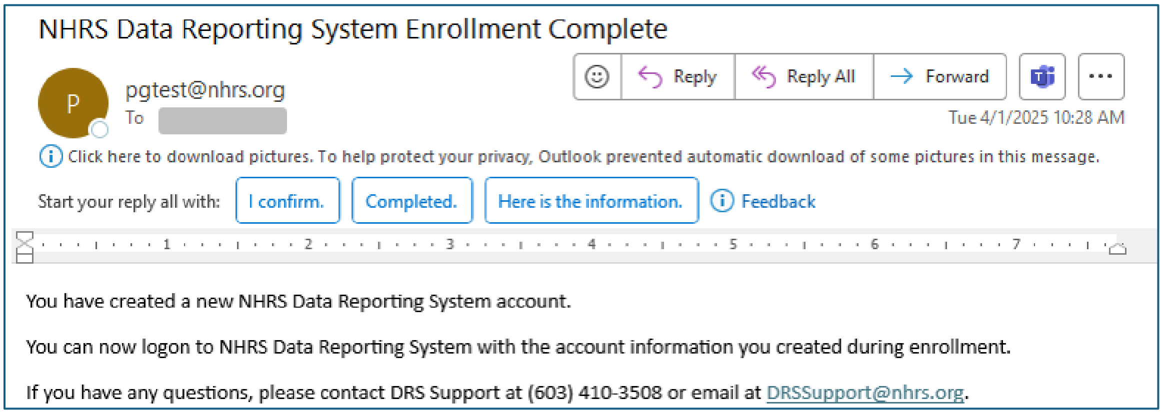
- NOT include more than two sequential characters from your full name
- Be a minimum of 12 characters
- Include 3 of the following 4:
    - Upper case letters (A-Z)
    - Lower case letters (a-z)
    - Numeric digits (0-9)
    - Special characters (~ ’ ! @ # $ % ^ & * ( ) _ + { } [ ] | \ : ; “ ‘ < > , . ? /)

b. **Answer the Challenge Questions:** You may use the default challenge questions displayed or choose optional questions using the question down arrows.

c. **Use your mouse to complete the process:** When done, **use your mouse** to click the **Complete Enrollment** button, as pressing the keyboard Enter Key does not work properly and your enrollment will not be complete.
Next, you will receive an email and the **NHRS Data Reporting System Login** screen displays.

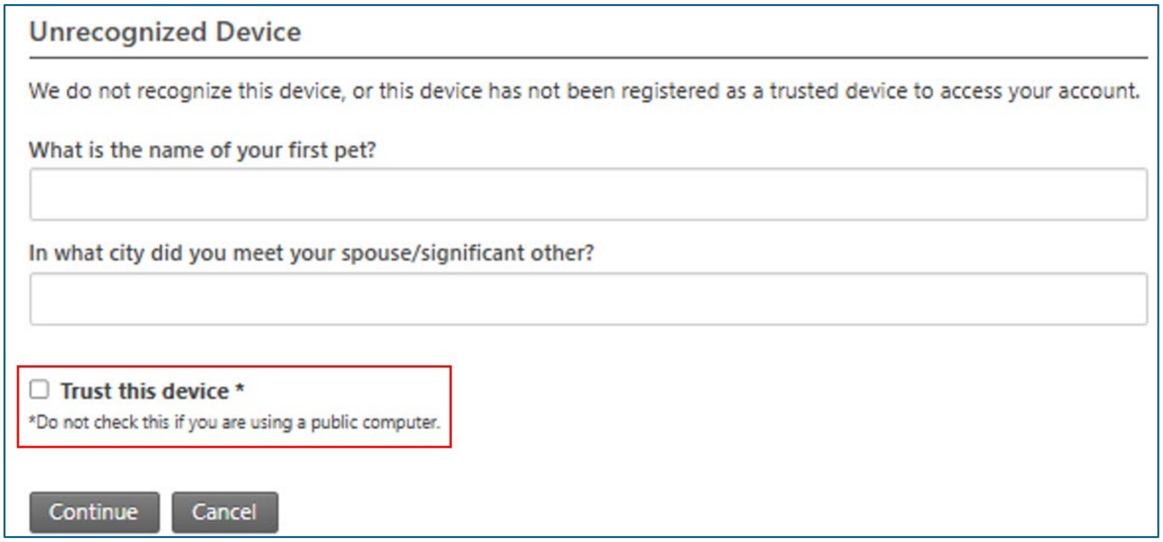
6. After completing the enrollment screens, you will receive an email with the subject line *NHRS Data Reporting System Enrollment Complete*, which confirms

your DRS enrollment.



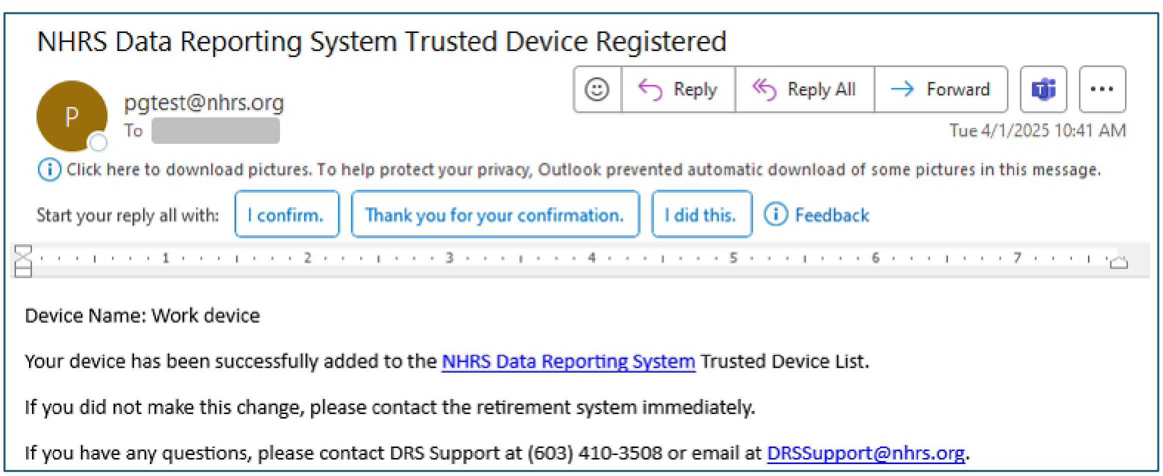
7. On the **NHRS Data Reporting System Login** screen, enter your **Username** (your work email address) and **Password**. Click **Login**. The **Unrecognized Device** screen displays.

8. The **Unrecognized Device** screen presents the two challenge questions you completed during enrollment. Answer the questions correctly.

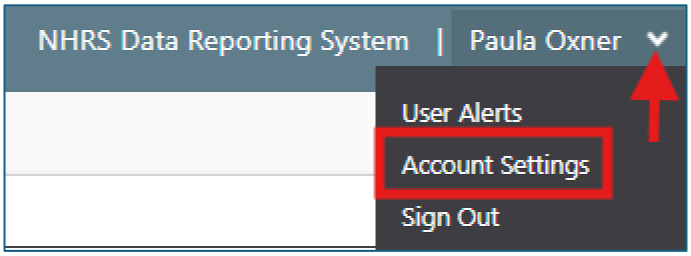


If working from a trusted device (for example, using your working computer), click the **Trust this device** checkbox to avoid this step in the future. When done, click **Continue**. Next, you will receive an email and the **Two-Step Verification** screen displays.

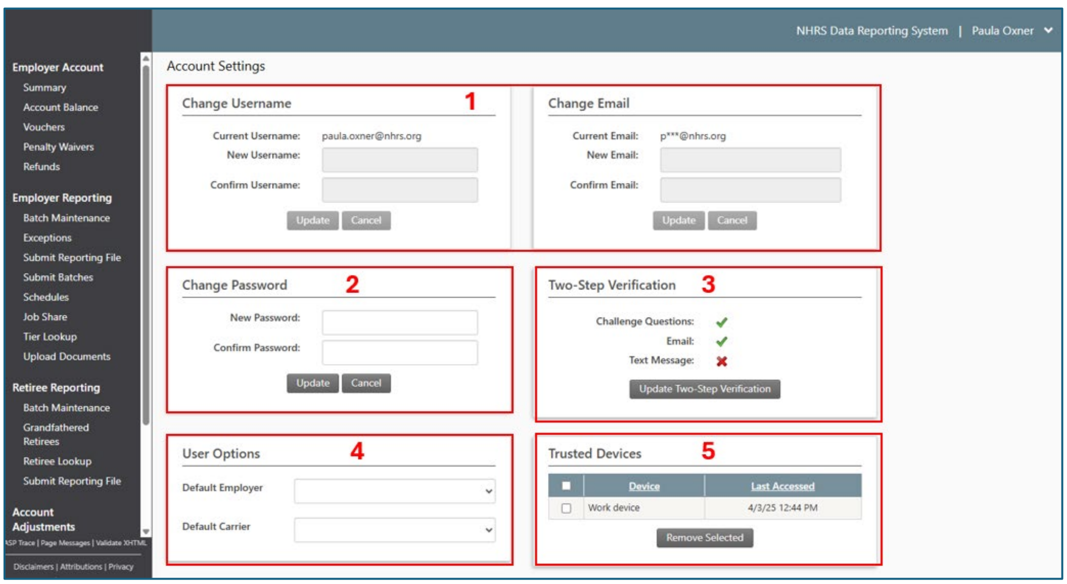
9. After naming your trusted device, you will receive an email with the subject line *NHRS Data Reporting System Trusted Device Registered*, which confirms your trusted device.



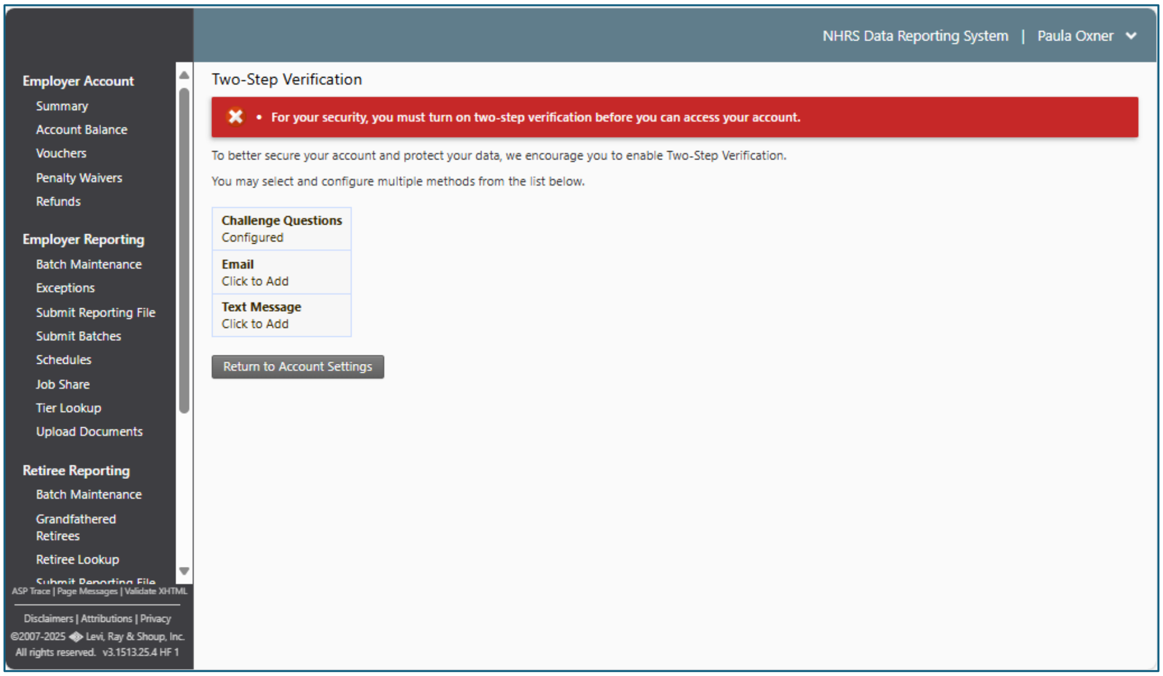
Note: Trusted Devices can be maintained through your **Account Settings** screen once DRS access is provided. To access the screen, click the down arrow in the upper right of the DRS screen and click **Account Settings**.



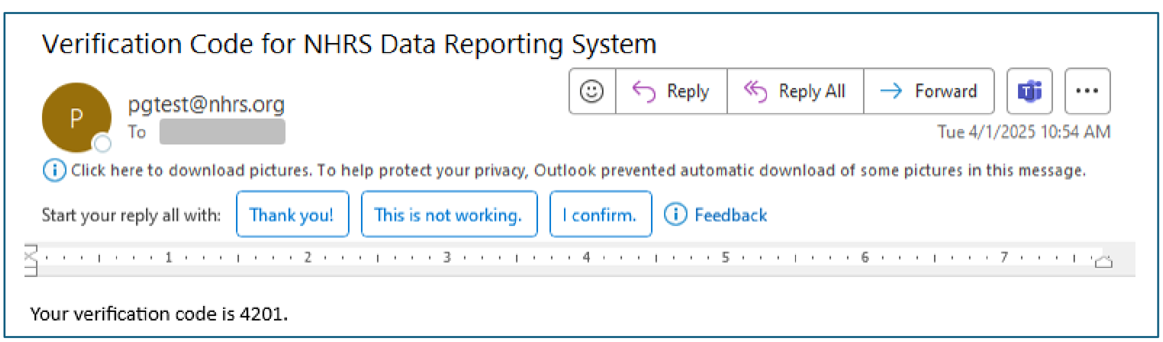
For information on this screen, see Account Settings in this guide:



10. The **Two-Step Verification** screen helps keep your account secure. You may choose to receive verification codes by email or text message.

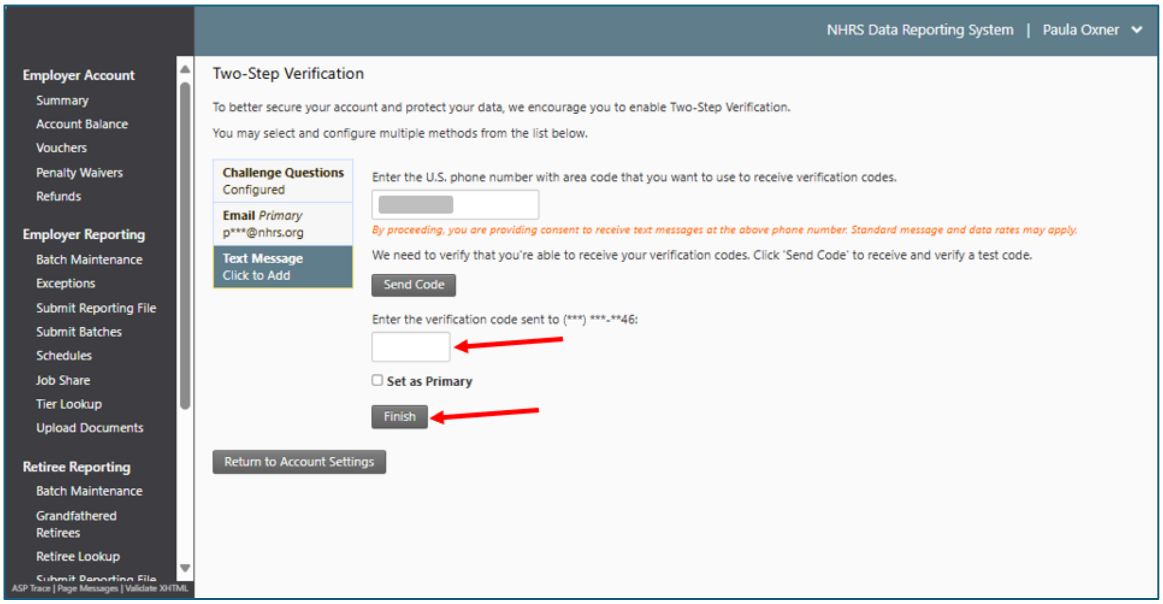


- To receive a verification code by email, click **Email**, click **Send Code**. You will receive an email with the subject *Verification Code for NHRS Data Reporting System*.



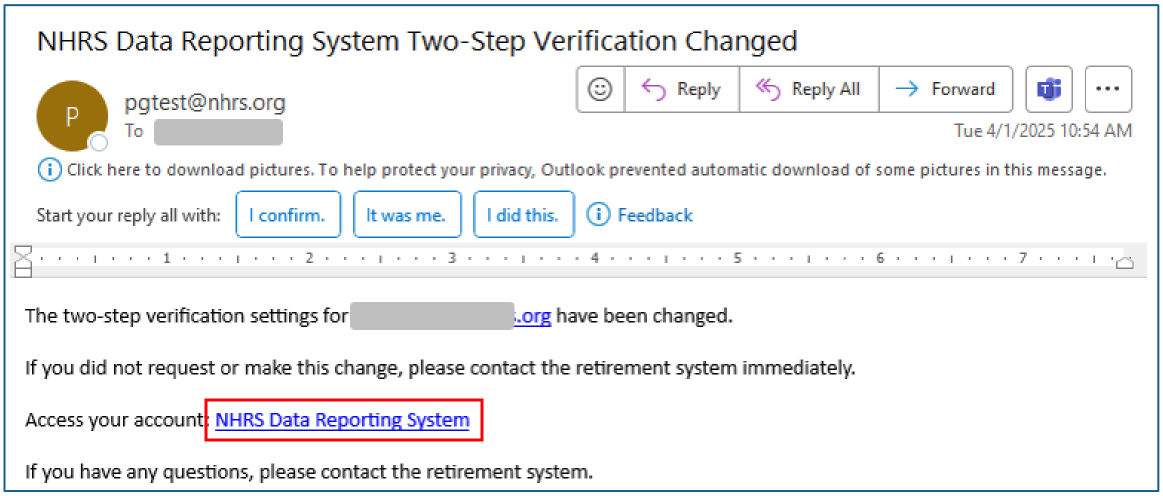
- To receive a verification code by text message, click **Text Message**, enter your phone number with area code, and click **Send Code**. You will receive a text message with the verification code.

11. Regardless of whether email or text message is chosen, after clicking **Send Code**, the **Two-Step Verification** screen refreshes and a box displays to enter the verification code. Check your email or text messages for the code that was just sent (if you did not receive a code, contact DRSSupport@NHRS.org) and enter the code on this screen. When done, click **Finish**.

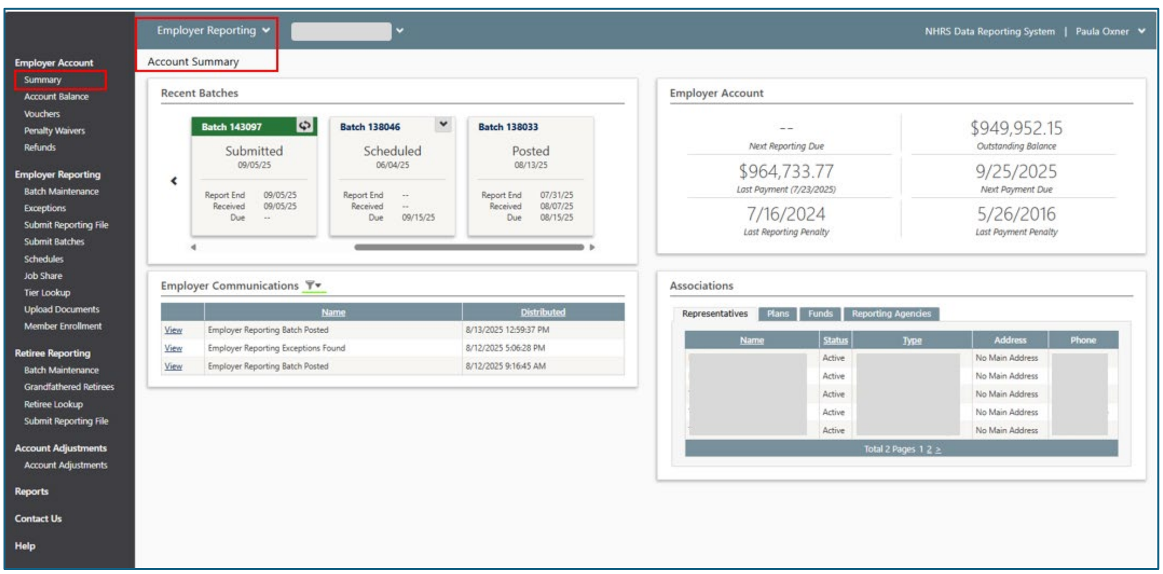


12. After completing the two-step verification process, you will receive an email with the subject line *NHRS Data Reporting System Two-Step Verification Changed*. Click the **NHRS Data Reporting System** link to log in to your DRS account. The default

Account Summary screen displays.



13. The **Account Summary** screen, also known as the Dashboard, is the gateway to DRS. From this screen, you have access to all DRS Employer Reporting options simply by clicking a topic in the Left Menu.



How to Terminate DRS Access for an Existing DRS User

1. Begin by completing the **Data Reporting System User Access Form** available on the NHRS website. You can also speak with your NHRS Relationship Manager and ask that the form be emailed to you. Relationship Manager contact information can be found on the **Account Summary** screen/DRS Dashboard under Associations.
2. Under the heading **Action**, select the checkbox next to **Terminate User**.
3. Complete the rest of the form and email it to DRSsupport@nhrs.org.
   You may also email the form to your dedicated NHRS Relationship Manager or fax it to (603) 410-3501.
4. Once NHRS receives the form/request, the DRS Support Team terminates the identified user's DRS access and personally notifies the requestor when the process is complete.

How to Modify DRS Access for an Existing DRS User

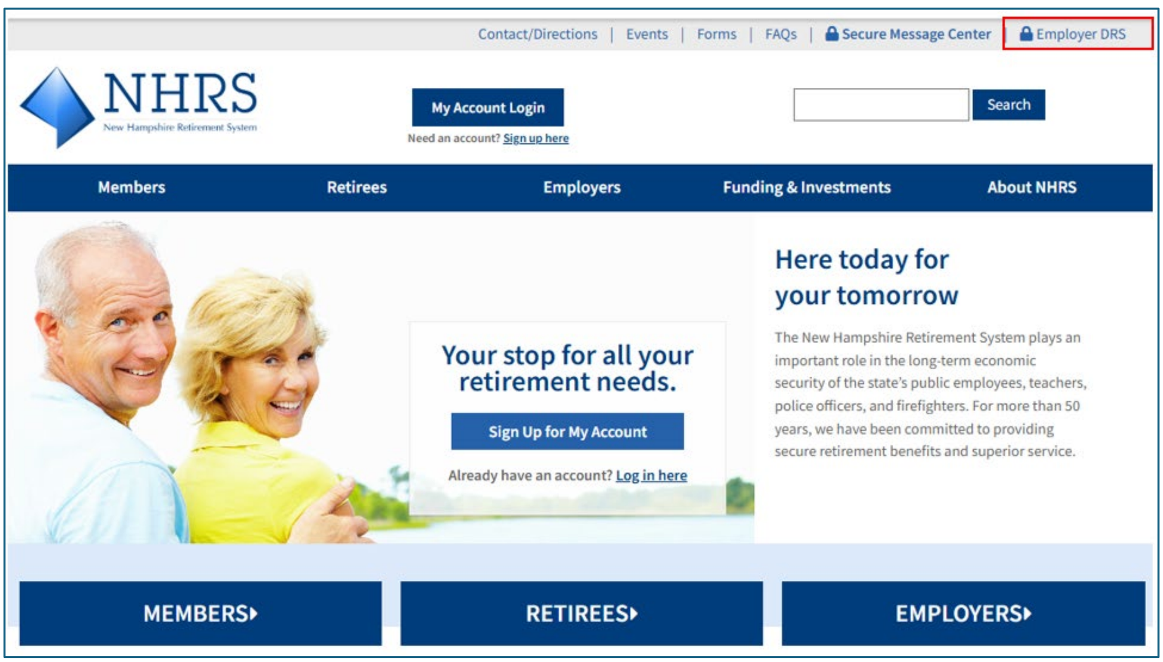
1. Begin by completing the **Data Reporting System User Access Form** available on the NHRS website. You can also speak with your NHRS Relationship Manager and ask that the form be emailed to you. Relationship Manager contact information can be found on the **Account Summary** screen/DRS Dashboard under Associations.
2. Under the heading **Action**, select the checkbox next to **Access Modification**.
3. Under the heading **Choose one or more applicable module(s)**, indicate what should be added or removed. Add notations if necessary.
4. Complete the rest of the form and email it to DRSsupport@nhrs.org.
   You may also email the form to your dedicated NHRS Relationship Manager or fax it to (603) 410-3501.

5. Once NHRS receives the form/request, the DRS Support Team modifies the identified user's DRS access and personally notifies the requestor when the process is complete.

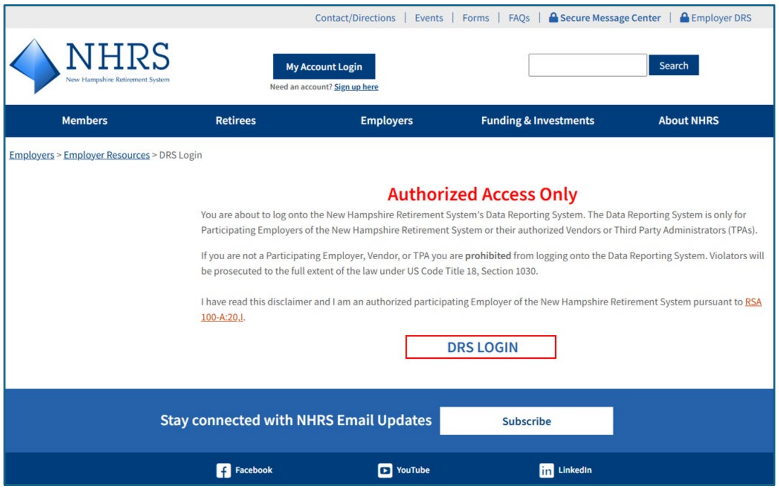
How to Log In to DRS

To log in to DRS, you must have a valid DRS Account. See [Requesting a DRS Account] for details.

1. Begin on the [NHRS website] by clicking the **Employer DRS** button at the top of all NHRS website pages. The **Authorized Access Only** webpage displays.



2. On the **Authorized Access Only** webpage, click **DRS LOGIN** at the bottom of the webpage. The **DRS Login** webpage displays.

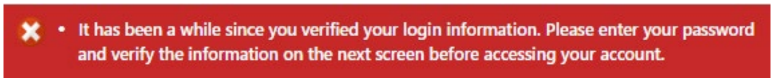


3. On the **DRS Login** webpage, enter your **Username** (your work email address) and your **Password**. Click **Login**. The DRS **Account Summary** screen displays.

Notes:

- If you do not have a DRS account, please see [How to Request and Setup a DRS Account for a New DRS User](#).

- Occasionally, DRS will prompt you to confirm your password by displaying the following red notification on your DRS screen. Enter your password and follow the instructions on the next screen.

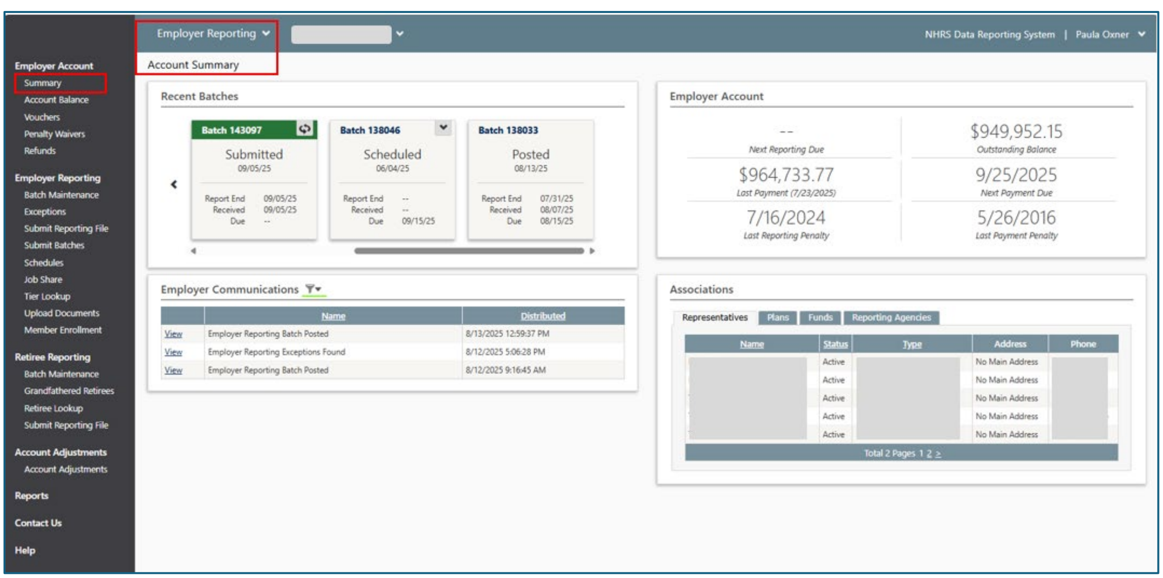


"If has been a while since you verified your login information. Please enter your password and verify the information on the next screen before accessing your account."

Why might you receive the red message?

Our system is designed to use different security protocols that may prompt password resets based on various factors. This helps protect your account from unauthorized access and ensures the highest level of security. We are continuously working to keep your information safe.

4. The **Account Summary** screen, also known as the Dashboard, is the gateway to DRS.



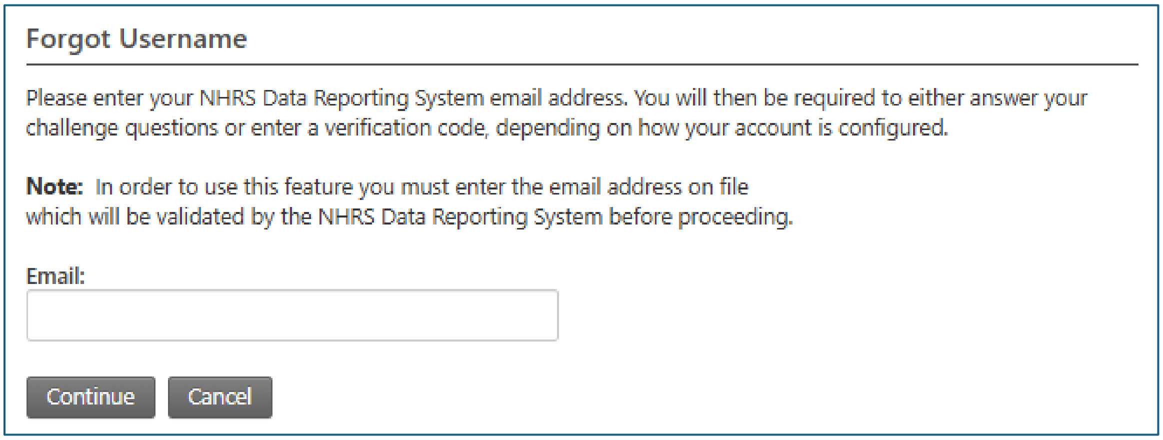
From this screen, you have access to all Employer Reporting options (and/or Insurance Reporting options depending on what was selected on the **Data Reporting System User Access Form**) simply by clicking a topic in the Left Menu. See [Navigating the DRS Dashboard] for information on the various features available on this screen.

Automatic Timeout Note: DRS is programmed to timeout after a period of 20-22 minutes of no activity. When you return to DRS, the last screen you used is visible; however, when you attempt to proceed with your work, you are immediately returned to the **DRS Login** screen to begin a new logged in session.

Forgot Username

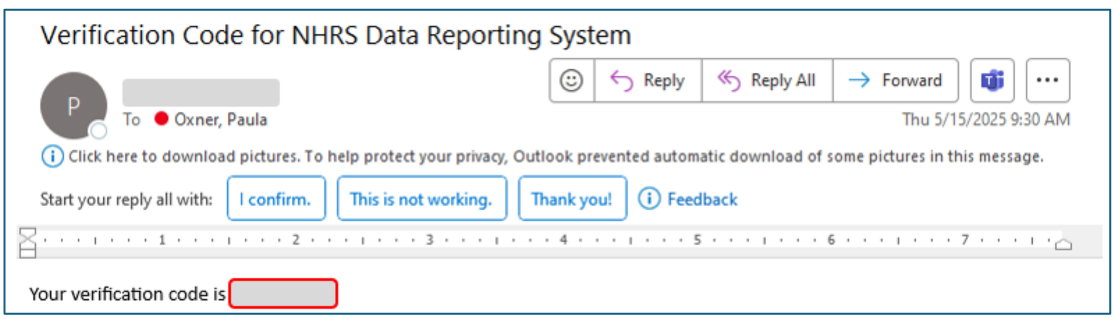
1. To retrieve your username, begin on the [NHRS website] by clicking the **Employer DRS** button top right corner **>** on **Authorized Access Only** page, click **DRS LOGIN >** on the **DRS Login** webpage, click **Forgot Username**.

2. On the **Forgot Username** screen, enter your work email address and click **Continue**.

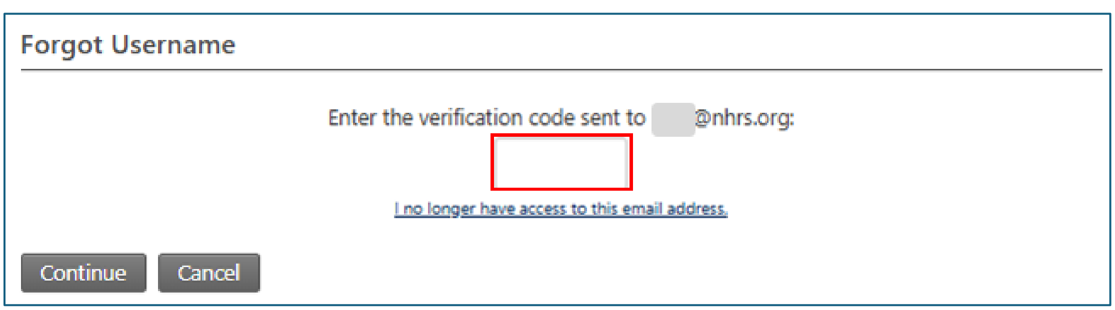


3. Verification Process:

   a. Check your email for subject line *Verification Code for NHRS Data Reporting System*. Make note of the verification code.

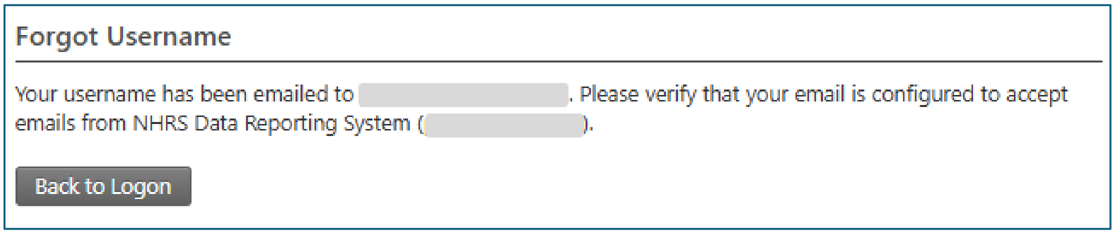


   b. On the **Forgot Username Verification** screen, enter the emailed verification code. Click **Continue**.

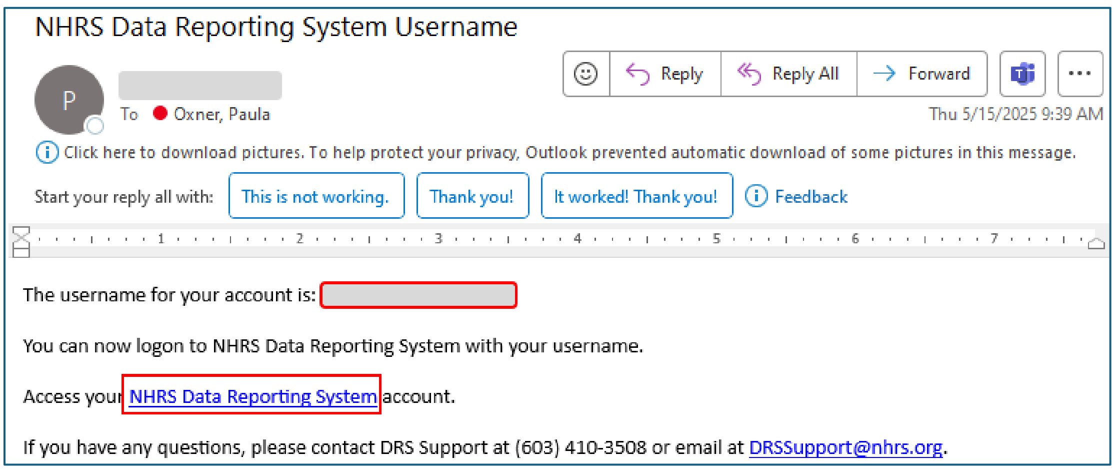


4. Username Notification:

a. The **Forgot Username** screen confirms that your username has been emailed:



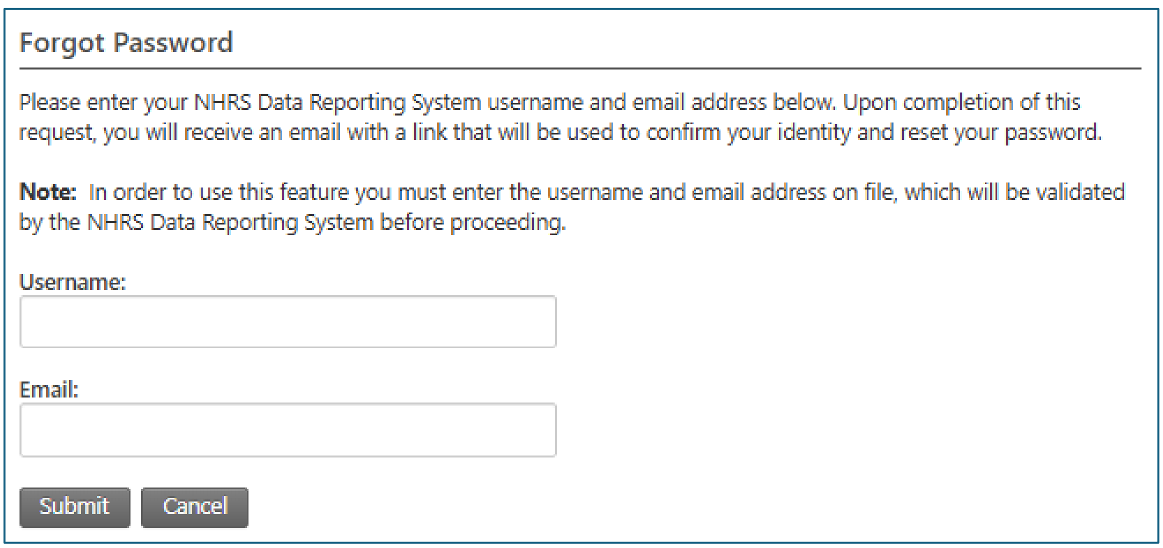
b. Check your email for subject line *NHRS Data Reporting System Username*. This email identifies your username and includes a link to the NHRS Data Reporting System. Click **the email link**. This opens a new browser tab, displaying the **DRS Login** screen. Log in with your retrieved username.



Forgot Password

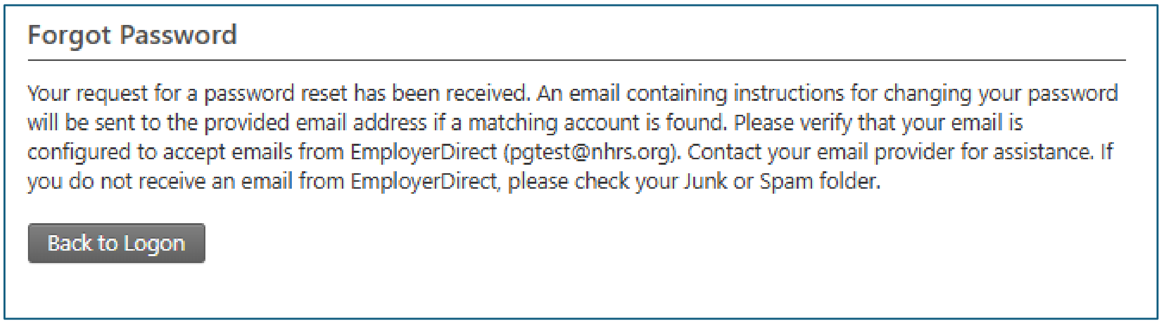
1. To reset your password, begin on the [NHRS website]() by clicking the **Employer DRS** button top right corner **>** on **Authorized Access Only** page, click **DRS LOGIN >** on the **DRS Login** webpage, click **Forgot Password**.

2. On the **Forgot Password** screen, enter both your DRS username (required to be your work email) and your email address. Click **Submit**.



3. The **Forgot Password** screen confirms receipt of your password reset request.

   Check your email.



Forgot Password

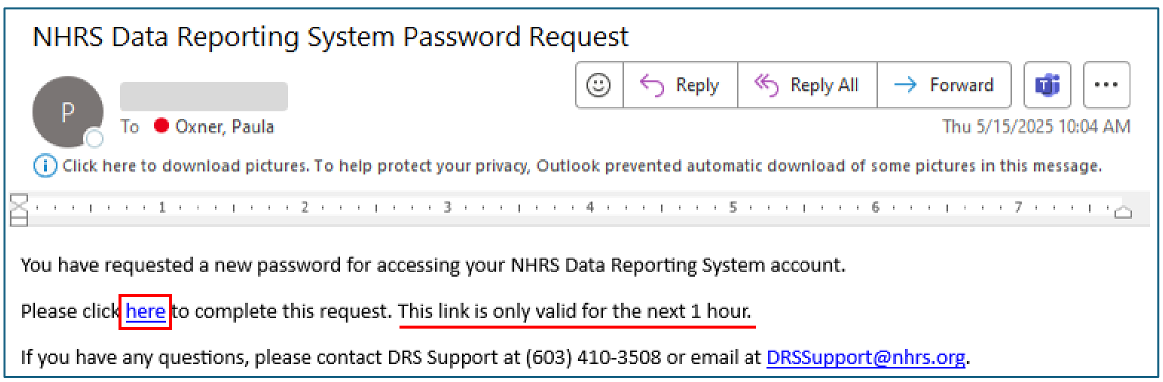
Your request for a password reset has been received. An email containing instructions for changing your password will be sent to the provided email address if a matching account is found. Please verify that your email is configured to accept emails from EmployerDirect (pgtest@nhrs.org). Contact your email provider for assistance. If you do not receive an email from EmployerDirect, please check your Junk or Spam folder.

Back to Logon

4. Check your email for subject line *NHRS Data Reporting System Password Request*.

   Use the email's *'Please click **here**'* link to complete your request.

   Note: The link ***expires one hour from receipt*** of the email.



NHRS Data Reporting System Password Request

P To Oxner, Paula

Reply | Reply All | Forward

Thu 5/15/2025 10:04 AM

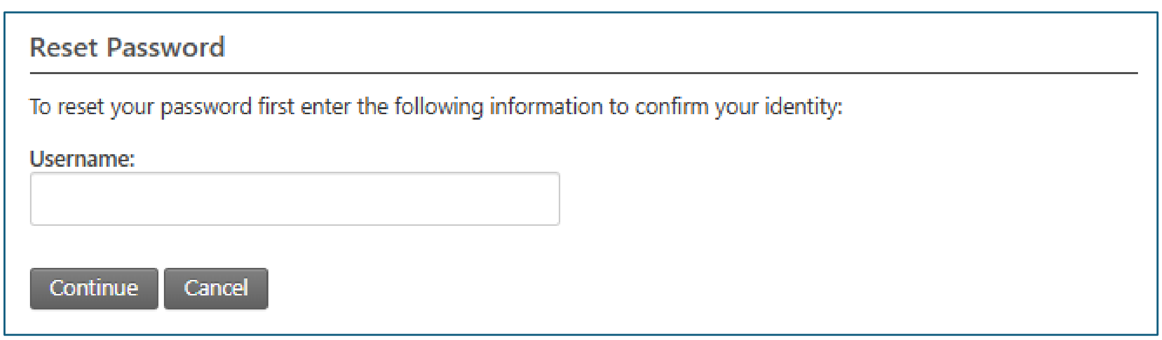
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

You have requested a new password for accessing your NHRS Data Reporting System account.

Please click here to complete this request. This link is only valid for the next 1 hour.

If you have any questions, please contact DRS Support at (603) 410-3508 or email at DRSSupport@nhrs.org.

5. On the **Reset Password** screen, enter your Username and click **Continue**.



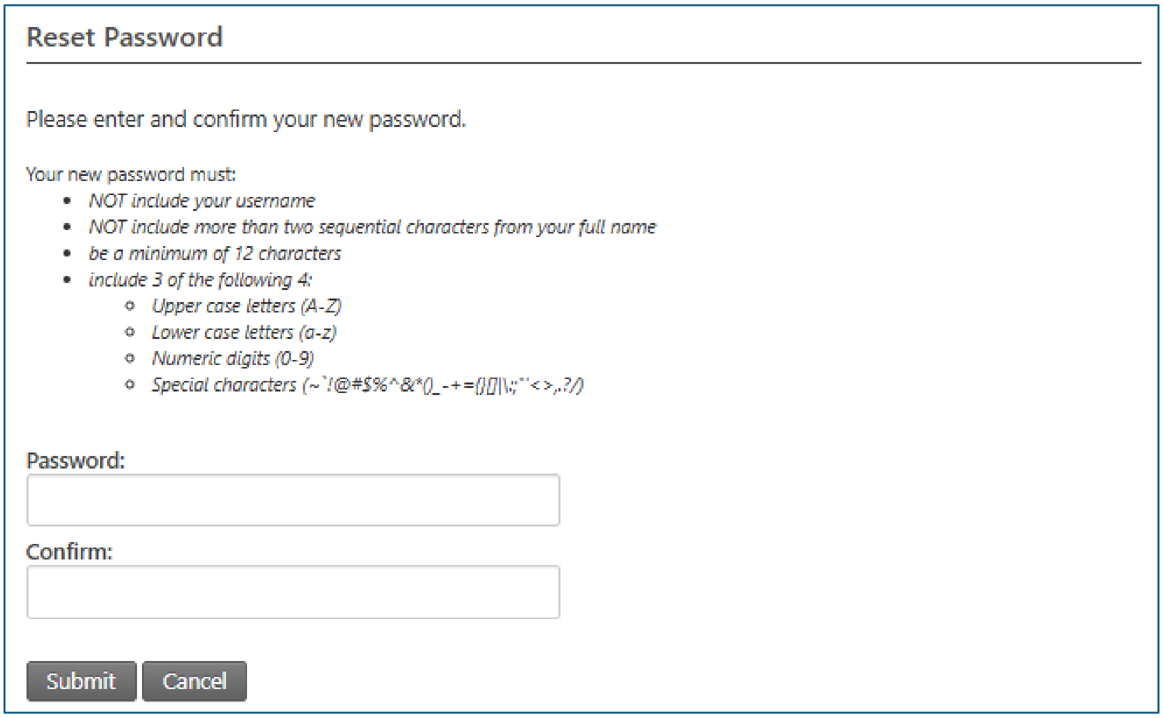
Reset Password

To reset your password first enter the following information to confirm your identity:

Username:

Continue | Cancel

6. You are prompted to create and confirm a new password. Follow the on-screen password requirements. Click **Submit**.



Reset Password

Please enter and confirm your new password.

Your new password must:

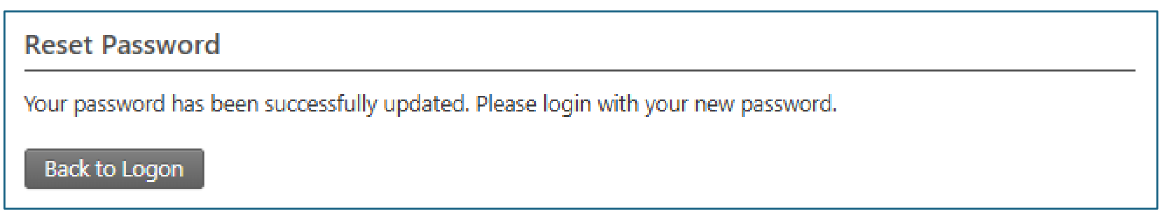
- *NOT include your username*
- *NOT include more than two sequential characters from your full name*
- *be a minimum of 12 characters*
- *include 3 of the following 4:*
    - *Upper case letters (A-Z)*
    - *Lower case letters (a-z)*
    - *Numeric digits (0-9)*
    - *Special characters (~`!@#$%^&*()_-+={}[]\|:;"'<>,.?/)*

Password:

Confirm:

Submit Cancel

7. The **Reset Password** screen confirms your password was updated. Click the **Back to Logon** button. This brings you to the **DRS Login** screen. Log in with your new password.

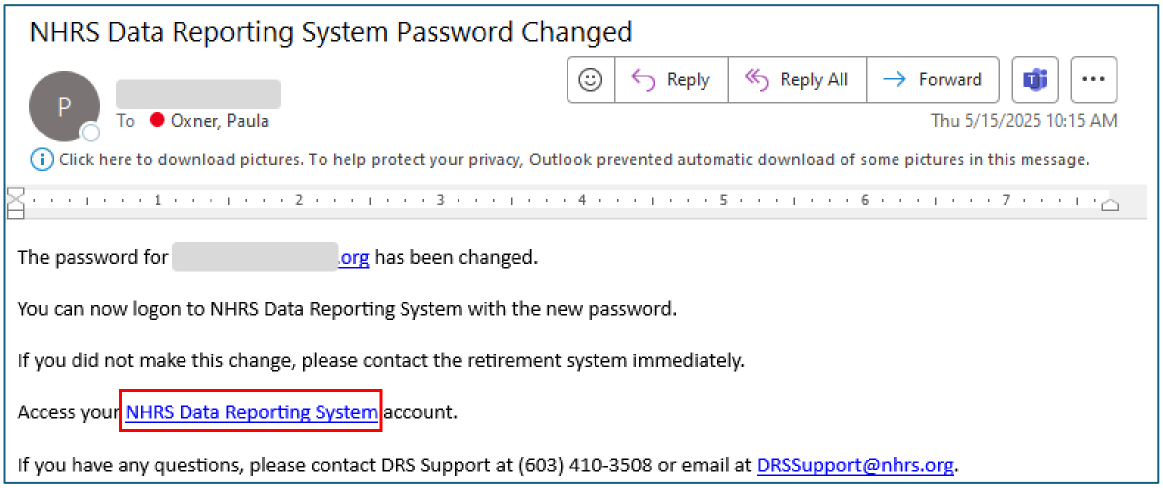


Reset Password

Your password has been successfully updated. Please login with your new password.

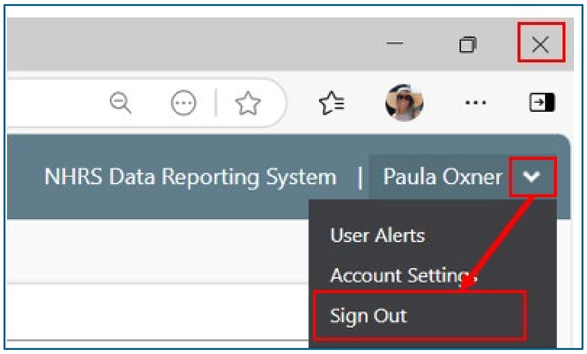
Back to Logon

Or, you may check your email for subject line *NHRS Data Reporting System Password Changed*, which confirms your password was changed and includes a link to the **DRS Login** screen. You may click **the email link** to log in to DRS, which opens a new browser tab, displaying the **DRS Login** screen. Log in with your new password.



How to Log Out of DRS

To log out of DRS, you have two options, both located in the upper right corner of your laptop/PC screen:



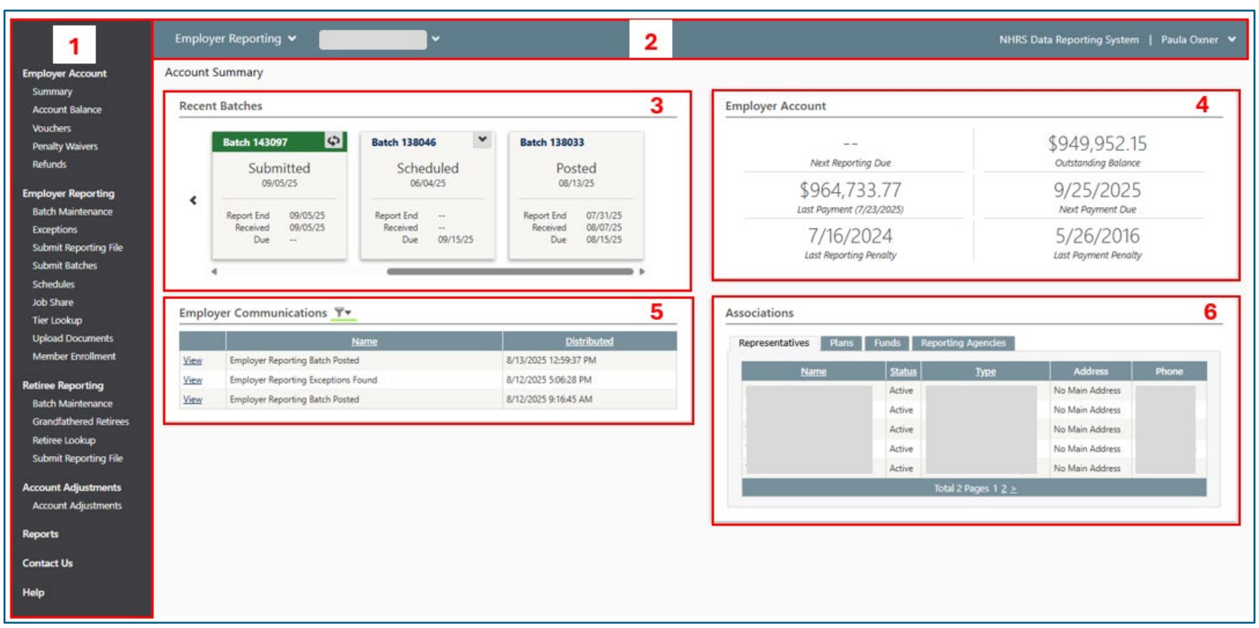
- **Option 1:** Click the browser window to shut down DRS. You are returned to the last application you had open in the background on your laptop/PC.
- **Option 2:** Click the **down arrow** next to your name, click **Sign Out**. You are returned to the **DRS Login** screen.

NAVIGATING THE DRS DASHBOARD / ACCOUNT SUMMARY SCREEN

When logging in to Employer Reporting via DRS, the system defaults to the **Account Summary** screen, or "Dashboard." This screen/dashboard can also be accessed anytime from the DRS Left Menu > Employer Account > Summary.

The Dashboard provides employers with a quick view of key items:

1. Left Menu
2. The Common Area
3. Recent Batches
4. Employer Account
5. Employer Communications
6. Associations

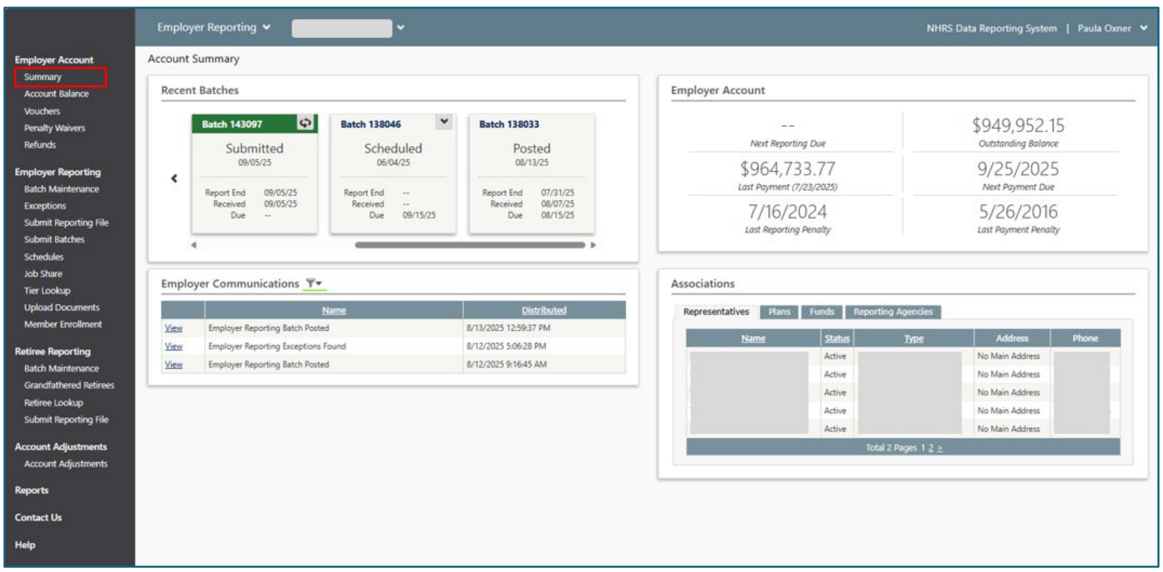


1. Left Menu of the Dashboard

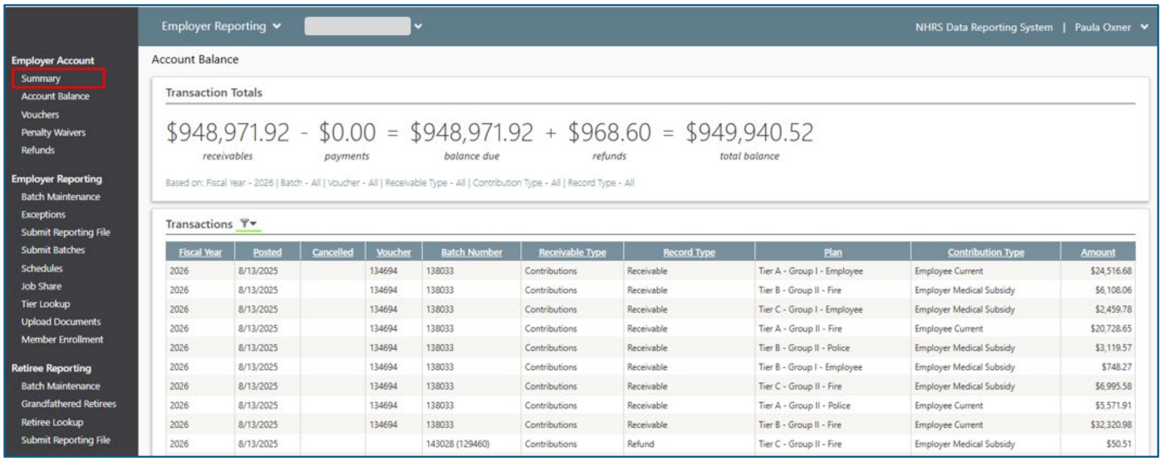
Use the links in this bar – which displays on every page – to navigate through DRS. Each **Navigation Bar** heading displays additional information about the selected topic:

Employer Account

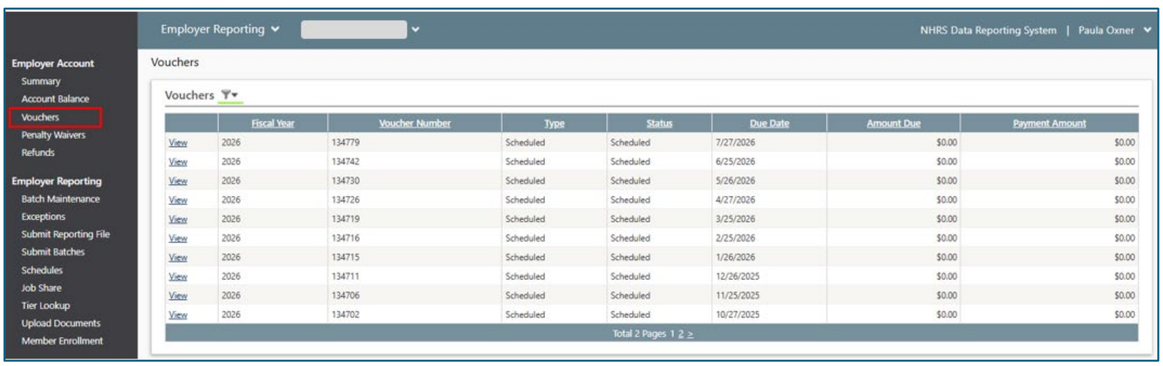
- **Summary**: The Summary option takes you to your summary/dashboard screen (shown above), which is the first screen you see upon logging in. This screen contains details of the employer's account.



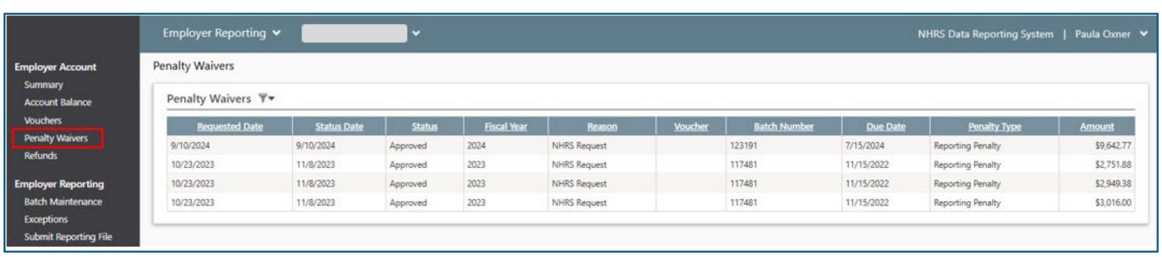
- **Account Balance**: The Account Balance option takes you to a screen that lists the account balance totals and account transactions (receivables, payments, balance due, etc.) associated with the employer.



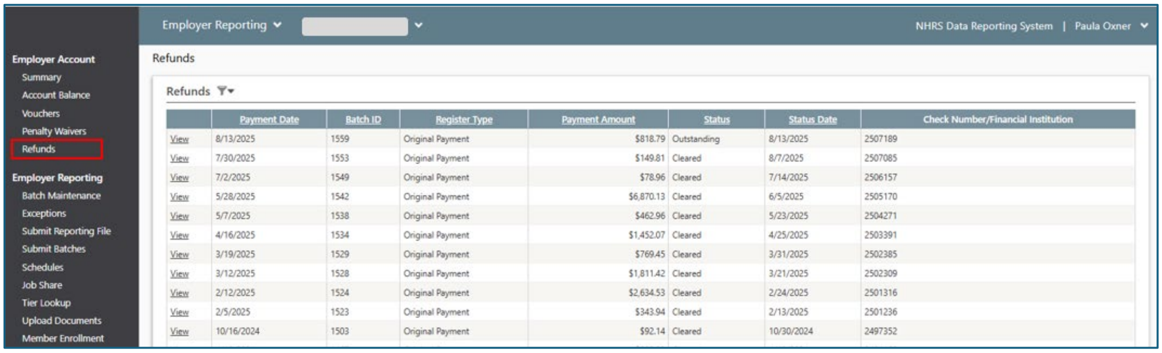
- **[Vouchers]**: The Vouchers option displays a breakdown of a payment that an employer submits to the retirement system. The payment may cover member and employer contributions, as well as contributions associated with service purchase payments. This screen shows the employer's vouchers, voucher numbers, and due dates for current and former vouchers.



- **[Penalty Waivers]**: The Penalty Waivers option displays the penalties and/or penalty waivers associated with an employer's account, if they have any.

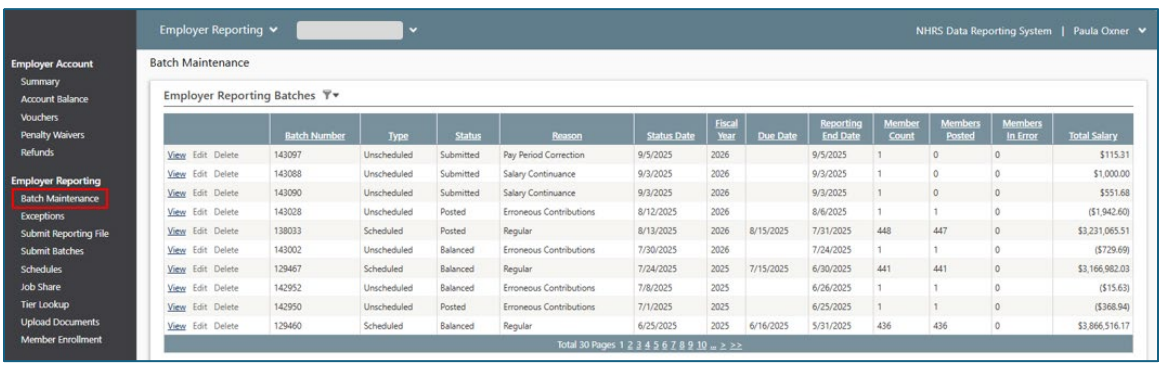


- **Refunds**: The Refunds option displays an employer's refunded payments posted by NHRS.

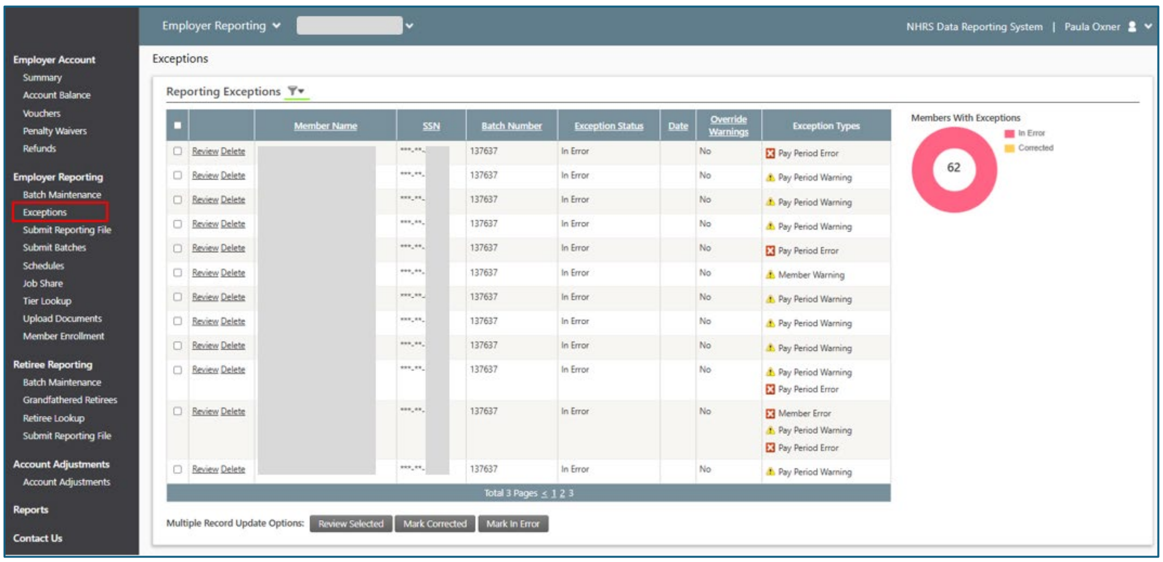


Employer Reporting

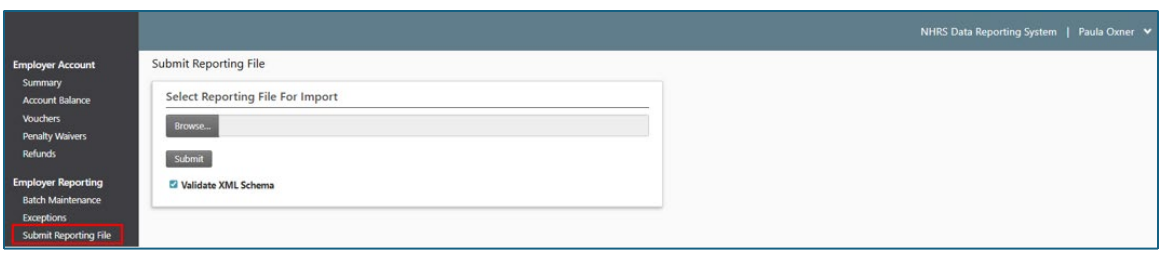
- **Batch Maintenance**: The Batch Maintenance option displays a grid of batch numbers as well as the type and status of current and former batches, each containing wage and contribution data for active members.



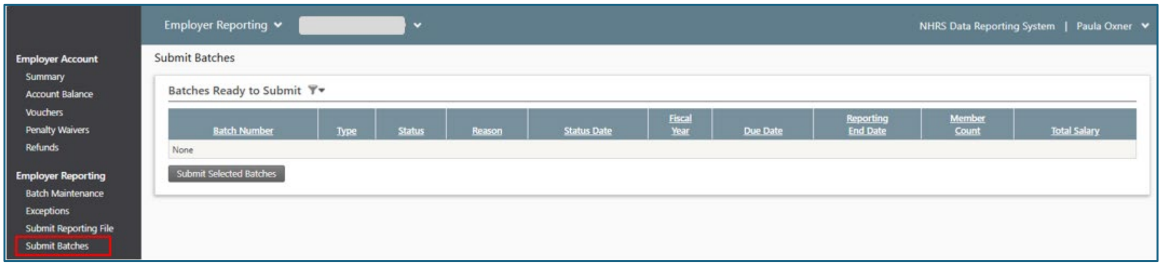
- **Exceptions**: The Exceptions option displays a grid of reporting exceptions (errors) found within the file, if any. If your file contains exceptions, they can be viewed and corrected through this option. See the Correcting Exceptions section of this document for additional methods of correcting exception errors.



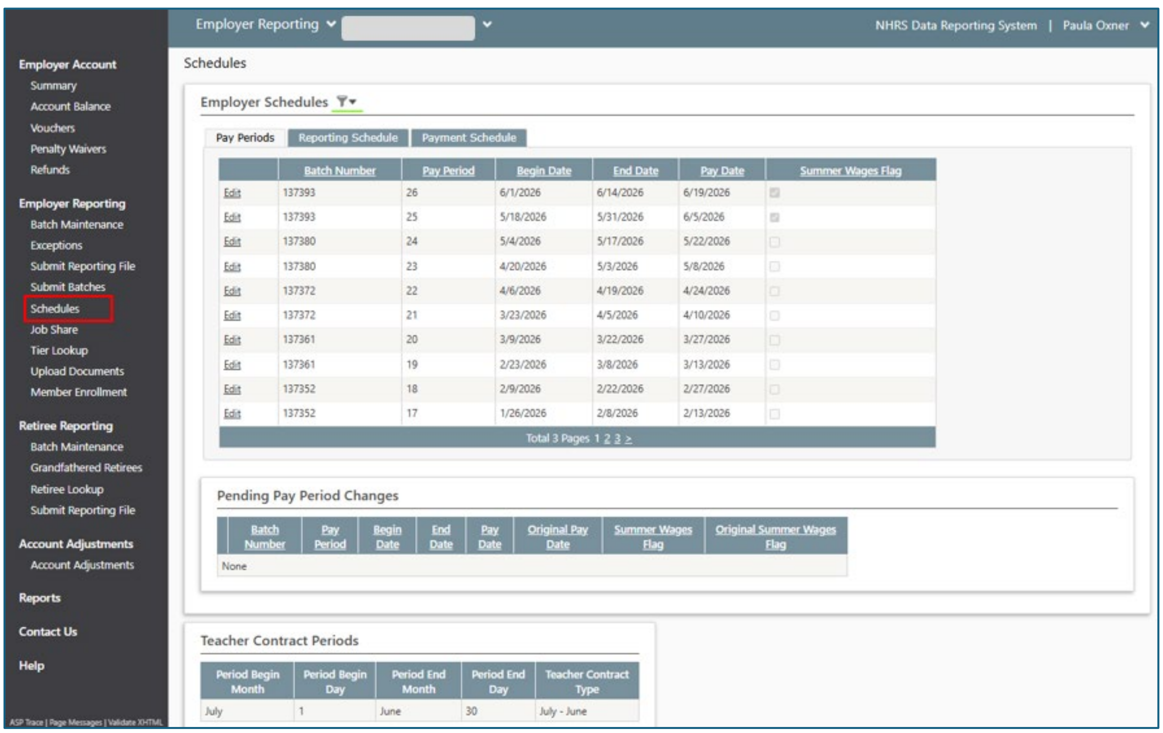
- **Submit Reporting File**: The Submit Reporting File option brings you to the screen you'll use to browse your computer for the XML reporting file you want to upload to NHRS.



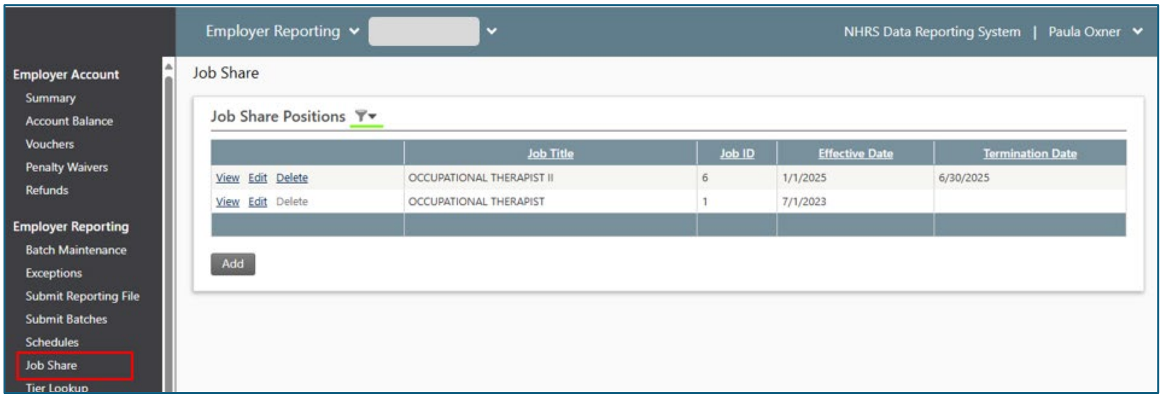
- **Submit Batches**: The Submit Batches option brings you to the screen you'll use to select and submit a specific batch to NHRS.



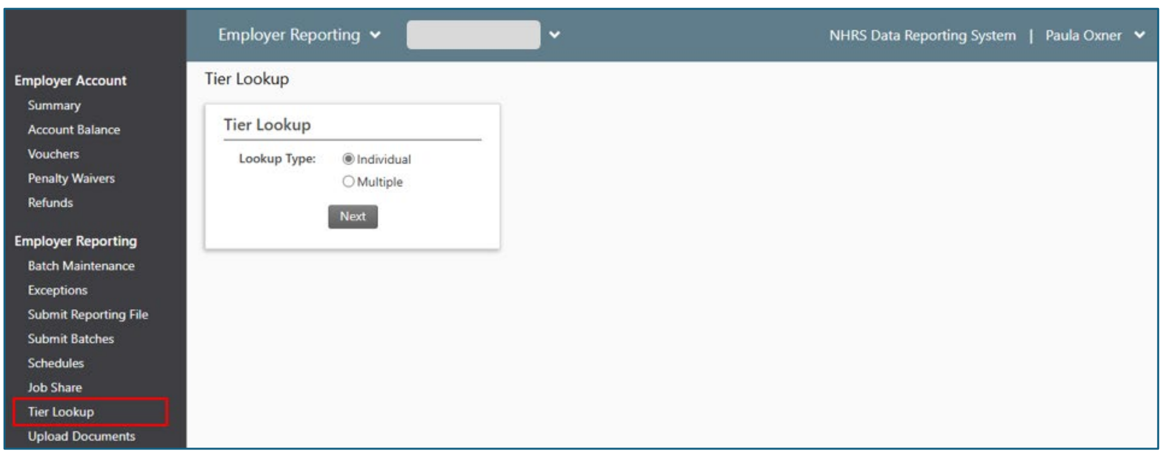
- **Schedules**: The **Schedules** screen is where you can view and edit Pay Periods, as well as view-only Reporting and Payment Schedules, Pending Pay Period Changes, and Teacher Contract Periods.



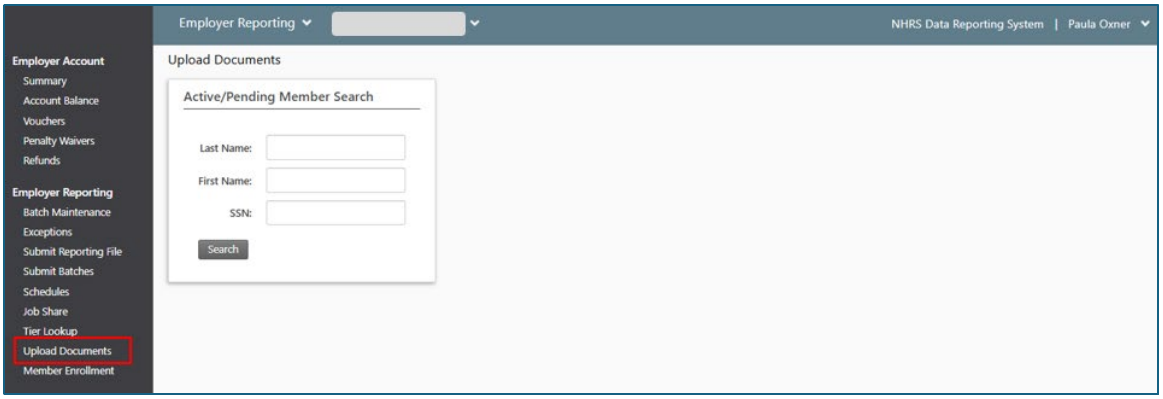
- **Job Share**: The Job Share option only displays for employers with teacher members. If teachers are in job-share positions (i.e. two members share the duties of one full-time position), these positions can be added and managed from this screen.



- **Tier Lookup**: The Tier Lookup option brings you to the screen used to find the tier of a specific member or multiple members.



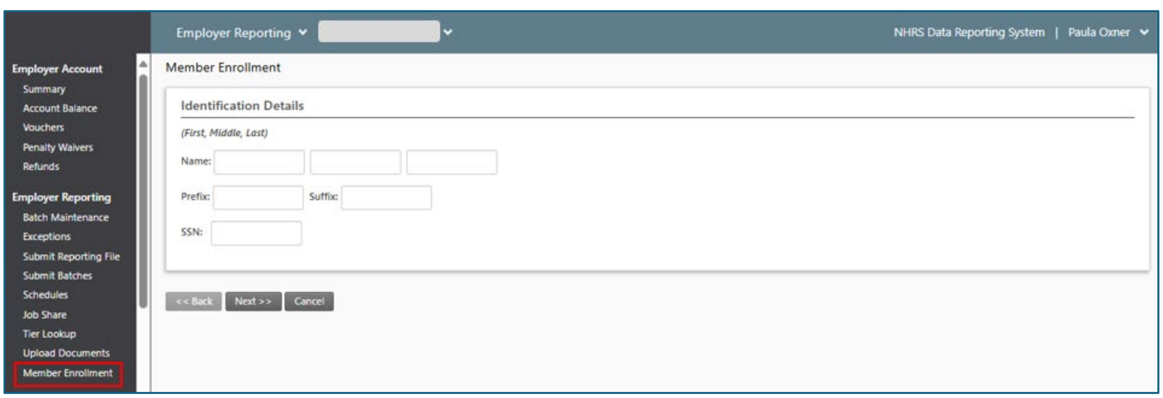
- **Upload Documents**: The Upload Documents option allows uploading of documents and attachments to NHRS for members in either Pending or Active status.



Maximum file size to upload is 15 MB. File types that can be uploaded include:

  - Documents: DOC, DOCX, HTM, HTML, PDF, RTF, TXT, XLS, XLSX, XPS
  - Images: TIF/TIFF, JPG, JPEG, BMP, PNG, GIF

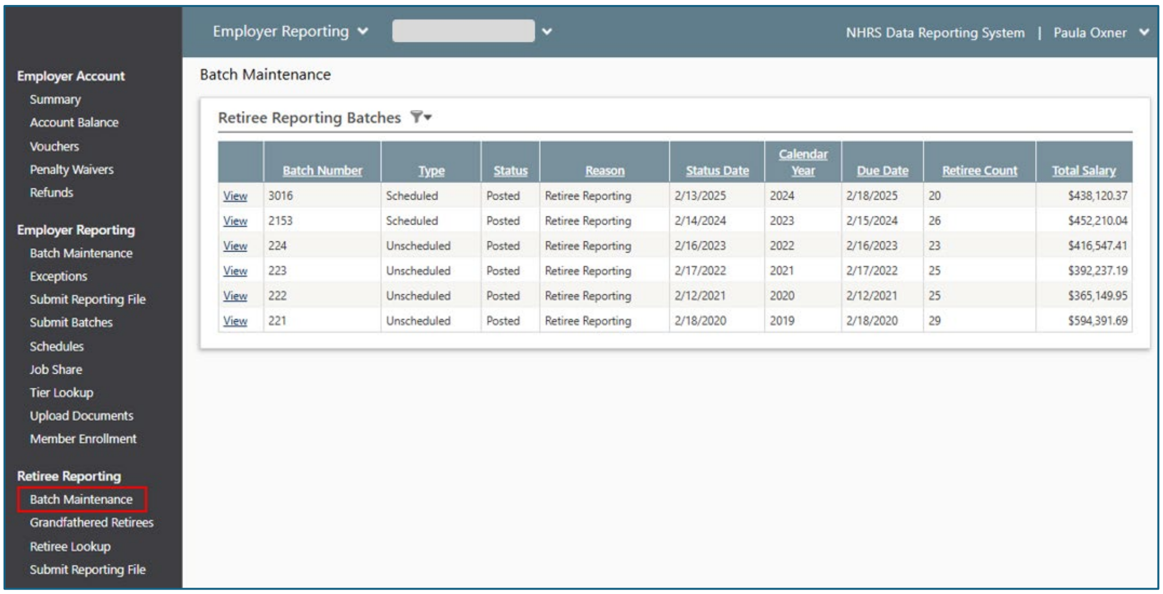
- **Member Enrollment:** The Member Enrollment feature is intended to be used when hiring **individuals who are not already existing members** of the New Hampshire Retirement System and have never been reported to NHRS.



Retiree Reporting

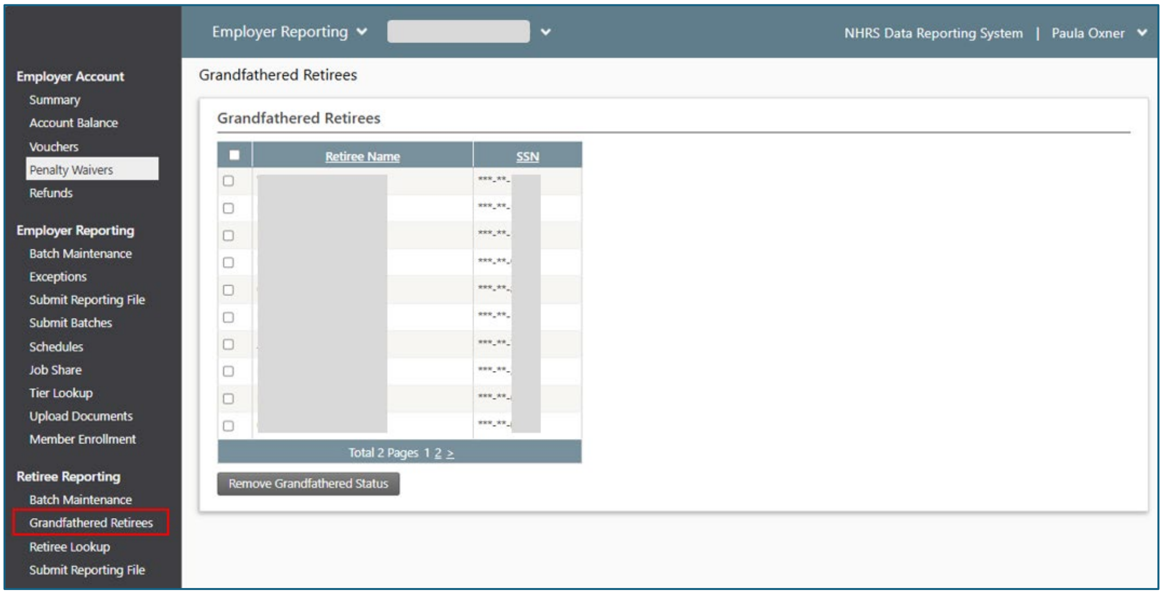
- **Batch Maintenance**:

  The Retiree Reporting Batch Maintenance option displays a grid of batch numbers as well as the type and status of current and former batches, each containing data for retired members.

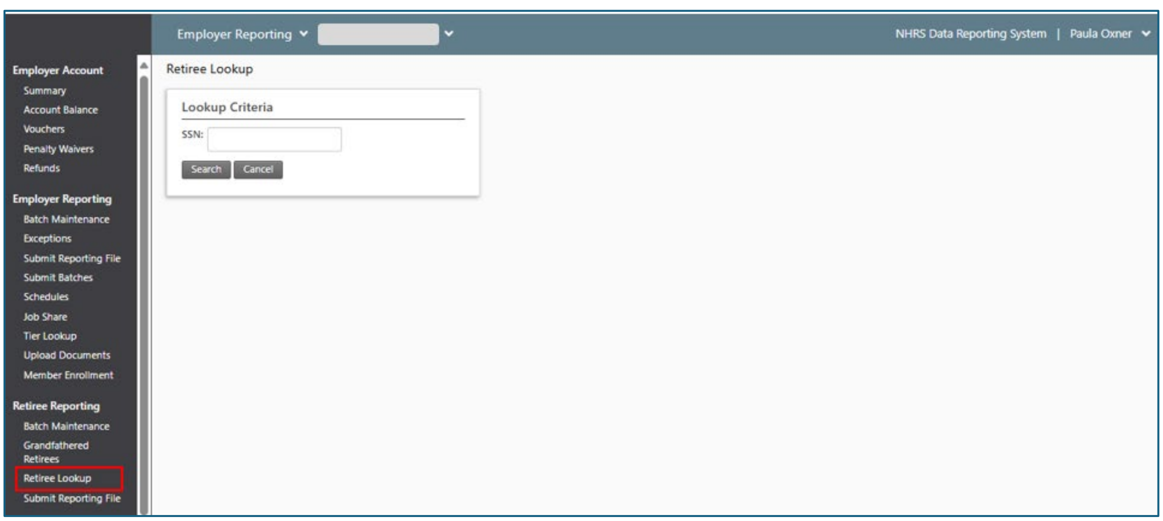


	Batch Number	Type	Status	Reason	Status Date	Calendar Year	Due Date	Retiree Count	Total Salary
View	3016	Scheduled	Posted	Retiree Reporting	2/13/2025	2024	2/18/2025	20	$438,120.37
View	2153	Scheduled	Posted	Retiree Reporting	2/14/2024	2023	2/15/2024	26	$452,210.04
View	224	Unscheduled	Posted	Retiree Reporting	2/16/2023	2022	2/16/2023	23	$416,547.41
View	223	Unscheduled	Posted	Retiree Reporting	2/17/2022	2021	2/17/2022	25	$392,237.19
View	222	Unscheduled	Posted	Retiree Reporting	2/12/2021	2020	2/12/2021	25	$365,149.95
View	221	Unscheduled	Posted	Retiree Reporting	2/18/2020	2019	2/18/2020	29	$594,391.69

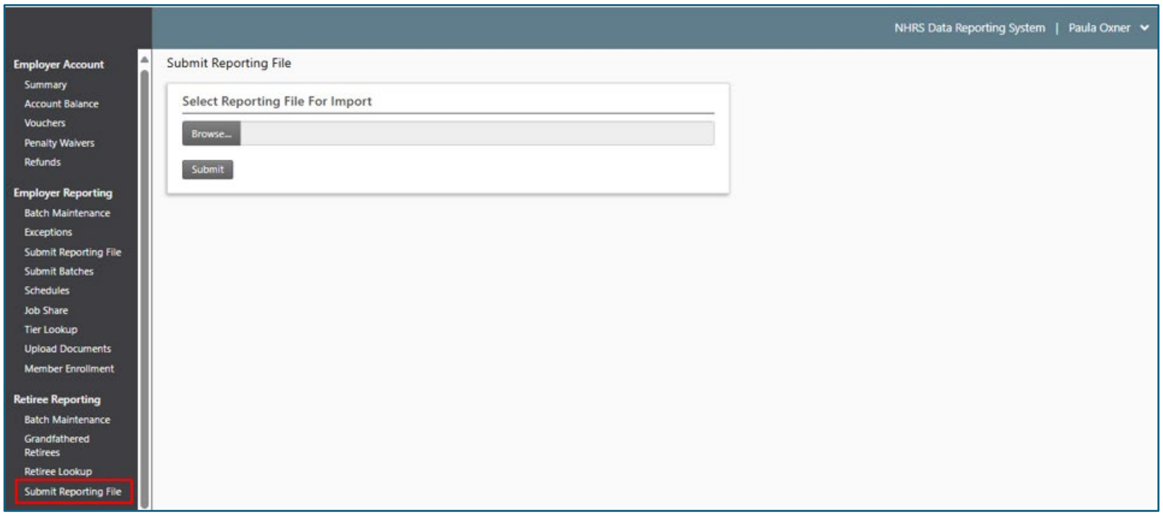
- **Grandfathered Retirees**: The Grandfathered Retirees option enables employers to review their list of Grandfathered retirees and verify that the retirees remain in the same position(s) they held on January 1, 2019. This is an annual reporting requirement.



- **Retiree Lookup**: The Retiree Lookup option allows you to search by SSN to locate a specific retiree.

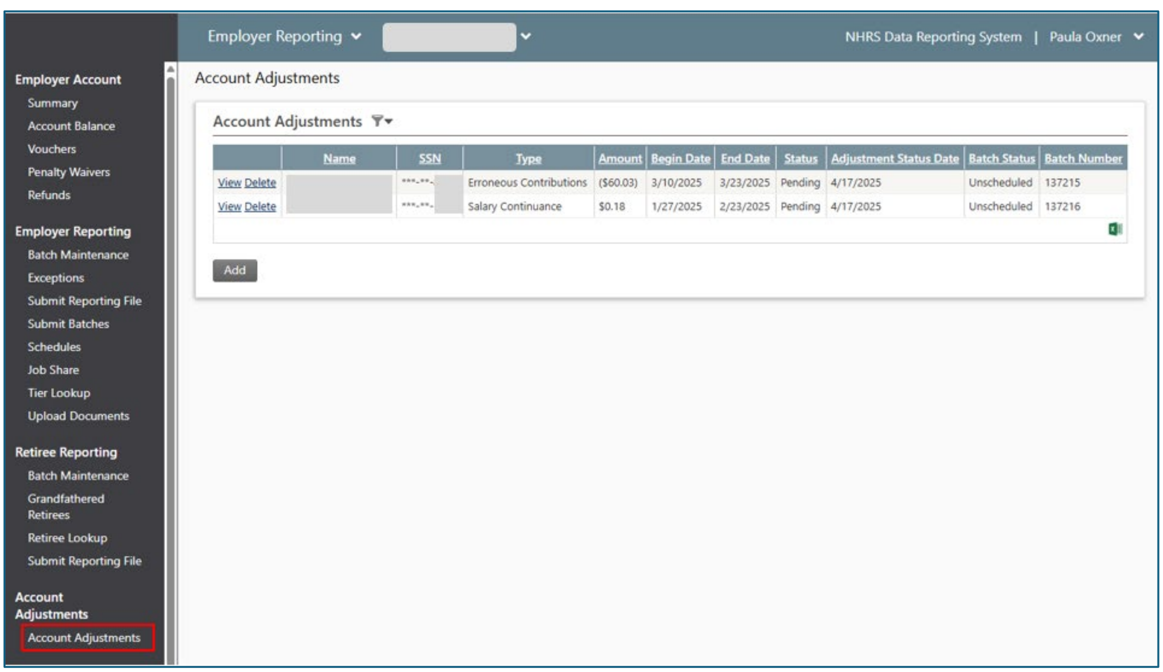


- **Submit Reporting File**: The Retiree Reporting Submit Reporting File option brings you to the screen you'll use to browse your computer for the XML retiree reporting file you want to upload to NHRS.



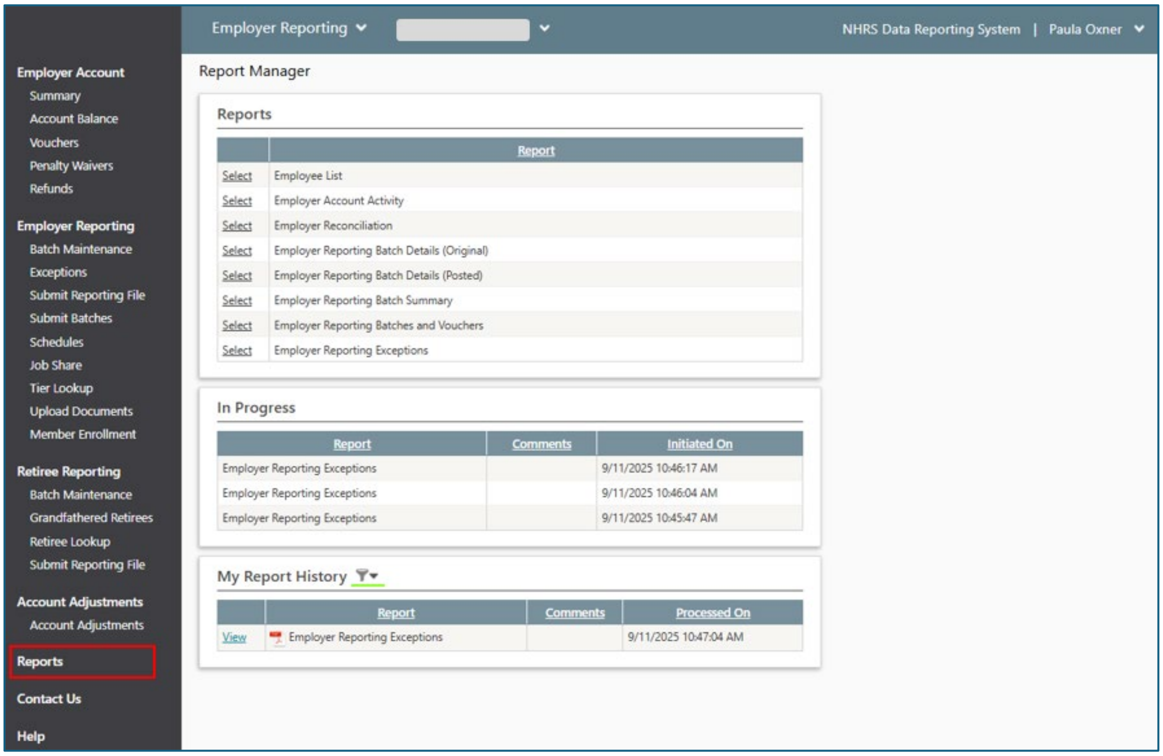
Account Adjustments:

- Account adjustments are created to adjust a member's account. Account adjustment types are Erroneous Contributions, Salary Continuance, and Salary Pay Item Correction.

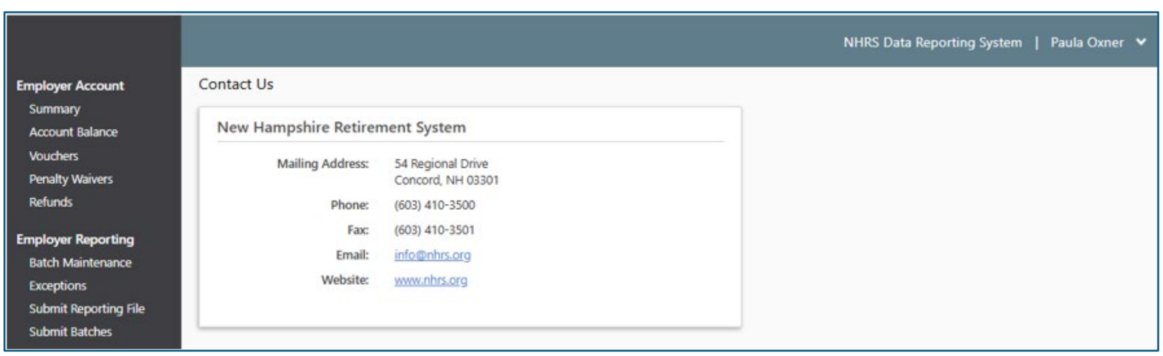


Reports:

- Use the Reports button to generate a report(s). For a list of available reports, see Generating Employer Reports.



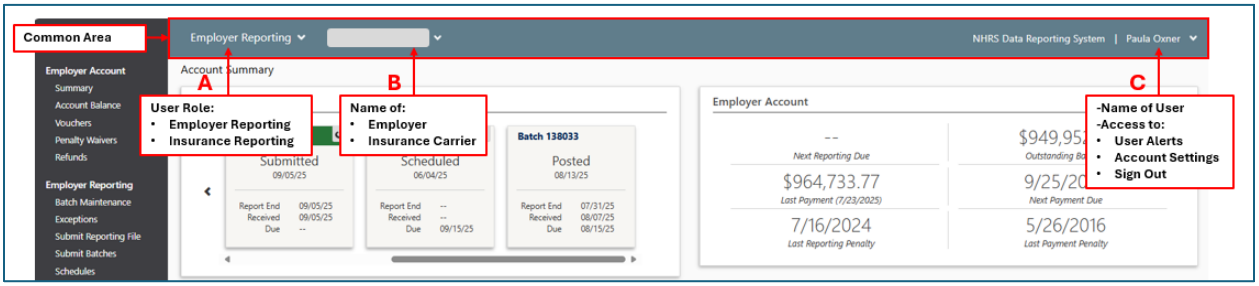
Contact Us: Displays NHRS' vital contact information.



Help: Leads to the online, searchable DRS Help Guide.

2. The Common Area of the Dashboard

The Common Area is the blue header bar that displays at the top of all DRS screens.

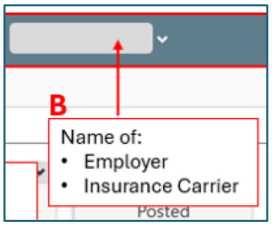


A. **User Role:** There are two user roles, Employer Reporting and Insurance Reporting, and most screens in DRS are specific to either an employer or an insurance carrier. The user role that displays at log in was determined when the DRS account was created, as shown below:

If you are an...	And you requested access to...	The displayed user role is...
Employer	Employer Reporting only	Employer Reporting
Employer	Employer Reporting and Insurance Reporting	Employer Reporting
Insurance Carrier	Insurance Reporting	Insurance Reporting

If you have access to both user roles, you can select the role you need for the actions you need to take, by clicking the **down arrow** next to the displayed User Role in the Common Area.

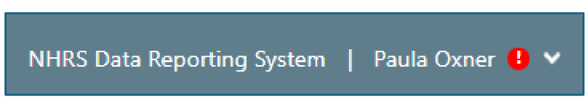
B. **Name of Employer/Insurance Carrier:** Upon login to DRS, the name of the employer or insurance carrier for which information is being displayed is shown on the left side of the Common Area. The name displayed is typically the first name in an alphabetic list of all employers/carriers you are responsible for. To select a different employer or carrier and view their information, use the down arrow to the right of the currently listed employer/carrier. All screens will display information for the named employer/carrier until a new name is chosen or you logout and back in, which causes DRS to return to the default employer/carrier name. **Note:** If a different employer is selected when you are on a batch-specific screen, you are redirected to the [Account Summary Screen/Dashboard] for the new employer.



C. **Name of User:** The logged in user's name is displayed on the right side of the Common Area. The user's name acts as a menu containing options for User Alerts, Account Settings, and the option to Sign Out of DRS. To access these options, hover over your name and click the desired option.

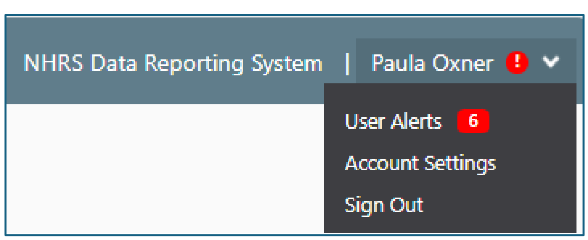
- User Alerts:
  - **You have new alerts**

    A red exclamation mark to the right of your name (upper right of screen) indicates that you have new alerts for reports and processes that were completed within the last 3 days, that you have not viewed yet:

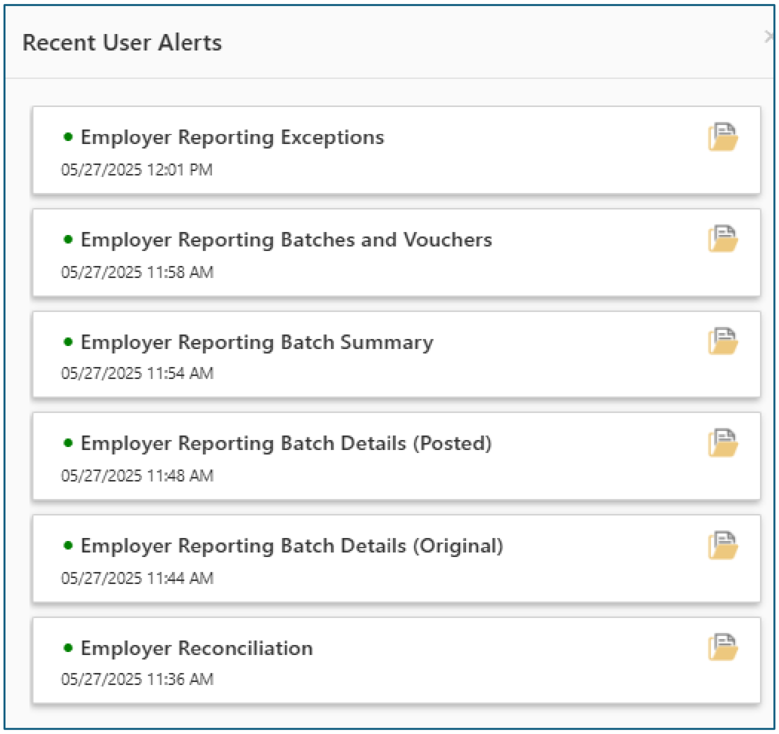


  - **View your current reports and notifications**

    Click the **down arrow** next to your name. Click **User Alerts**.



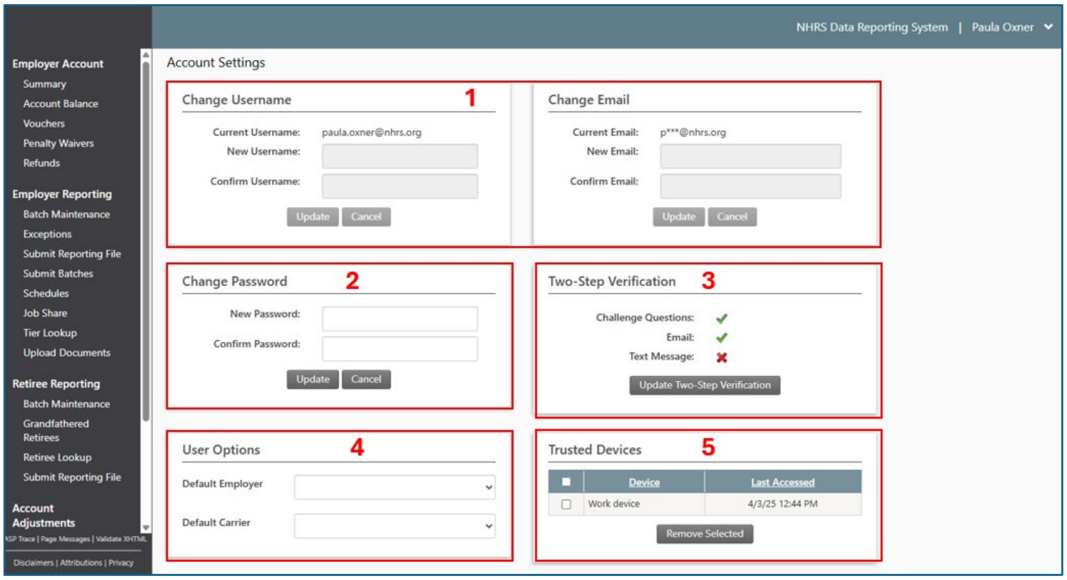
A pop-up screen of the most recent non-viewed reports and/or notifications displays. Click any item that includes a Folder icon to view the associated report or notification.



- **No current reports and notifications**

  If you have not received any alerts within the past 3 days, you see the message, *"You have not received any user alerts in the last 3 days."*

- **Account Settings:** Upon selecting Account Settings, you are prompted to confirm your password to verify your identity. After confirming your password, the **Account Settings** screen displays:



1. **Change Username / Change Email:** NHRS requires that the Username be the user's work email address; therefore, you cannot change either the Username or the Email.

   If a work email has changed, please contact DRSsupport@nhrs.org with the user's name and the user's modified email address. The NHRS DRS Support Team may contact you with questions prior to completing the change request.

2. **Change Password:** Change your password as needed. A confirmation email is sent to verify each change.

3. **Two-Step Verification:** Ensure that access to your account is secure using a combination of Two-Step Verification (via Email or Text Message) and Challenge Questions. You are asked to provide your Challenge Question answers, or the verification code that is sent to you, if you log in from an unrecognized device, or if you forget your username or password.

4. **User Options:** Update your preferences for options such as your Default Employer or Default Carrier.
5. **Trusted Devices:** Do you often login from the same device? Specify your device as “trusted” when logging in to bypass Two-Step Verification and gain faster access to your account. You can remove a trusted device from your account at any time.

- **Sign Out:** Clicking **Sign Out** returns you to the **DRS Login** screen.

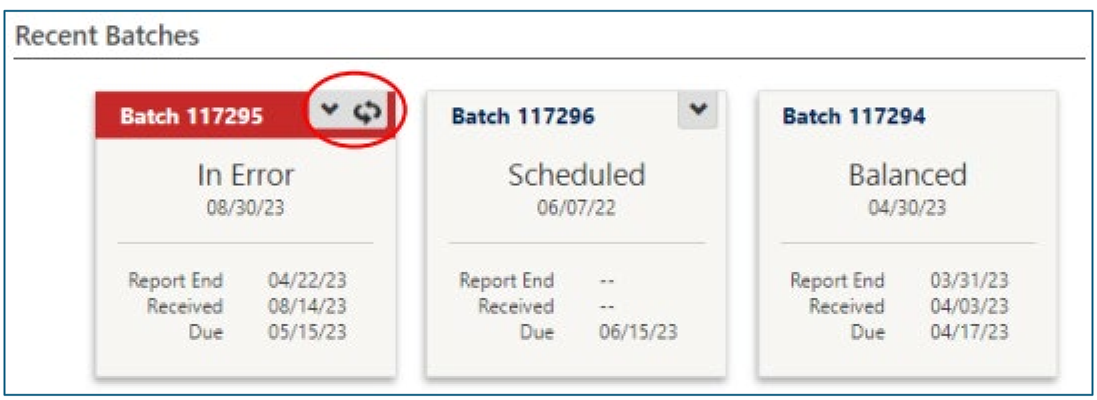
3. Recent Batches Section of the Dashboard

This section displays:

- **Any current** employer reporting batches in a status of *Submitted*, *In Error*, *Corrected*, or *Rejected*.
- **The next occurring** *Scheduled* and/or *Unscheduled* employer reporting batch.
- **The most recently** *Posted* and/or *Balanced* employer reporting batch.
- In addition, the next scheduled *retiree reporting batch* if the Due Date of the scheduled batch is within 90 days forward of the current date.

Batch Card Squares

The squares in the Recent Batches section are called "cards." Each card is specific to one batch, which is identified by batch number at the top of the card.



Batch Card Dates

Each batch card includes significant dates, which are:

- **Report End** date: The last day of the period being reported.
- **Received** date: The date when the batch was received at NHRS.

- **Due** date: The date when a scheduled batch is due. Scheduled batches must be submitted in order, for example, the May scheduled batch must be submitted, posted, and balanced before the June batch can be submitted. If batches are submitted out of order, for example, if June's batch is submitted before May's batch is complete, that will result in an error.

Batch Card Navigation

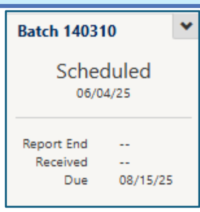
Cards can be clicked to navigate directly to other options for the selected batch or to view more details.

- Depending on the status of the batch, the card may have a down arrow in the upper right corner of the card, which can be clicked to initiate various actions.
- Cards may also have two sides (front and back), identified by the double arrow icon in the upper right corner of the card. If the double arrow icon displays, it can be clicked to flip the card to see additional details.

Batch Card Color Coding

Each batch card is color coded. The table below identifies each color as well as explains what each color means.

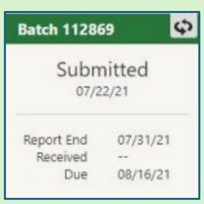
<table>
<tr><th>Batch Colors</th><th>What Each Batch Color Means</th></tr>
<tr><td>



</td><td>

White ‘Scheduled’ Banner. : Monthly reporting batch card banners remain white until an XML file is uploaded or a web entry batch is submitted.

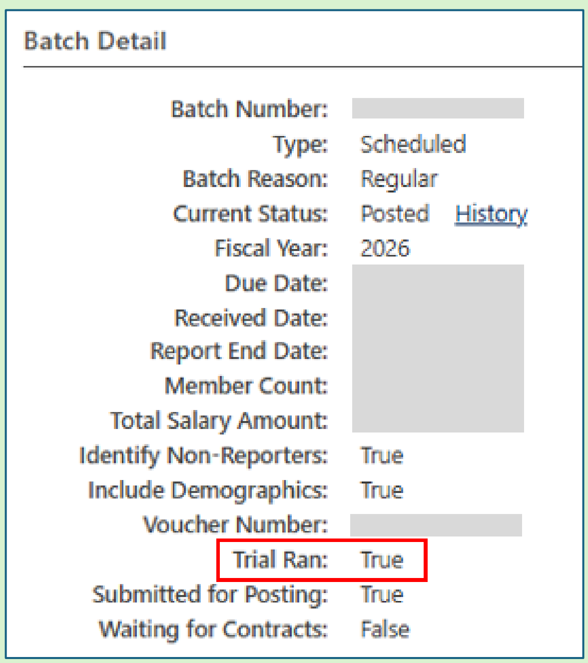
</td></tr>
<tr><td>



</td><td>

Green ‘Submitted’ Banner:

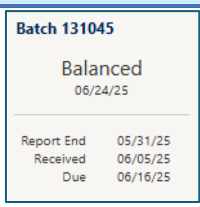
- Indicates the batch was uploaded and accepted. Next, a trial is run. **Note:** To verify that the trial process ran, you must check that the **Trial Ran** indicator is set to **True**, as shown in the example below. When Trial Ran is True, your batch is ready to be processed by NHRS.



- If exceptions are found, the banner changes to red (In Error).

</td></tr>
</table>

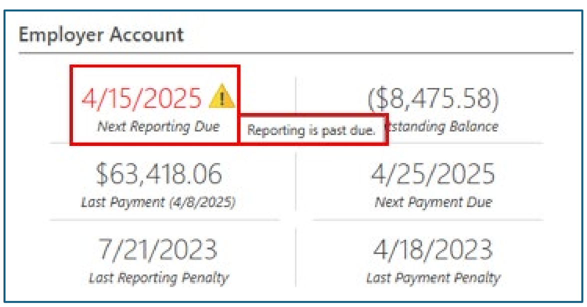
Batch Colors	What Each Batch Color Means
Batch 133177 In Error 07/11/25 Report End 06/30/25 Received 07/10/25 Due 07/15/25	**Red 'In Error' Banner:** Indicates exceptions were found during the trial run. Exceptions must be cleared. **For Retiree Reporting Only:** Indicates the **Due** date is past due.
Batch 105639 Rejected 07/21/21 Report End 06/30/21 Received 07/13/21 Due 07/15/21	**Red 'Rejected' Banner:** Displays only for employers with full-time, 10-month teachers (FT-10). Indicates an issue with a teacher contract. The contract must be corrected, and the batch resubmitted.
Batch 128804 Corrected 05/13/25 Report End 04/20/25 Received 05/13/25 Due 05/15/25	**Yellow 'Corrected' Banner:** Indicates at least one exception has been marked correct. When all exceptions are marked correct, a trial is run. If exceptions return, the banner changes back to red. This cycle repeats until no exceptions return, then the banner changes to green (Submitted). **For Retiree Reporting Only:** Indicates the **Due** date is the current date.
Batch 112869 Submitted 07/22/21 Report End 07/31/21 Received -- Due 08/16/21	**Green 'Submitted' Banner:** Indicates the batch has been accepted. User should review their Contribution Summary to verify that the total amount displayed on the summary matches the pay period dollar amount reported; if so, submit the batch for posting. If the contribution summary and payroll reports do not match, contact your NHRS Relationship Manager.
Batch 140426 In Progress 08/11/25 Report End 07/31/25 Received 08/01/25 Due 08/15/25	**Gray 'In Progress' Banner:** A gray batch banner may display briefly. Indicates the batch is currently being processed.
Batch 131725 Posted 07/09/25 Report End 06/20/25 Received 07/03/25 Due 07/15/25	**White 'Posted' Banner:** Indicates that the monthly reported information for all members has been posted to the PensionGold system at NHRS.

Batch Colors	What Each Batch Color Means
	**White 'Balanced' Banner:** Indicates that the monthly reporting amount and received payment amount balance and that NHRS has applied the monthly payment. This completes a full batch cycle.

4. Employer Account Section of the Dashboard

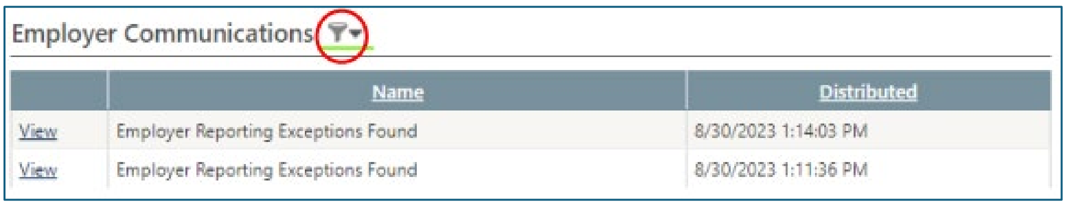
This section displays the employer's next reporting due date, outstanding balance, last payment date and amount, next payment due date if known, last reporting penalty, and last payment penalty if any.

If employer reporting was not received by the Next Reporting Due date, a yellow warning icon ⚠ displays, indicating that *Reporting is past due*.



5. Employer Communications Section of the Dashboard

Employer Communications are generated for various events that have occurred or are about to occur for the employer. These notifications are employer specific, not user-specific; therefore, all DRS users associated with **an employer** see the same notifications in their **Employer Communications** section. If NHRS has recently sent you correspondence, you may also see that it is listed in this section as well.


Employer Communications

	Name	Distributed
View	Employer Reporting Exceptions Found	8/30/2023 1:14:03 PM
View	Employer Reporting Exceptions Found	8/30/2023 1:11:36 PM

Notifications can be filtered by Name and Distribution date using the funnel icon next to the section header. Initially, the grid only displays recent messages, but the filter can be used to find older documents. Notifications you may receive include:

- **Employer Reporting Batch Posted:** Generated during the batch posting process when all member information in the batch has passed all exceptions.
- **Employer Reporting Exceptions Found:** Generated during the trial or posting process when exceptions are found.
- **Employer Reporting File Rejected:** Generated when a batch file itself has errors, for example, Schema Errors or Out of Balance Errors. The batch is rejected during the submittal process.
- **Employer Reporting File Submitted:** Generated during the reporting submission process when the employer reporting file is submitted successfully.
- **Employer Reporting Pre-Processing Batch Rejection:** Generated during the trial or posting process when the file is rejected, typically due to exception tolerance.

- **Retiree Reporting Batch Posted:** Generated during the batch posting process when all retiree information in the batch has passed all exceptions.

- **Retiree Reporting File Rejected:** Generated when a batch file itself has errors, such as a Schema Error. The batch is rejected during the submittal process.

6. Associations Section of the Dashboard

This section contains individual tabs used to display the employer's associated Representatives, Plans, Funds, and Reporting Agencies, if any.

- **Representatives:** Includes the name of your NHRS Relationship Manager, generally your Human Resource Rep and an Administrator at your site. May include the name of your Employer Software Vendor, if applicable.

Associations

Representatives | Plans | Funds | Reporting Agencies

Name	Status	Type	Address	Phone
	Active	NHRS Relationship Manager	No Main Address	(603) 410-3674
	Active	Human Resource	No Main Address	(603) 485-5187
	Active	Employer Software Vendor	No Main Address	No Main Phone
	Active	Administration	No Main Address	(603) 485-5187

- **Plans:** Displays the Tier / Group plan names.

Associations

Representatives | Plans | Funds | Reporting Agencies

Fund Name	Plan Name	Effective Date	Termination Date
New Hampshire Retirement System	Tier A - Group I - Employee	7/1/1967	
New Hampshire Retirement System	Tier A - Group I - Teacher	7/1/1967	
New Hampshire Retirement System	Tier B - Group I - Teacher	7/1/1967	
New Hampshire Retirement System	Tier C - Group I - Academic	7/1/1967	
New Hampshire Retirement System	Tier C - Group I - Employee	7/1/1967	

Total 2 Pages 1 2 >

- **Funds:** Displays the one fund name of New Hampshire Retirement System.

Associations

Representatives | Plans | Funds | Reporting Agencies

Name	Effective Date	Termination Date
New Hampshire Retirement System	7/1/1967	

- **Reporting Agencies:** An agency that reports employer information rather than the employer. Reporting Agencies are defined in the PGV3 Directory.

Associations

Representatives | Plans | Funds | Reporting Agencies

Agency Name	Effective Date	Termination Date
None		

Employer Reporting Overview

The integrity of the data NHRS receives from employers is crucial to its ability to effectively administer retirement benefits. Employer data is used to:

- Calculate and finalize retirement benefits
- Process member refunds
- Prepare annual member statements
- Provide members with personal data through *My Account*
- Aid in determining actuarial liability and employer rates

NHRS requires employers to submit their data in a monthly Employer Reporting file/batch that contains wage and contribution **information** for active members. Employer Reporting also includes the monthly **remittance** of employer and member contributions. For NHRS purposes, a file that contains wage and contribution data for active members is referred to as a *batch*. There are two types of batches: Scheduled and Unscheduled.

What's the Difference Between Scheduled vs Unscheduled Batches

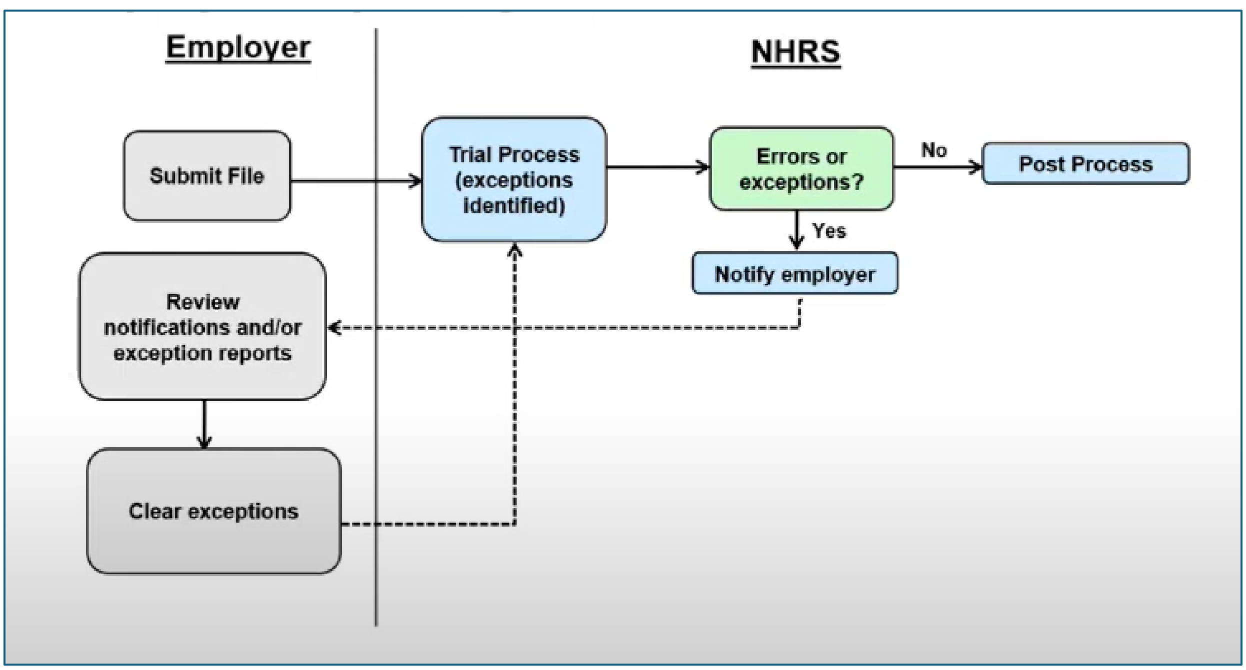
- **Scheduled Batch** is a routine, monthly batch that contains wage and contribution data for active members submitted by employers on or before the 15th of each month to meet their Employer Reporting obligations. Scheduled batches automatically include a system-generated Due Date and Voucher Number.
- **Unscheduled Batch** is an ad-hoc, non-routine batch that is submitted for processing outside of the regular monthly reporting schedule. For example, to report forgotten members: If a member was mistakenly omitted from a monthly Scheduled batch, that member can be reported through an Unscheduled batch if the omission

is discovered within the current month.

Types of unscheduled batches include: Normal, Erroneous Contributions, Salary Continuances, or Salary Pay Item Corrections. Unscheduled batches do not include a system-generated Due Date or Voucher Number.

- **Employers who Report by File Upload** can create their own unscheduled batch by uploading a file through the Submit Reporting File option. For details, see How to Create an Unscheduled Batch by File Upload.
- **Employers who Report by Web Entry** cannot create their own unscheduled batch; instead, they must contact their NHRS Relationship Manager for assistance. NHRS is happy to create unscheduled batches upon request. NHRS will initiate a batch and then it will be the employer's responsibility to complete the batch by adding all necessary details through web entry as usual, including submitting the batch for Trial Processing.

Employer Reporting Workflow Diagram



FAQs for Monthly Employer Reporting

Why do I need to report to NHRS?

Under the law, employers are required to report member data monthly. NHRS uses reported data to calculate and finalize retirement benefits, process member refunds, prepare annual member statements, and provide members with personal data through their My Account, NHRS' secure online member and retiree portal. Visit the My Account webpage on the NHRS website for details and a link to login.

When are monthly reporting and payments due?

Due Date	What's Due
15th of every month	Monthly member and employer contribution payment details and corresponding data files for all pay dates from the prior month are due – free of errors – to be posted **no later than the 15th** of the following month to avoid an employer reporting penalty. For example, reporting for the month of June is due no later than July 15th. If the 15th falls on a weekend or a holiday, files must be posted no later than the first business day following a weekend or holiday. See Employer Reporting and Payment Penalties on the NHRS website for details. **Note:** Employers may create a batch and submit it as early as 25 calendar days before the 15th of the month as long as all payrolls for the reporting period are complete.
25th of every month	Your Full Payment, which must match your payment voucher amount exactly, which is the total of Employer and Member

	contributions for the previous month, must be received by NHRS **no later than the 25th** of each month to avoid a payment penalty. If the 25th falls on a weekend or a holiday, payments must be received no later than the first business day following a weekend or holiday. See Employer Reporting and Payment Penalties on the NHRS website for details.

What happens if I miss the reporting deadline?

Statutory penalties apply for late or incorrect reporting, and/or late contribution payments. NHRS will assess penalties for employer files that are not free of exceptions and posted by the 15th of the month. Contribution payments not received by the 25th of the month will be subject to an interest penalty. For more information, see Employer Reporting and Payment Penalties on the NHRS website for details.

Why is there a penalty for late reporting and late payments?

The integrity of the data NHRS receives from employers is crucial to its ability to effectively administer retirement benefits. Without timely and accurate payroll information and payment of contributions, the retirement system cannot correctly calculate or finalize pensions for recent retirees. To maintain accurate records, NHRS is required to assess penalties for late reporting and late payments per NH Statues RSA 100-A:16 V, RSA 100-A:16 VII (b), and RSA 100-A:16 VIII, as well as per NH Administrative Rule Ret 303.01. For more information on payments and penalties and New Hampshire statues and Administrative Rules, see Employer Reporting and Payment Penalties on the NHRS website for details.

What if the reporting and/or payment due dates fall on a weekend or a holiday?

See When are monthly reporting and payments due for details.

How do I submit reporting files?

Employers may submit member payroll reporting files to DRS by Web Entry (which is copying a prior batch) or by File Upload (which is uploading an XML file).

To generate an XML file, you must extract the required information from your payroll system. The file must follow the NHRS file layout, or schema, which is available on the NHRS website on the Employer Resources page > scroll to NHRS Data Reporting System (DRS) > click Monthly Employer Reporting > scroll to XML Schema. NHRS makes available to participating employers an XML Schema Verification Application ("Validation Tool").

Who do I contact if I have issues?

Each employer has a designated NHRS Relationship Manager, who is your primary point of contact. Relationship Manager contact information can be found on the **Account Summary** screen/DRS Dashboard under Associations. If your representative is unavailable, call the NHRS Contact Center at 603-410-3500 to report your issue.

Why did I receive a notification that my file has "exceptions"?

An exception is an error in the file that was submitted to NHRS. There are many reasons why a file may contain exceptions (for example, a member record may be missing information, a member's salary may have significantly changed from what was previously reported, multiple files exist for the same pay period, etc.). Exceptions must be corrected for the batch to "post," in other words, to be accepted by DRS. For additional details, see the section in this guide titled Clearing Exceptions.

How do I know if I have any exceptions?

- As mentioned in the question above, employers receive a notification through DRS if their file contains exceptions; notifications can be found in the communications section of the DRS home screen.
- The batch card will have a red banner, indicating that there are exceptions in the batch.
- Employers receive an email alerting them when they have a notification.
- Employers also can run the Employer Reporting Exceptions Report in real time. See Generating Employer Reports for details.

Help! How do I correct my exceptions?

NHRS has created instructions on how to correct some common exceptions, which are listed in the section in this guide titled Clearing Exceptions.

If you don't see instructions for the exception you have, or you are still having trouble, please contact your NHRS Relationship Manager. Relationship Manager contact information can be found on the **Account Summary** screen/DRS Dashboard under Associations.

What happens if I don't correct the exceptions in time?

Exceptions must be corrected for the file to post. If your exceptions are not corrected by the 15th of the month, the file will not be posted, and you may be subject to a late reporting penalty. See Employer Reporting and Payment Penalties on the NHRS website for details.

How do I submit contribution payments?

Employers submit contribution payments to NHRS via ACH (Automated Clearing House) or via our QuickPay portal. The payment amount must match the voucher amount. For details, see Remitting Contributions to NHRS.

Submitting Monthly Employer Reporting: File Upload or Web Entry

There are two ways to submit your monthly employer reporting submissions:

- **File Upload**: Many larger employers have their payroll vendor prepare a file that can be uploaded to NHRS. The fixed-length file is available on the NHRS website by clicking Employer Resources > Monthly Employer Reporting > and scrolling to XML. Before uploading the file to NHRS, please review and verify your data. Submitting incorrect or incomplete data could have an adverse effect on members.
- **Web Entry**: Begins by copying from a scheduled batch, then modifying the newly created batch to include the current month's reporting details.

EMPLOYER REPORTING BY XML FILE UPLOAD

Prior to submitting employer reporting by XML file upload, you must first generate an XML file. Many larger employers have their payroll vendor prepare a file that can be uploaded to NHRS. To generate your own, you must extract the required information from your payroll system. The file must follow the NHRS fixed-length file layout, or schema, which is available on the NHRS website on the Employer Resources page > scroll to NHRS Data Reporting System (DRS) > click Monthly Employer Reporting > scroll to XML Schema > click NHRS Employer Reporting Schema Layout to view the entire layout. On the Employer Resources page under the heading **XML Schema**, you will also find links for:

- **XML Schema:** An ".xsd" file that will automatically download.
- **XML Schema Verification Tool:** This is an ".exe" file that will automatically download. NHRS makes this tool available to participating employers to test whether their file is valid before uploading it. Submitting incorrect or incomplete data could have an adverse effect on members.
- **Instructions for using XML Schema Verification Tool**

How to Submit an XML File for Trial Processing

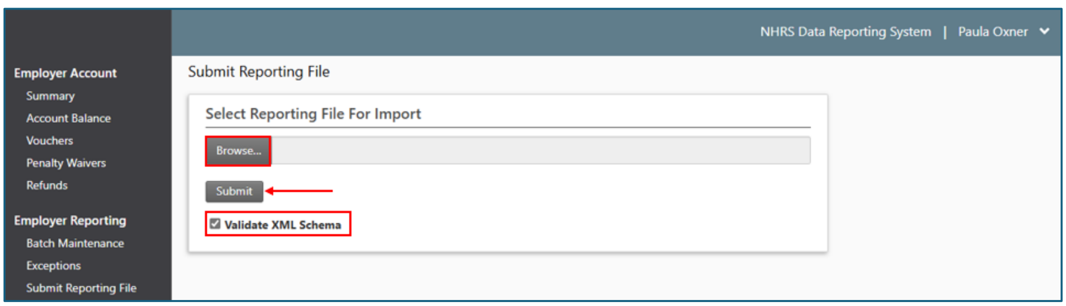
When your XML file is ready for submission, start on the **Submit Reporting File** screen.

There are two ways to access this screen:

- **Option 1:**

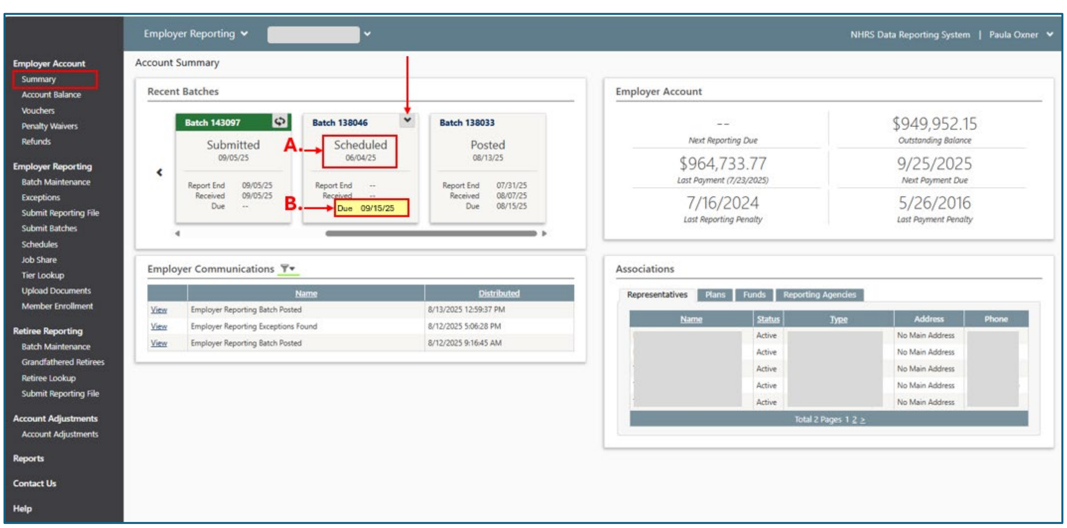
   A. From the Left Menu → Employer Reporting → Submit Reporting File. The **Submit Reporting File** screen displays.

   For the remaining *file upload steps*, jump to [Step-by-Step Instructions to Submit XML File for Trial Processing](#).



- **Option 2:**

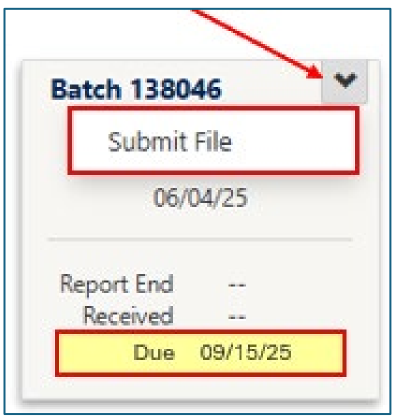
   A. From the DRS Left Menu > Employer Account > Summary. The **Account Summary** screen/Dashboard displays:



B. On the **Account Summary** screen/Dashboard, in the [Recent Batches] area, locate the next batch that is due. Do not go by the date under the batch status ("**A**" above). Instead, look at the **Due** date ("**B**" above) on each Scheduled batch card.

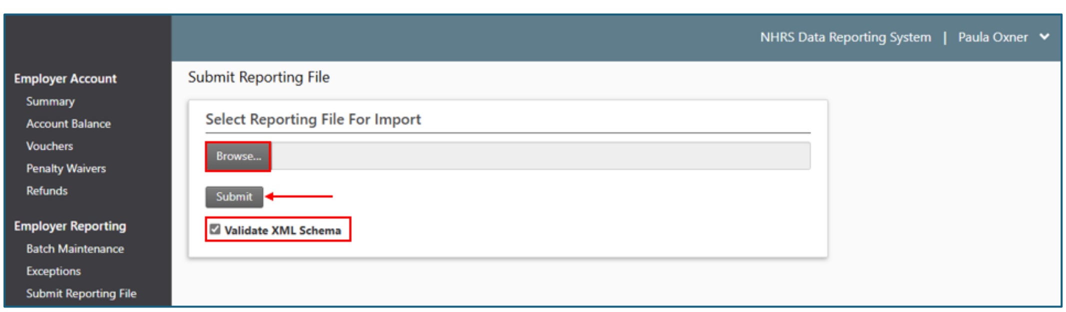
Note: You will not see batch cards for Unscheduled batches until the file with the coding for the unscheduled batch is uploaded.

C. On the *next due* batch card, click the **down arrow** to display the Submit File option, which is only available on Scheduled or Unscheduled batches that have no member detail. Click **Submit File**. The **Submit Reporting File** screen displays.



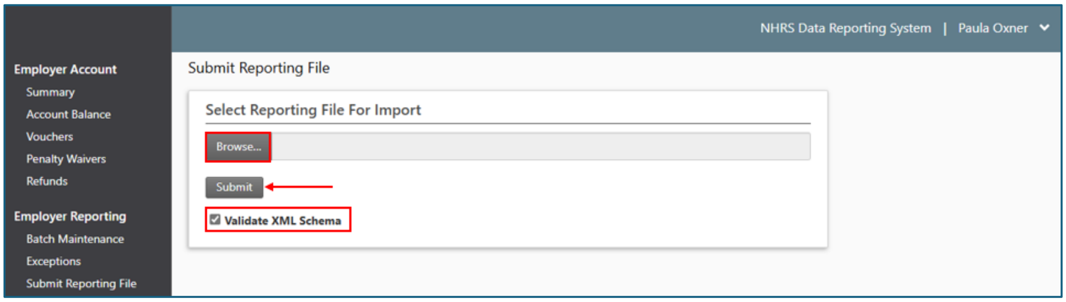
D. Below is the **Submit Reporting File** screen.

For the remaining *file upload steps*, jump to [Step-by-Step Instructions to Submit XML File for Trial Processing].

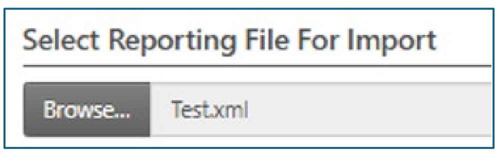


Step-by-Step Instructions to Submit XML File for Trial Processing

1. On the **Submit Reporting File** screen, use the **Browse** field to locate and select the XML reporting file that is saved on your computer.



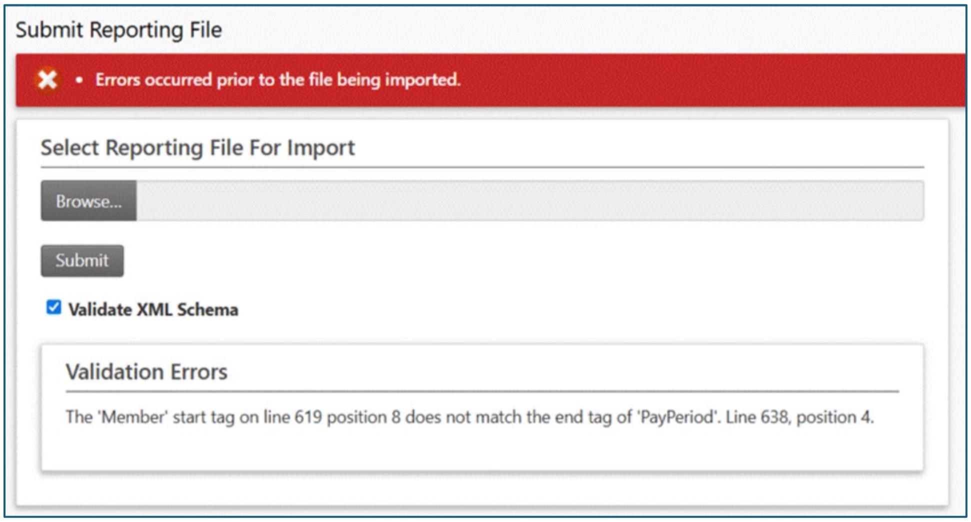
2. Once a reporting file is selected, the Browse field refreshes and displays the selected file's name, such as **Test.xml** as shown in the example below:



3. Leave the **Validate XML Schema** box checked to enable the system to look for any schema errors in the file.

4. Click **Submit**. The system attempts to import your file.

   - **Errors Detected:** If there are issues with the file format or if the data in the file prevents it from being imported, you will receive the message, *"Errors occurred prior to the file being imported"* in the **red** notification bar at the top of the screen:



- You will also receive a User Alert indicating that the file failed to import. **Only the user who attempted to submit the reporting file receives this User Alert, so it's important to watch for it.** Contact your NHRS Relationship Manager for more specific details and help in fixing your file. Relationship Manager contact information can be found on the **Account Summary** screen/DRS Dashboard under Associations.

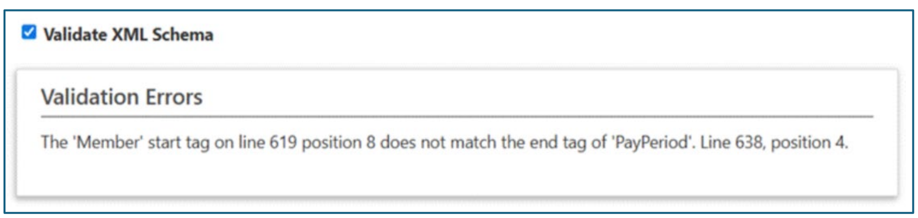
- Your batch will stay in a status of Scheduled and you can try to submit the file again using the steps above. Be aware that since the file could not be imported, your batch has not been submitted.

Any problems found are presented below the Validate XML Schema checkbox, in the **Validation Errors** box.

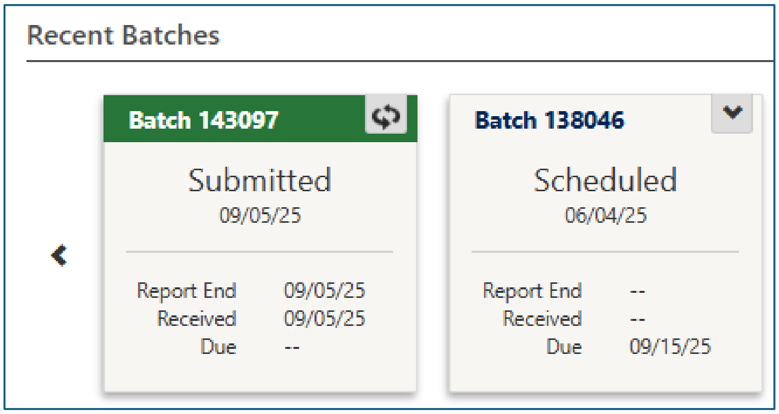
Important Notice

The validator stops at the first line that has an error. If the error repeats on other lines throughout the batch, but only the first line was corrected, then each time you upload, the next line where the error repeats is identified. If there are multiple lines with the same error, the validator will find them **one at a time** until all are changed. In situations like that, a review of the full file to locate the repeating error may be needed.

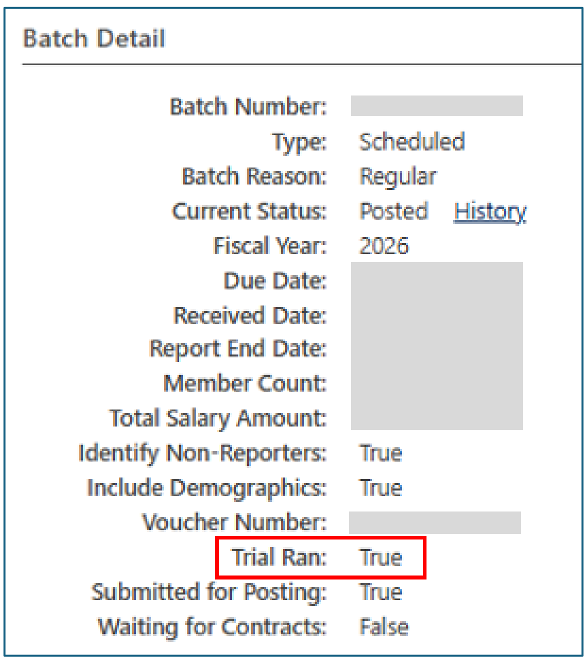
To help you locate the errors/issues in the file, the validation includes the file line number and position number. Errors/issues must be fixed before the file can be resubmitted. Use the line and position numbers to make the necessary fixes in your XML file.



- **Valid Import:** If the file is valid and it imports successfully, return to the **Account Summary** screen/Dashboard and review the card of your batch. The batch card has a **green** banner and the status changes to Submitted, meaning the XML file layout is valid.



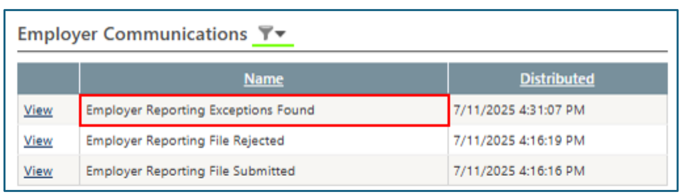
Next, review the **Batch Detail pop-up** screen and verify that the **Trial Ran** indicator is set to **True**, as shown in the example below. If so, your batch is ready to be processed by NHRS.



Note: It takes 5-10 minutes for the file to show up on your **Account Summary** screen/Dashboard with its status changed to Submitted. If you do not see the file after 15 minutes, contact your NHRS Relationship Manager. Relationship Manager contact information can be found on the **Account Summary** screen/DRS Dashboard under Associations.

- **Not Submitted Status:** Batches that are **not** in Submitted status are not considered received and may result in a late reporting penalty. If the status of your batch does not change to Submitted, that means there was a problem with the file, and it was rejected. Common reasons include:
    - The pay periods are outside the schedule,
    - The batch is out of balance,
    - Or the batch was reported out of order

Reviewing Issues: To help you review the identified batch issues, the system creates an Employer Communications notice named Employer Reporting Exceptions Found, as shown below. **Note:** All users associated with the employer can view these communications in the Employer Communications area of the **Account Summary** screen.

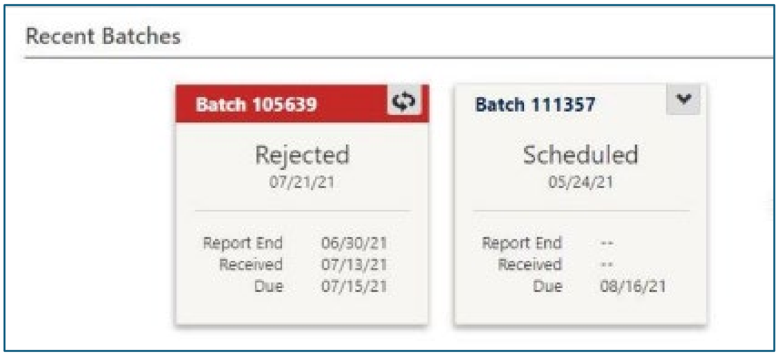

Employer Communications

	Name	Distributed
View	Employer Reporting Exceptions Found	7/11/2025 4:31:07 PM
View	Employer Reporting File Rejected	7/11/2025 4:16:19 PM
View	Employer Reporting File Submitted	7/11/2025 4:16:16 PM

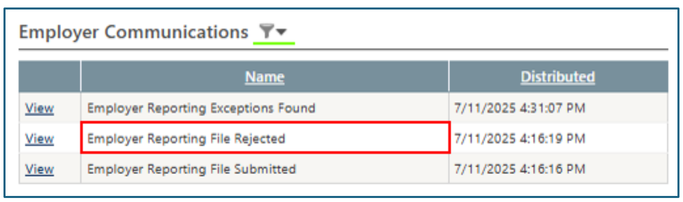
IMPORTANT: Read the notice, resolve each issue, and resubmit the batch.

NHRS is Here to Help: If your batch does not change to Submitted status and you are not sure what the problem is, contact your NHRS Relationship Manager.

- **Rejected Status:** Batch cards in Rejected status (red banner) **only display** for employers with full-time, 10-month **teachers** (FT-10). A Rejected batch card indicates an issue with a teacher contract.



A Rejected batch card creates an Employer Communications notice named **Employer Reporting File Rejected**, as shown below. This notice identifies the members with teacher contract issues.



Additionally, teacher rejection files will also include an Employer Communication titled **Employer Reporting Pre-Processing Batch Rejection** as well.

Below is an example of an **Employer Reporting File Rejected** communication note. **IMPORTANT:** Read the notice and resolve each teacher contract issue~~s~~. Take note of the message at the bottom of the communication, *"Batches rejected prior to processing are **not considered received** and may result in a late reporting penalty"* which means you must resolve all teacher contract issues, and you must resubmit the batch for processing.

August 5, 2025

Employer Name:
Employer ID:

Employer Reporting Pre-Processing Batch Rejection

Batch Number 141046, received on August 5, 2025 by New Hampshire Retirement System, was rejected prior to processing due to the following error(s):

Pay Period 1 - - Teacher Contract information could not be resolved.
Pay Period 1 - - Teacher Contract information could not be resolved.
Pay Period 1 - - Teacher Contract information could not be resolved.
Pay Period 1 - - Teacher Contract information could not be resolved.
Pay Period 1 - - Teacher Contract information could not be resolved.
Pay Period 1 - - Teacher Contract information could not be resolved.
Pay Period 1 - - Teacher Contract information could not be resolved.
Pay Period 1 - - Teacher Contract information could not be resolved.
Pay Period 1 - - Teacher Contract information could not be resolved.

Batches rejected prior to processing are not considered received and may result in a late reporting penalty. This batch's due date is August 15, 2025. If you report via electronic

To resolve the contract information issue by file upload:

The issue is likely caused by invalid Contract Begin and End dates as highlighted in the example transmittal file extract below. This can also mean that contracts are missing from the file:

<PayPeriod PayPeriodID=”6” BeginDate=”2024-09-01” EndDate=”2024-09-14” PayDate=”2024-09-20” EmploymentType=”FT10” SubGroup=”30000163” RecordType=”2544” BaseSalary=”67707.00”>

<Contribution ContributionType=”501” PreTaxAmount=”215.43” PostTaxAmount=”0.00”/>

<ContractInformation ContractBeginDate=”2024-07-01” ContractEndDate=”2025-06-30” ContractSalary=”67707.00” PayPeriodFrequency=”22”/>

<SalaryComponent SalaryComponentType=”Base Pay” SalaryAmount=”3077.59”/>

</PayPeriod>

To resolve the contract information issue by web entry:

Employers who report by web entry but who do not have proper contract information on file, can expect to receive a Pre-processing rejection at the start of each school year. To avoid that, jump to the Uploading Teacher Contract Periods for details.

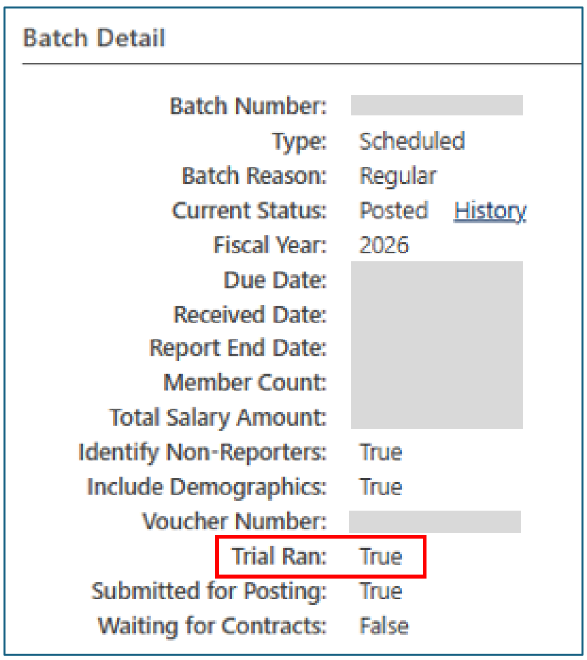
How to Submit an XML File for Posting

A batch can be submitted for posting once:

(1) All exceptions are cleared,

(2) The batch is in a submitted status, and

(3) The **Trial Ran** indicator on the **Batch Detail pop-up** screen is set to True:


Batch Detail

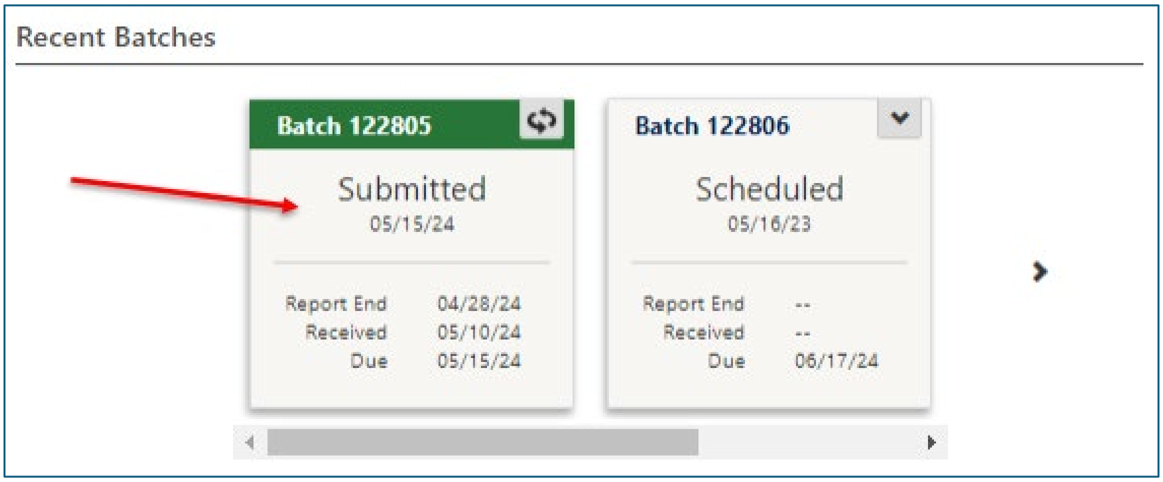
Batch Number:	
Type:	Scheduled
Batch Reason:	Regular
Current Status:	Posted History
Fiscal Year:	2026
Due Date:	
Received Date:	
Report End Date:	
Member Count:	
Total Salary Amount:	
Identify Non-Reporters:	True
Include Demographics:	True
Voucher Number:	
Trial Ran:	True
Submitted for Posting:	True
Waiting for Contracts:	False

TIP: NHRS recommends verifying that your Contribution Summary screen matches your payroll reports before submitting a batch for posting. If the contribution summary and reports do not match, contact your NHRS Relationship Manager.

A batch is not considered received by NHRS, until it has been posted free from errors. If you require assistance with reconciliation of your batch and payment please contact your NHRS Relationship Manager. Relationship Manager contact information can be found on the **Account Summary** screen/DRS Dashboard under Associations.

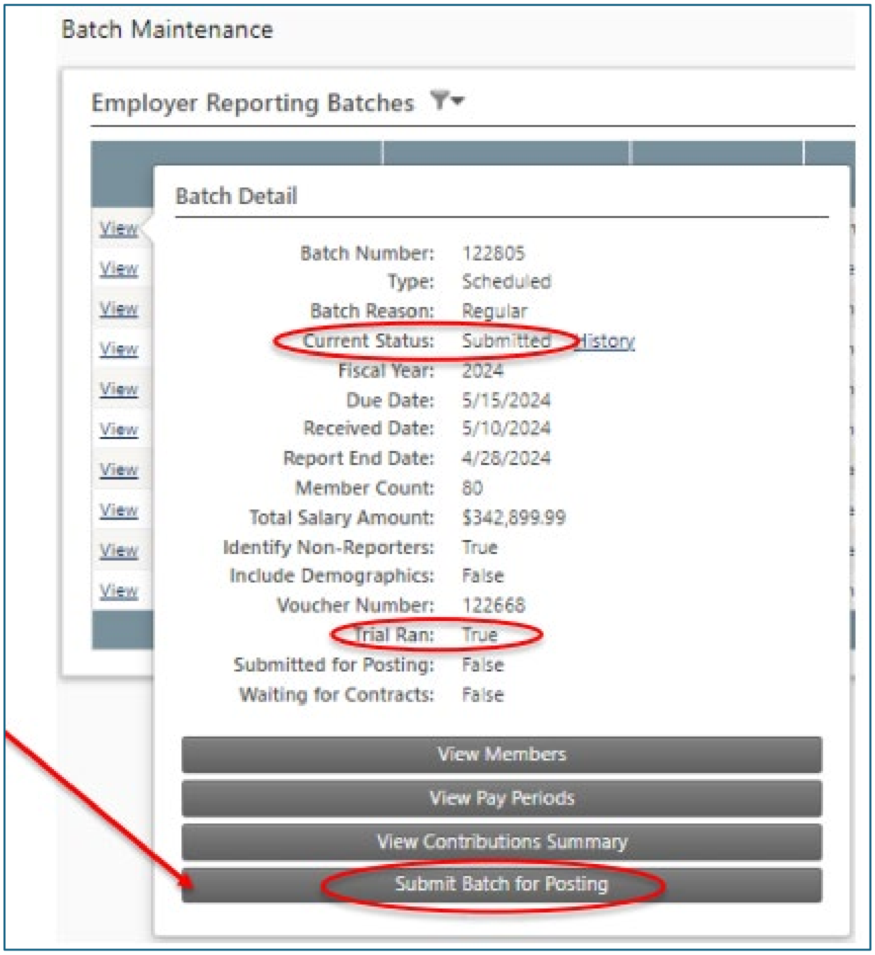
If the batch is correct to the best of your knowledge, please follow the steps below to submit it for posting.

1. From the DRS Left Menu > Employer Account > Summary. The **Account Summary** screen displays. On the **Account Summary** screen, click on the 'Submitted' Batch Card that is ready to be posted. The **Batch Detail pop-up** screen displays.



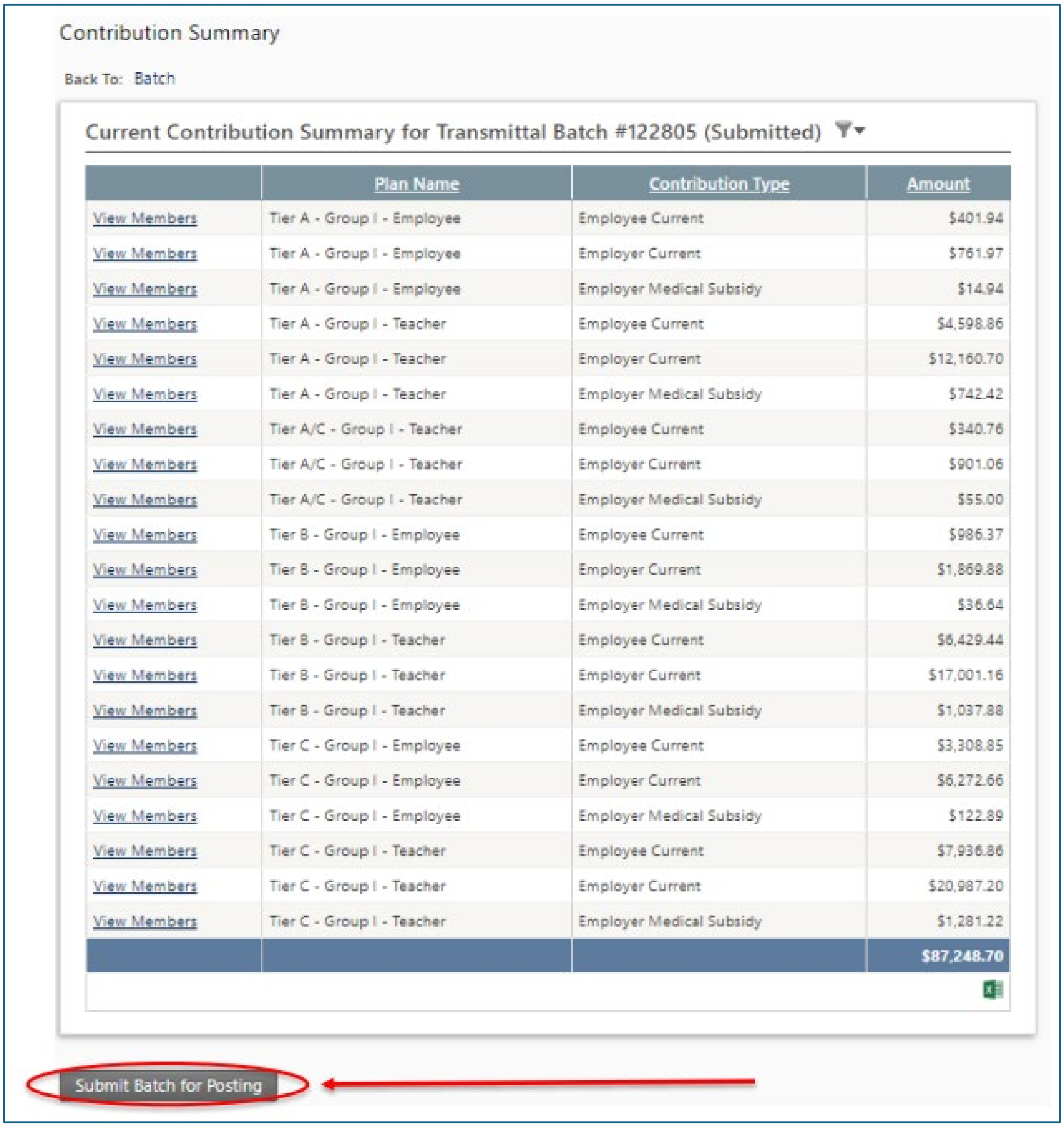
2. On the **Batch Detail pop-up** screen, if the **Current Status** is Submitted and the **Trial Ran** is True, click the **Submit Batch for Posting** button at the bottom of the

screen. The **Contribution Summary Screen** displays.



3. **Note:** The **Contribution Summary** screen can also be accessed directly from the **Batch Detail pop-up** screen by clicking the **View Contributions Summary** button:

The **Contribution Summary** screen for the selected batch shows the **Amount** due. The total represents what was reported for each member in the selected batch.



Contribution Summary

Back To: Batch

Current Contribution Summary for Transmittal Batch #122805 (Submitted)

	Plan Name	Contribution Type	Amount
View Members	Tier A - Group I - Employee	Employee Current	$401.94
View Members	Tier A - Group I - Employee	Employer Current	$761.97
View Members	Tier A - Group I - Employee	Employer Medical Subsidy	$14.94
View Members	Tier A - Group I - Teacher	Employee Current	$4,598.86
View Members	Tier A - Group I - Teacher	Employer Current	$12,160.70
View Members	Tier A - Group I - Teacher	Employer Medical Subsidy	$742.42
View Members	Tier A/C - Group I - Teacher	Employee Current	$340.76
View Members	Tier A/C - Group I - Teacher	Employer Current	$901.06
View Members	Tier A/C - Group I - Teacher	Employer Medical Subsidy	$55.00
View Members	Tier B - Group I - Employee	Employee Current	$986.37
View Members	Tier B - Group I - Employee	Employer Current	$1,869.88
View Members	Tier B - Group I - Employee	Employer Medical Subsidy	$36.64
View Members	Tier B - Group I - Teacher	Employee Current	$6,429.44
View Members	Tier B - Group I - Teacher	Employer Current	$17,001.16
View Members	Tier B - Group I - Teacher	Employer Medical Subsidy	$1,037.88
View Members	Tier C - Group I - Employee	Employee Current	$3,308.85
View Members	Tier C - Group I - Employee	Employer Current	$6,272.66
View Members	Tier C - Group I - Employee	Employer Medical Subsidy	$122.89
View Members	Tier C - Group I - Teacher	Employee Current	$7,936.86
View Members	Tier C - Group I - Teacher	Employer Current	$20,987.20
View Members	Tier C - Group I - Teacher	Employer Medical Subsidy	$1,281.22
			$87,248.70

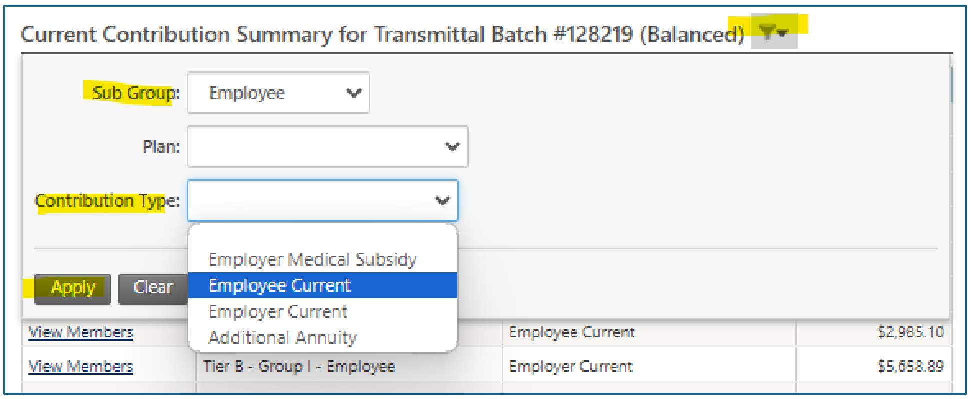
Submit Batch for Posting

TIPS:

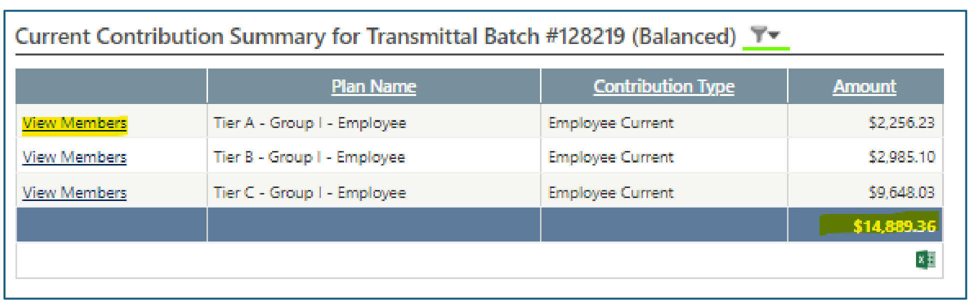
- The Contribution Summary is an interactive summary that can be filtered for ease of sorting and reviewing.

- The Contribution Summary information can be saved as an Excel file for ease of review and filtering.

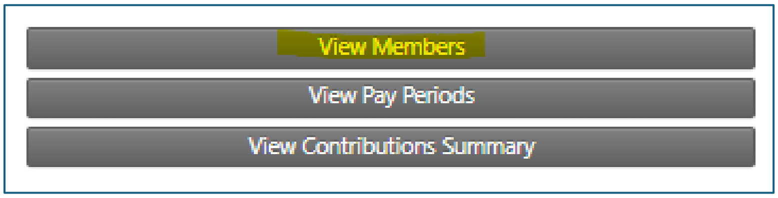
- To see a Contribution Summary for a **specific** Sub Group, Plan, and/or Contribution Type, click the filter icon to display the filter criteria screen:



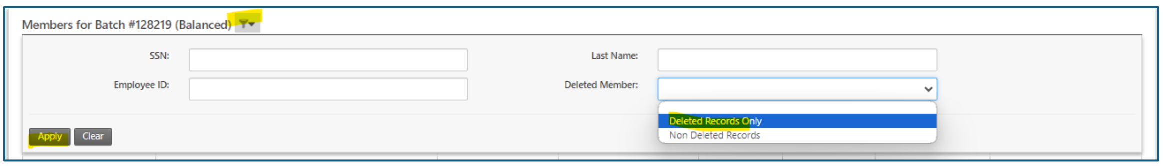
Use the down arrow to the left of each field you want to filter, select an option from the dropdown menu, and click **Apply**. (In the screen example above, the **Sub Group** 'Employee' and the **Contribution Type** 'Employee Current' were selected.) A shortened **Contribution Summary** screen displays **only** the details related to your selected filtered options:



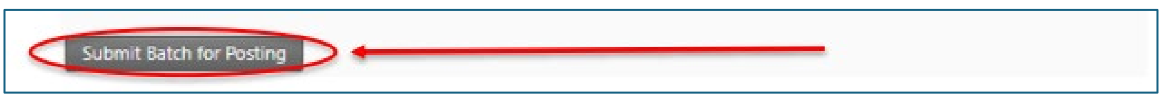
If you feel there are discrepancies, you can review the total contributions reported for *each member* directly from the **Batch Detail pop-up** screen, by clicking the **View Members** button.



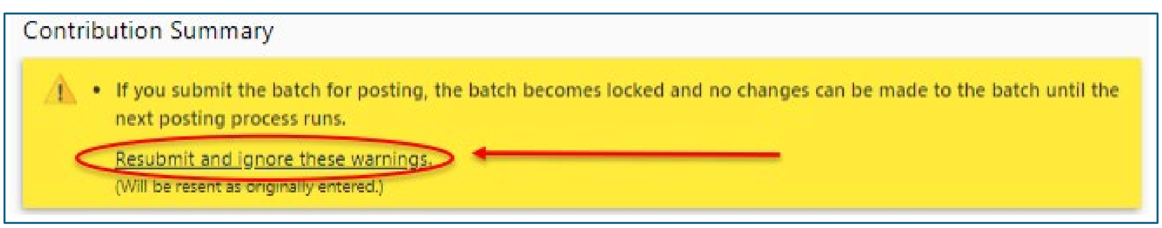
The **Members for Batch ####### (Balanced)** filter screen displays. Click the filter icon and use the **Deleted Member** down arrow to see if any members were deleted from the batch. Click **Apply**.



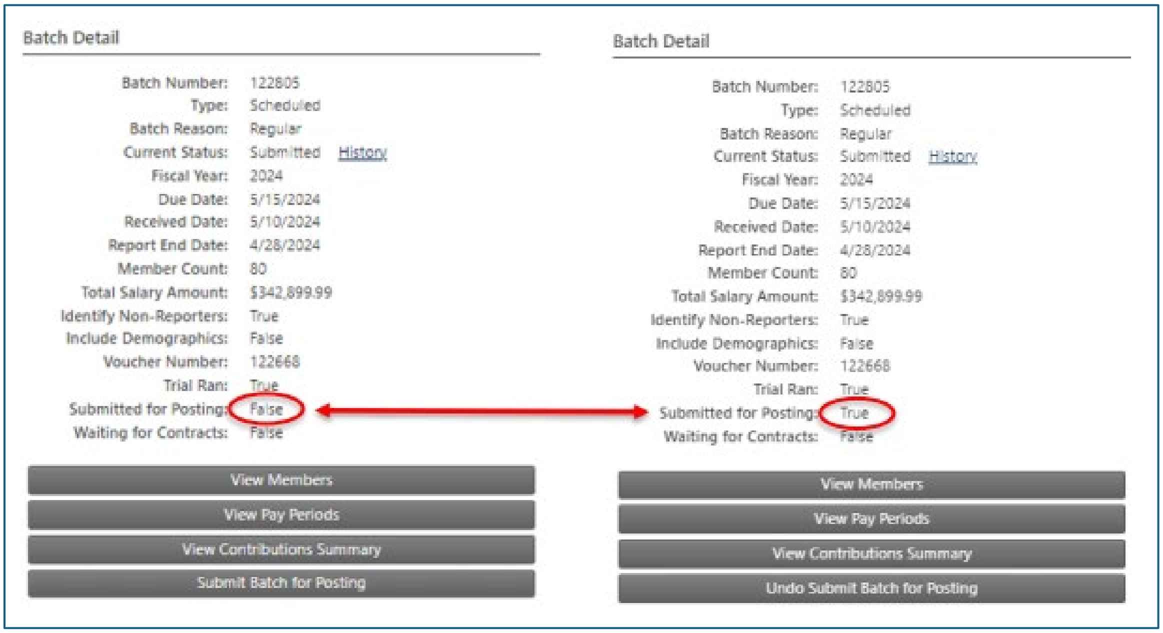
4. After reviewing the Contribution Summary for your current batch, if everything looks correct, scroll to the bottom of the summary and click the **Submit Batch for Posting** button.



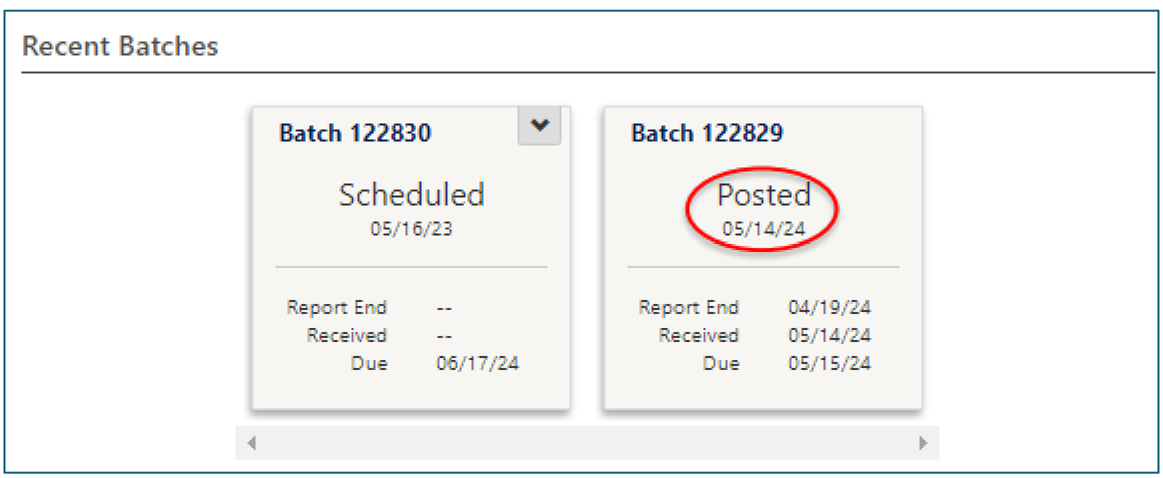
You will see a yellow warning above the Contribution Summary box stating, "If you submit the batch for posting, the batch becomes locked and no changes can be made to the batch until the next posting process runs." This means this is your last chance to make changes, if needed. If everything looks good, click the **Resubmit and ignore these warnings** link.



5. The **Submitted for Posting** tag should change from False to True.



6. Once the batch is submitted for posting, DRS will pick up the submitted batch and post it in the system.



7. When the posting process is complete, you will receive an email notification.

How to Create an Unscheduled Batch by File Upload

Employers who Report by File Upload can create their own unscheduled batches as needed. For a list of unscheduled batch scenarios, see When to use Unscheduled Batches.

XML Batch File Layout

To create an unscheduled batch, you will modify the XML batch file layout as highlighted in the table below. See How to Create an Unscheduled Batch by File Upload below for instructions.

Field Name	Description	Field Value	Required or Optional	Default if not provided	XML Schema
EmployerID	A fund assigned employer key that corresponds to the employer	As listed on each Employer's Common Area	Required		Required
FundID	The fund key that corresponds to the fund	1 = NHRS 2 = JRP	Required		Required
TotalMemberCount	The number of members in the reported batch	Integer	Required	0	Required
TotalSalary	The sum of all salary pay item amounts on the reported batch	Decimal(11,2), no commas	Required	0	Required
ReportEndDate	The report end date of the batch	Date, format: YYYY-MM-DD	Required		Required

BatchName	The name of the batch	Varchar(25)	Optional		Optional
BatchNumber	The batch number of the file	Integer	Optional / Required if BatchType is Scheduled. **Leave blank for Unscheduled batches.**		Optional
BatchType	The batch type code	3319 = Scheduled 3414 = Unscheduled	Required		Required
FiscalYear	The fiscal year for which the batch is being reported	Integer, YYYY	Required		Required

How to Create an Unscheduled Batch by File Upload

1. To create an unscheduled batch, using Notepad or Excel, open your employer reporting XML batch file, as shown in the example below

```
<?xml version="1.0" encoding="UTF-8"?>
<Transmittal>
<Batch
 EmployerID="1234"
 FundID="001"
 TotalMemberCount="87"
 TotalSalary="237282.63"
 ReportEndDate="2024-02-02"
 BatchName="PGV3 1234 FEBRUARY 2024"
 BatchNumber=""
 BatchType="3414"
 FiscalYear="2024"
>
```

   a. **BatchNumber:** Delete the existing batch number, leaving no space between the quotes.

   b. **BatchType:** Enter code **3414**, which identifies the batch as an Unscheduled batch.
      Note: The code for Scheduled batches is **3319**. If 3319 is currently displayed, replace that with 3414.

   c. Modify the remaining fields as needed.

2. Save your newly created unscheduled batch to a designated folder.

   a. Save as type: Leave this as All Files.

   b. Encoding: Leave as UTF-8.

   c. Click **Save**.

3. Submit the unscheduled batch through the **Submit Reporting File** option as usual. See How to Submit an XML File for Trial Processing for instructions.

EMPLOYER REPORTING BY WEB ENTRY

Report by Web Entry (copy a prior batch and submit it manually to NHRS) is the monthly employer reporting option used mainly by employers with 25 or fewer employees. Report by Web Entry allows you to create a new batch that automatically contains the same member detail that was included in a selected prior batch (except for any members who have terminated, retired, or died since that prior batch was posted). After the detail from the prior batch is copied, you can still make changes to it to reflect any updates that need to be made for the new pay period.

Report by Web Entry is a lengthy, manual data-entry process and as such, there is the potential for errors if the employer is not careful. The most efficient method to prepare/submit monthly employer reporting is to Report by File Upload (upload an XML file to NHRS). Smaller employers who can report by XML file are encouraged to do so. To learn how to switch to Report by File Upload, contact your NHRS Relationship Manager.

Note: Report by Web Entry is the alternative for employers who usually Report by File Upload but are temporarily unable to do so.

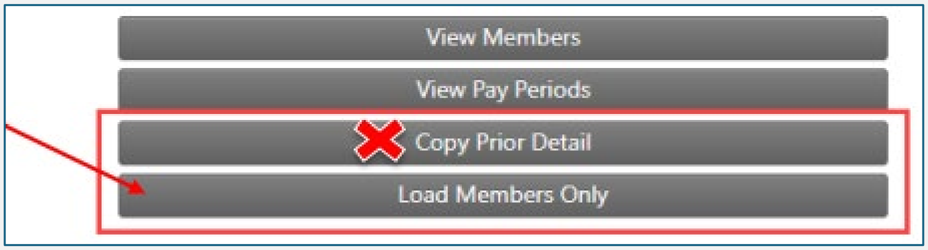
ATTENTION EMPLOYERS

WHO DO _NOT_ REGULARLY REPORT BY WEB ENTRY

Employers who typically submit their monthly reporting using the **Report by File Upload** option (uploading an XML file) *but are temporarily unable to do so for any reason*, can use the **Report by Web Entry** option (copying a prior batch) until the XML file issue is resolved.

First-time **Report by Web Entry** users, follow the instructions below with one exception:

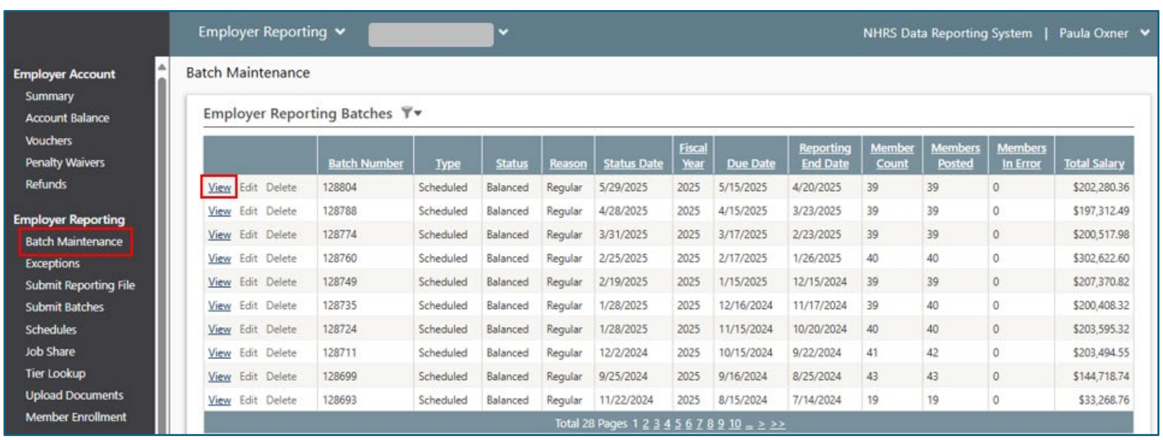
In Step 2, do **not** click **Copy Prior Detail**, instead , click **Load Members Only**.



To report by web entry, follow the steps below:

How to Create a Batch

1. From the DRS Left Menu **>** Employer Reporting **>** Batch Maintenance. The **Batch Maintenance** screen displays.

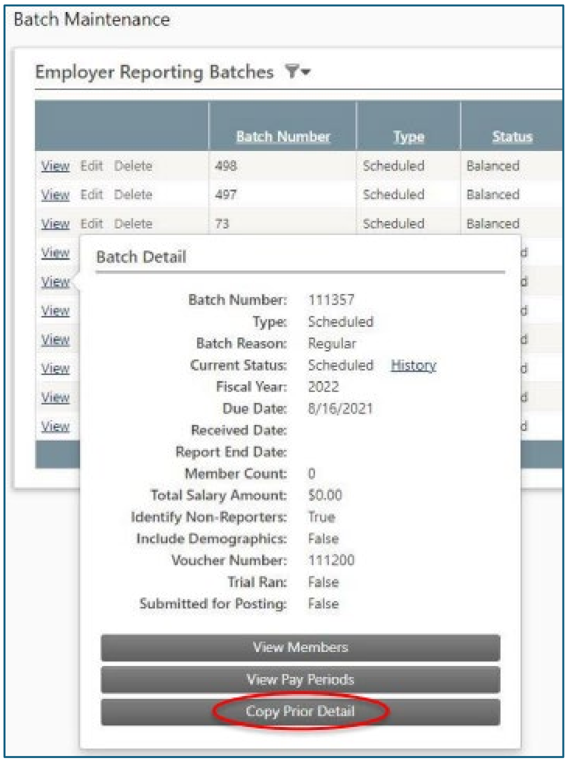


Locate the scheduled batch for the month being reported. Click **View**. A **Batch Detail pop-up** screen displays, listing all that batch's information.

2. Use the **Batch Detail pop-up** screen to create a new batch that contains the same member details as the prior batch by using the **Copy Prior Detail** button. The **Copy Prior Detail** button only displays for scheduled batches with no members currently

associated. Once a prior batch is copied, changes can be made to reflect updates needed for the new pay period.

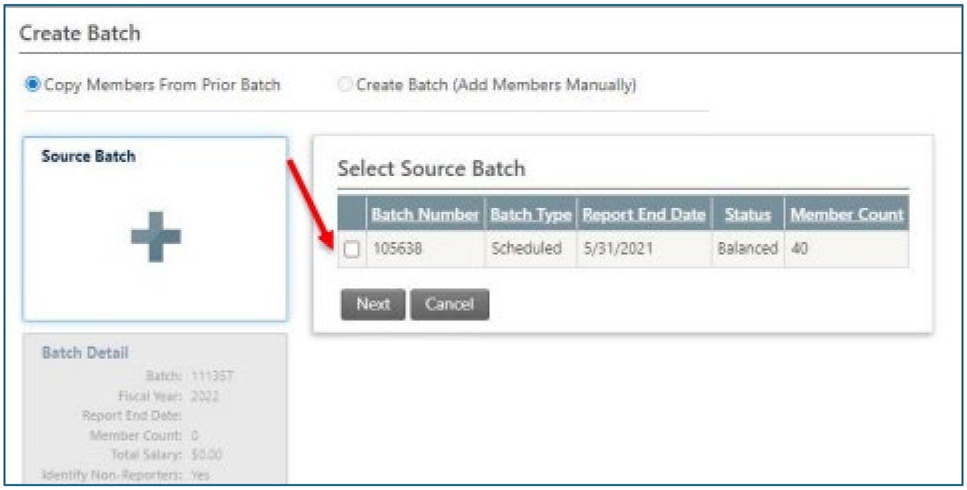
Click the **Copy Prior Detail** button. The **Create Batch** screen displays.



3. The **Create Batch** screen includes two radio buttons:

- Copy Members From Prior Batch
- Create Batch (Add Members Manually)

NHRS suggests clicking the **Copy Members From Prior Batch** button. Next, click the checkbox for the Source Batch from which you want to copy member details.



Source batch options are:

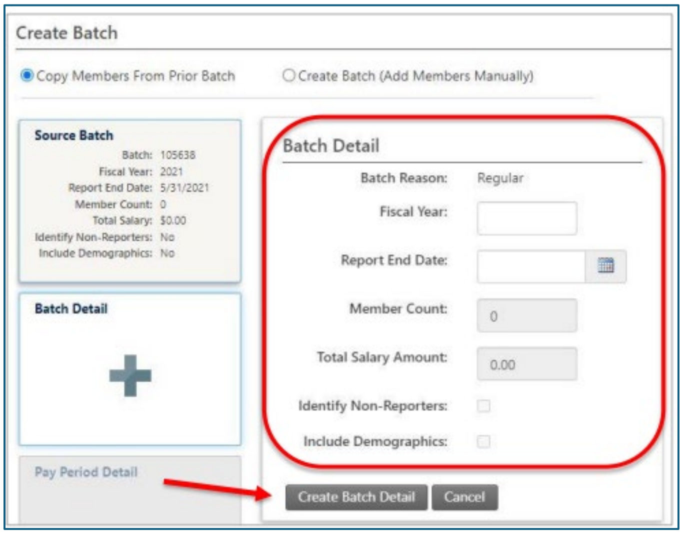
- Your most recent posted batch.
- Any batch in a status of **In Error** or **Corrected**.

  Warning: If you choose an **In Error** or **Corrected** batch, be aware that you are selecting a batch that is still being processed and is not yet posted. This means that the same errors in the selected **In Error** or **Corrected** batch will come forward to the current batch, resulting in on-going exception errors.

Reminder: Only submit **one** batch at a time and submit batches **in order** according to their due dates, for example, the May scheduled batch must be submitted, posted, and balanced before the June batch can be submitted. If batches are submitted out of order, it will result in an error.

After selecting the source batch that you wish to copy, click **Next**. The **Create New Batch** screen displays.

4. On the **Create New Batch** screen, complete the **Batch Detail** fields for the new batch, as follows:



- **Batch Reason:** System generated reason.
- **Fiscal Year:** Enter the fiscal year that applies to the new batch you are creating.
- **Report End Date:** Enter the Report End Date, which is usually the End Date of the pay period being reported in the batch. If the batch contains multiple pay periods, Report End Date is usually the End Date of the last pay period in the batch. If you are not sure what to use for Report End Date, contact your NHRS Relationship Manager.
- **Member Count:** System generated number of members in batch.
- **Total Salary Amount:** System generated salary.
- **Identify Non-Reporters:** This field is typically checked. If checked, this indicates that the employer reporting trial and posting process for the batch will automatically add non-reporters to the batch, with pay period and employment information for the pay periods associated to the batch. The

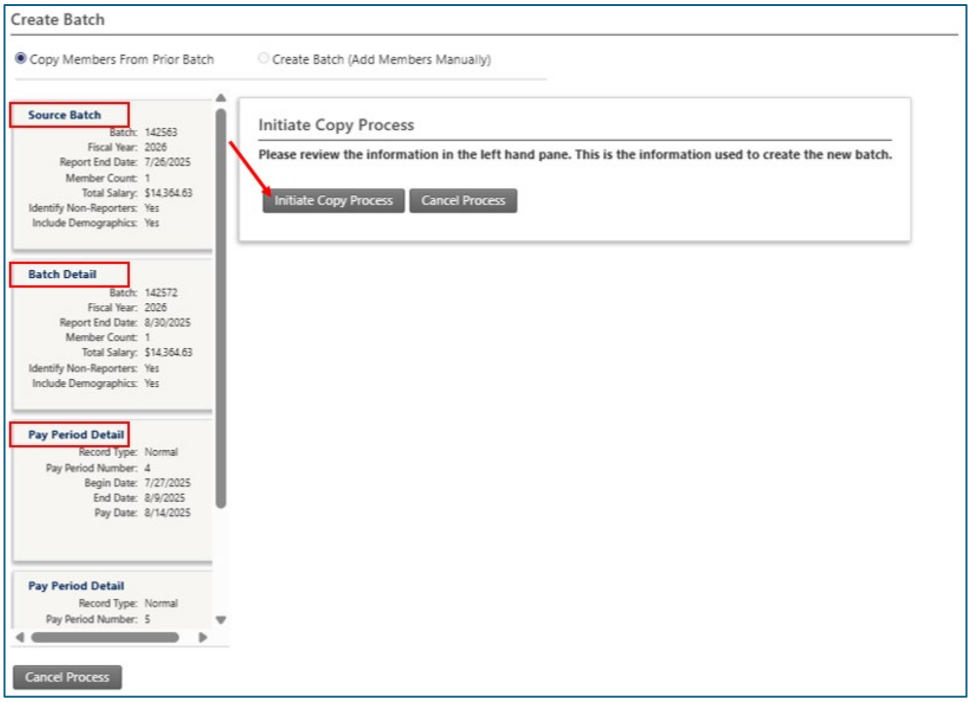
non-reporters will not have contributions/salary/contract information, etc. copied in; all other pay period details must be added by the employer. A non-reporter is a member in Active, Deferred, or Inactive status (and does not have an Inactive status set for the future) for the reported employer but was not included in the employer reporting batch initially and does not have an employment Termination Date with that employer/plan as of the batch Report End Date.

- **Include Demographics:** This field is typically checked. If checked, demographics (address, phone and email) are processed during the trial and posting processes for all members.

Click **Create Batch Detail**. At this point, the Pay Period Detail card(s) on the left of the **Create New Batch** screen has automatically been defaulted based on the next normal pay period that is expected to be reported for the employer, based on the pay period schedule (see Viewing Pay Periods) loaded in DRS. If you need to adjust the pay periods, you must wait until after the new batch is created. Click the **Create Pay Period Detail** button to add this pay period to the batch. Additional pay periods can be added to the batch if needed.

You can click on any of the completed cards on the left to view or change the information before completing the process.

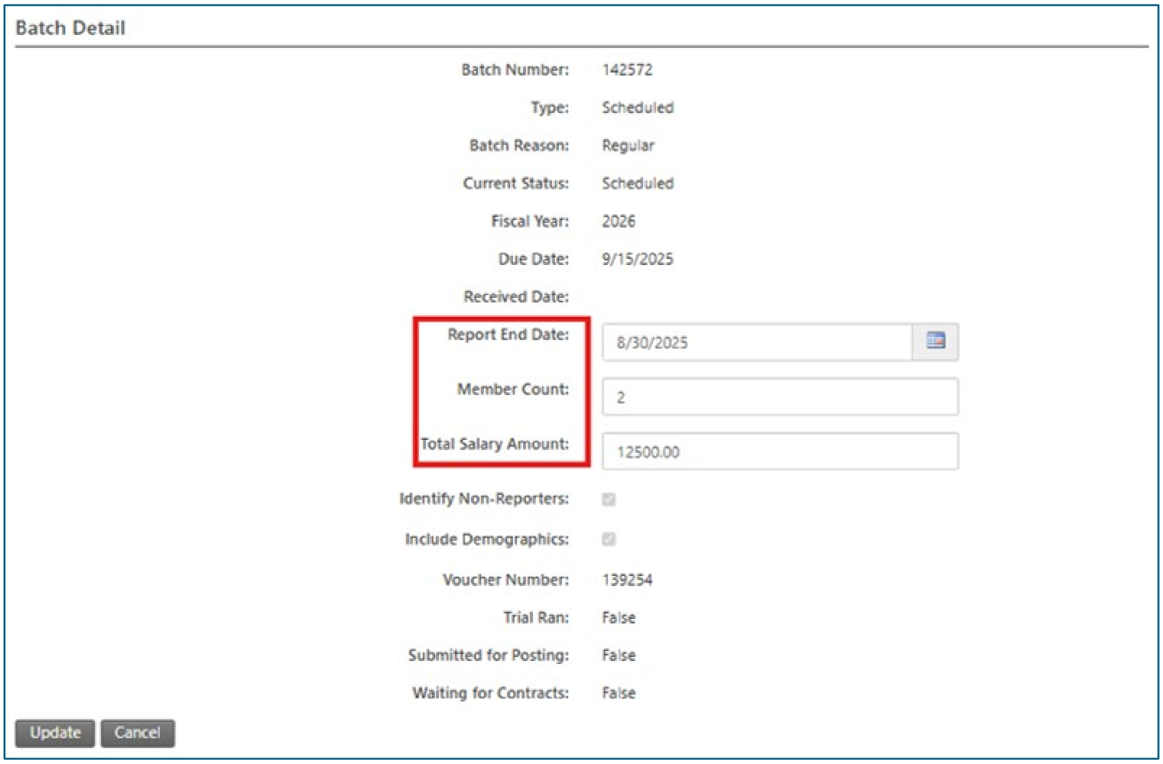
5. This next screen shows the details of the **Source Batch** and the new **Batch Detail**. You may notice that some of the details in the new batch are defaulted based on counts and totals from the source batch; these can be adjusted after the batch is copied. After all required information has been entered, click the **Initiate Copy Process** button to create the new batch.



The process runs in the background, meaning you can switch to other screens while waiting. The more members included in the source batch, the longer the process will take. You'll notice a User Alert in the upper right-hand corner of the DRS screen when the process is complete.

6. Once the new batch is copied, you can make changes by going back to Batch Maintenance and clicking the **Edit** link for the batch you just created. If necessary, update the **Report End Date**, **Member Count**, and **Total Salary Amount** as highlighted below. You can also update the wage and contribution details for members as well as make any needed changes, such as updating a member's information, adding a new member, terminating a member, or

requesting pay period adjustments.


Batch Detail

Batch Number:	142572
Type:	Scheduled
Batch Reason:	Regular
Current Status:	Scheduled
Fiscal Year:	2026
Due Date:	9/15/2025
Received Date:	
Report End Date:	8/30/2025
Member Count:	2
Total Salary Amount:	12500.00
Identify Non-Reporters:	
Include Demographics:	
Voucher Number:	139254
Trial Ran:	False
Submitted for Posting:	False
Waiting for Contracts:	False

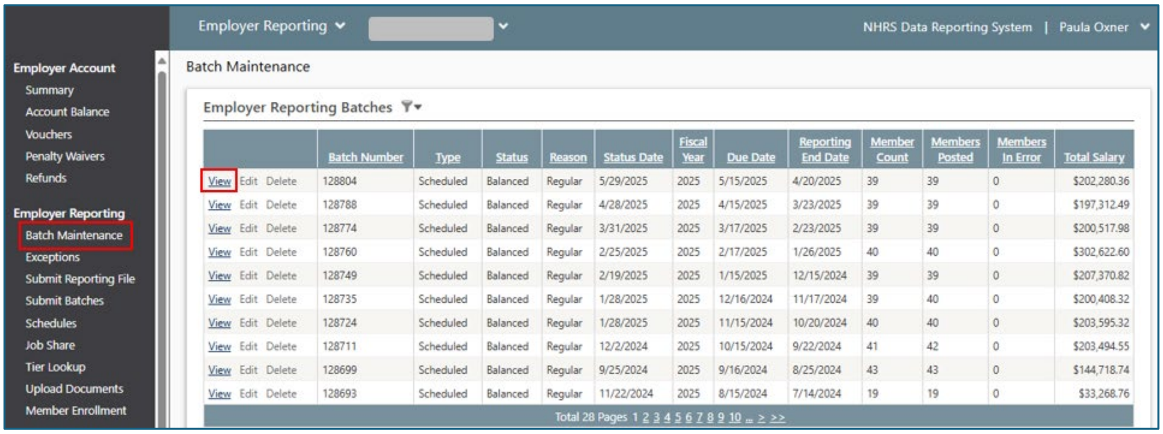
Update Cancel

Next Steps:

- To review and/or make changes to members in a batch, see How to Modify a Member Detail Record.
- To add members to a batch, see How to Enroll a New Member.

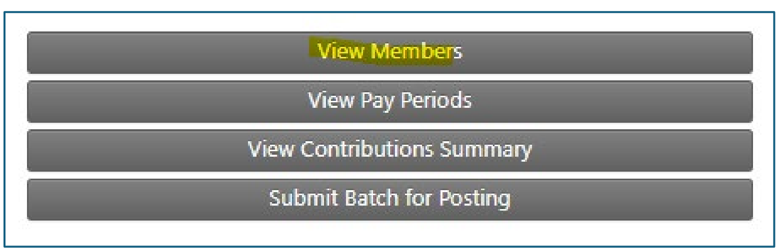
How to Add Salary/Contributions/Missing Wages/No Pay Period to a Batch

1. From the DRS Left Menu > Employer Reporting > Batch Maintenance. The **Batch Maintenance** screen displays.

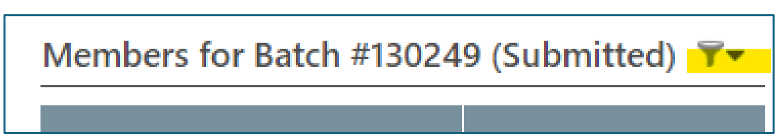


Locate the scheduled batch to update. Click **View** to the left of the batch number. A **Batch Detail pop-up** screen displays, listing all the batch's information.

2. At the bottom of the **Batch Detail pop-up** screen, click **View Members** to find the member that needs salary/contributions added.



3. To help locate the member, you can filter by name/SSN by clicking the filter icon on the screen.

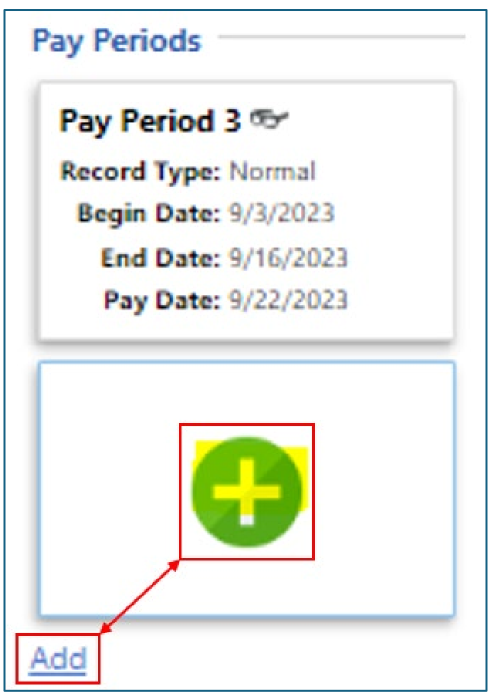


Once the member who needs information added/corrected is located, click **Detail** to the left of their name. The **Members Detail** screen displays.

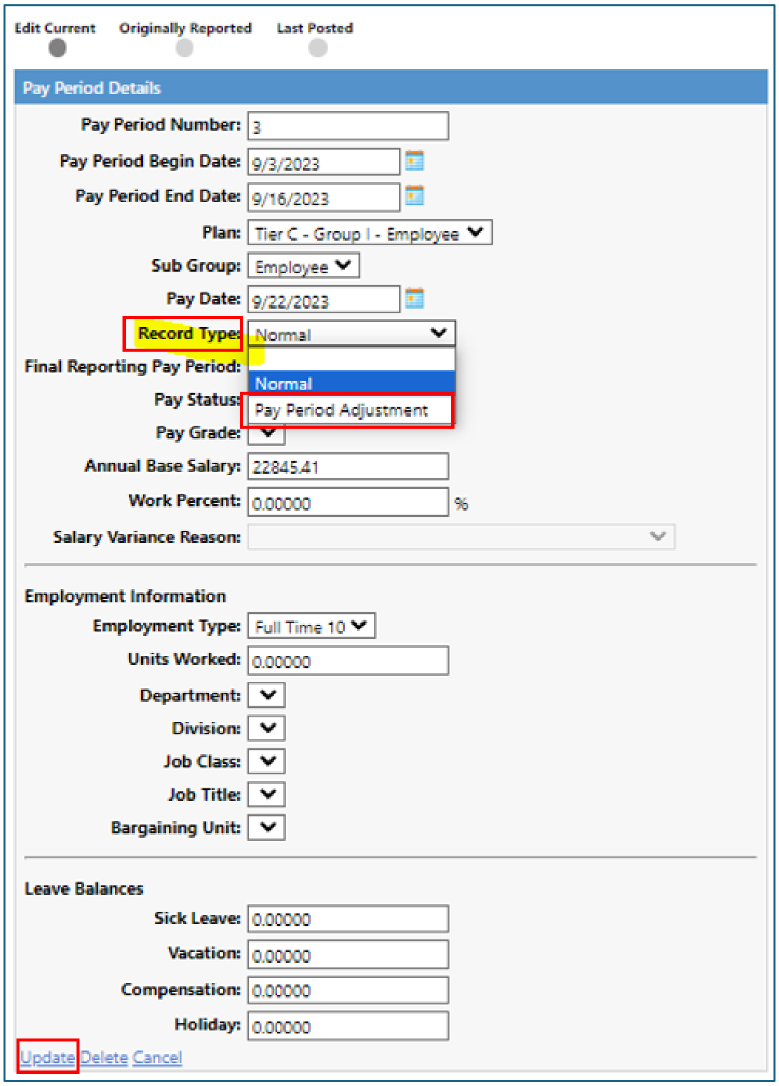
4. To add salary, contributions, etc., the **Members Detail** screen must include a **Pay Period** box for the pay period being adjusted, as explained in **Step 4a** below. If a Pay Period box is there, go directly to **Step 4b** (Add Salary) or **Step 4c** (Add Contributions).

   a. **To Add a Pay Period:**

   In the **Pay Periods** tile, click the **Add** link or click the plus sign to add a pay period box. The **Pay Period Details** screen displays on the right.

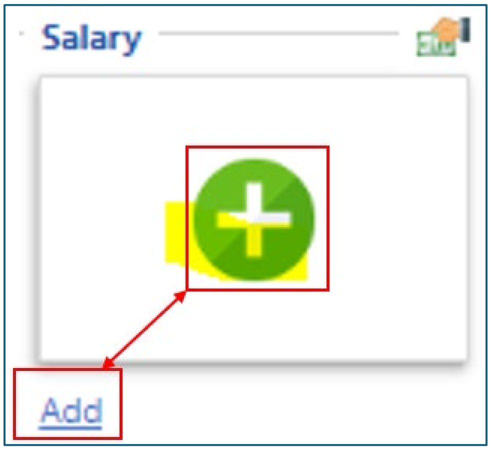


   On the **Pay Period Details** screen, enter the required fields. If this is an adjustment to prior pay period, use the **Record Type** down arrow and select **Pay Period Adjustment**. Pay period number and dates should match the prior reported pay period. When done, click Update to save your changes.

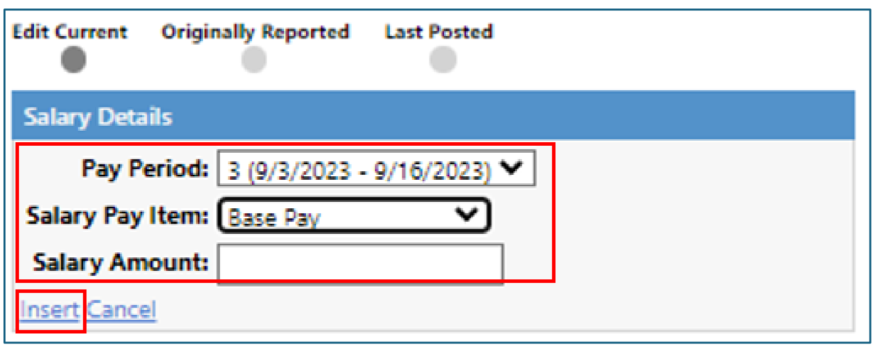


b. **To Add a Salary:**

In the **Salary** tile, click the **Add** link or click the plus sign to a salary box. The **Salary Details** screen displays on the right.



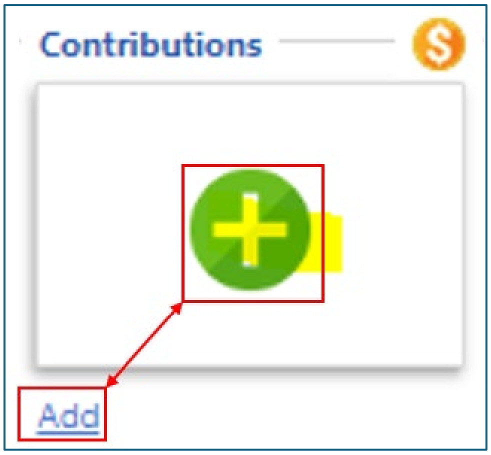
On the **Salary Details** screen, select the correct **Pay Period**, **Salary Pay Item** (Base Pay or COB), and enter the **Salary Amount**. When done, click Insert to add the information to the member's record. To enter additional salary pay, add a second salary box.



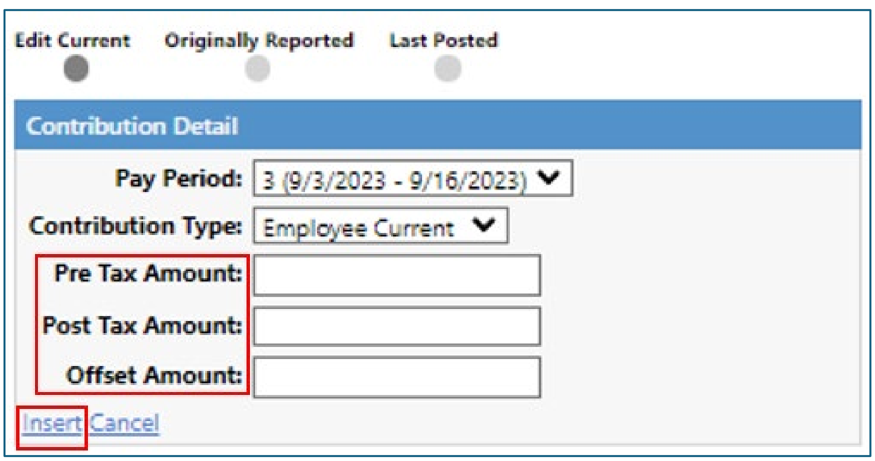
c. **To Add Contributions:**

There is only one Contribution box per Pay Period. Contributions withheld from Base and COB for the same pay period are reported in the same contribution box.

In the **Contributions** tile, click the **Add** link or click the plus sign to a salary box. The **Contributions Details** screen displays on the right.



On the **Contributions Details** screen, select the correct **Pay Period**. For **Contribution Type**, select **Employee Current**. Enter the employee contribution in the appropriate field: **Pre Tax Amount**, **Post Tax Amount**, or **Offset Amount**. When done, click **Insert** to save your changes.



How to Submit a Regular Batch for Trial Processing

Trial processing is run for all batches submitted to NHRS. No data is posted as a result of running the trial process. The trial process validates individual member data and identifies any exceptions (errors) contained in a file. The trial process is a combination of automated file processing and file edit steps that each submitted file must go through. The trial process may be run multiple times if additional exceptions are found. Once a trial process is error-free, the batch posting process can begin.

- **If exceptions are not found during trial processing:** The batch is placed in Submitted status, and the employer can 'Submit the Batch for Posting', which is the final process that updates the **Submitted for Posting** flag on the batch details screen to a status of **True**.
- If exceptions are found during trial processing: You will receive two notifications:
    - An online notification in the Employer Communications section of the DRS dashboard
    - An email notification from NHRS

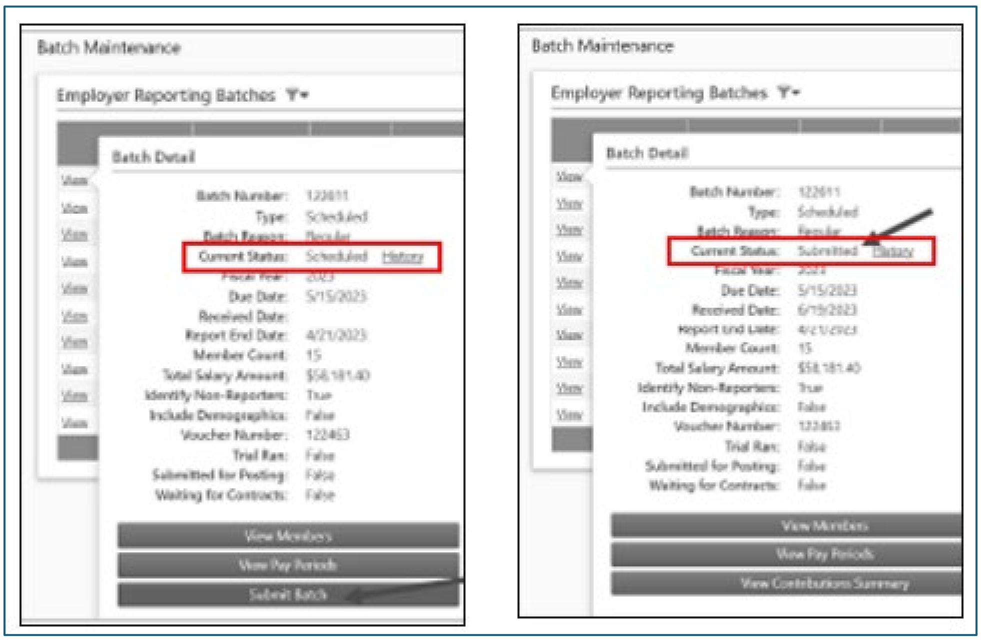
Each exception must be corrected by the employer or NHRS (see Correcting Exceptions) and the trial process must be run again to verify there are no additional exceptions.

Once the exceptions are corrected and all member detail is complete for all members in the batch, NHRS recommends verifying that your Contribution Summary screen matches your payroll reports to verify that all information was entered and is correct.

- If the contribution summary and payroll reports do **not** match, contact your NHRS Relationship Manager.
- If the contribution summary and payroll reports do match, you may submit the batch for processing.

Step-by-Step Instructions to Submit Regular Batch for Trial Processing

1. Begin at the DRS Left Menu > Employer Reporting > Batch Maintenance. Click **View** next to the batch that is ready to be submitted. The **Batch Maintenance Pop-up** screen displays. Click **Submit Batch**. For the batch to be submitted, the totals entered on the batch record must balance with the totals derived from the member details. If the batch is in balance, you will see the status of your batch change from **Scheduled** to **Submitted**, as shown in the example images below:



2. **Note:** If the **Member Count** or **Total Salary Amount** entered on the batch record is not correct given the detail records that are included in the batch, errors occur, and the batch is not submitted. If you need to change the totals on the batch record to match the detail totals, return to the **Batch Maintenance** screen and click **Edit** next to your batch. On the **Batch Detail** screen, change the batch totals as necessary. Or, if any member details are incorrect, return to the **Member Listing** screen for the batch and make the necessary updates.

3. **Reminder:** Only submit **one** batch at a time and submit batches in order according to their due dates.

How to Submit a Regular Batch for Posting

Instructions for submitting a batch for posting are the same whether the original file was created via Web Entry or was an uploaded XML File. For posting instructions, please see How to Submit an XML File for Posting.

How to Create an Unscheduled Batch

Employers who Report by Web Entry cannot create their own unscheduled batch; instead, they must contact their NHRS Relationship Manager for assistance. NHRS is happy to create unscheduled batches upon request. NHRS will initiate a batch and then it will be the employer's responsibility to complete the batch by adding all necessary details through web entry as usual, including submitting the batch for Trial Processing.

Defining Teacher Members and Teacher Contracts

Definition of a Teacher Member, Per New Hampshire Retirement System Statute

See New Hampshire Retirement System Statute, RSA 100-A:1 Definitions

Scroll to *Section VI "Teacher"* for definition.

Teacher Member, Per NHRS

For NHRS purposes, members of the Teacher Sub Group are required to have an Employment Type of FT-10 which means they may work only for 10 months (September to June) out of the 12-month year.

For benefit calculations, members do receive 12 months of service credit as if they worked the full year; therefore, employers do not need to report service credit for July and August. If you have teacher members who work the full 12-month year, please see DRS Employment Type of Teachers on the NHRS website for additional details.

When associating reported wages to Contract Periods, it is important to ensure that the reported wages are reported in the correct Contract Period, as this has an impact when NHRS calculates the Member's Final Average Salary for benefit purposes.

Teacher Contract, Per NHRS

NHRS views teacher contracts as the school year for reporting purposes. NHRS recognizes that teacher contracts are an agreement between the employers and the teacher members.

NHRS also understands that Teacher Contracts may include other compensation above Base Salary, for example longevity, perfect attendance stipends, etc.

- When reporting Annual Contract Salary, use the Annual Base Salary for the member.
- When reporting pay periods, please review Earnable Compensation on the NHRS website to determine where any additional salaries paid, should be reported.

When reporting Base Wages for a Teacher Member, the NHRS system uses the Annual Contract Salary and the Contract Pay Frequency when determining the expected salary amount and whether the reported amount is within the exception parameters. See Contract Pay Period Frequency for Teacher Members for details.

Uploading Teacher Contract Periods

Employers reporting salary and contributions for members with Teacher plans must also report the Teacher Contract Information for their pay periods. If employers do not report the Teacher Contract Information, or NHRS cannot resolve the information, the employer needs to associate Teacher Contract Periods with the pay periods in the batch.

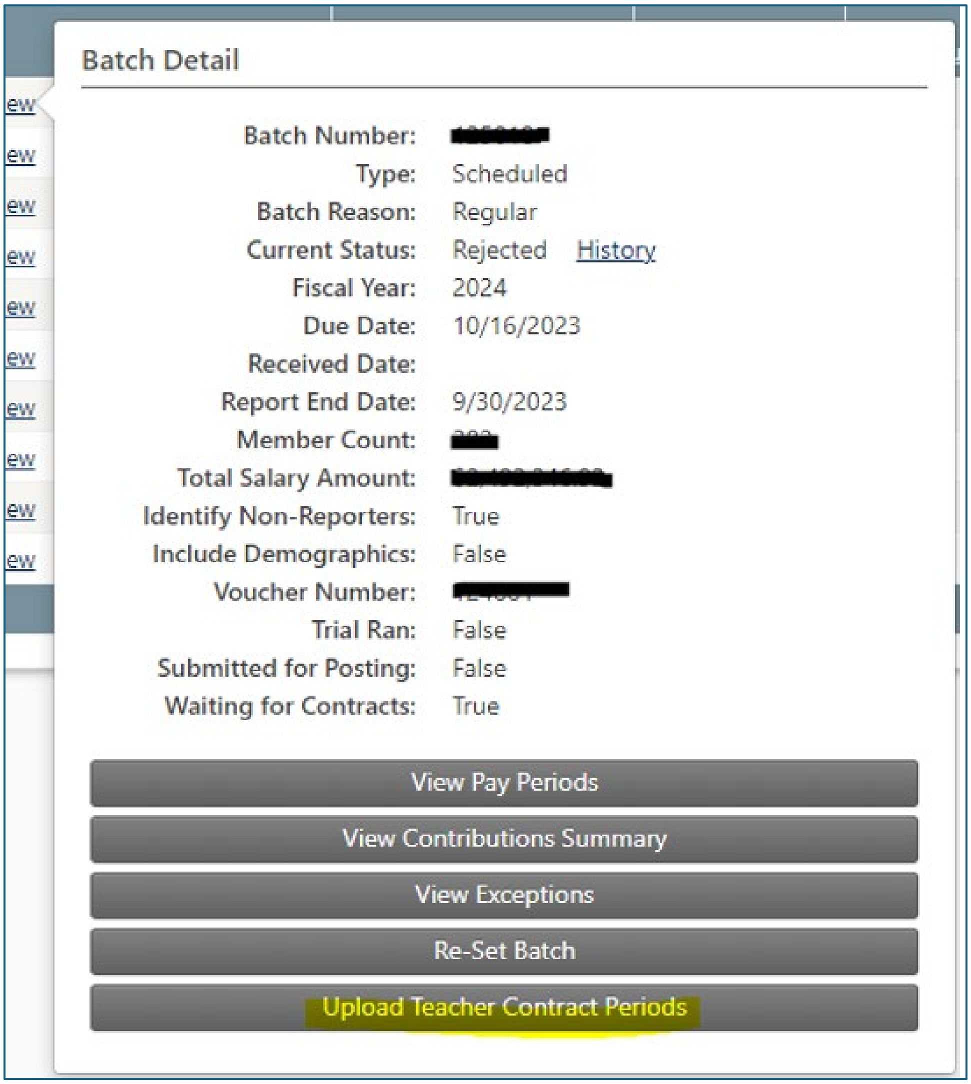
If an employer reporting batch requires Teacher Contract Information upon submission, the batch is returned to the DRS user in a status of **Rejected** and the batch detail field **Waiting for Contracts** is marked as **True**.

When a batch is marked as Waiting for Contracts, employers may upload a Teacher Contract Information File as a supplementary file to the employer reporting batch by following the steps below.

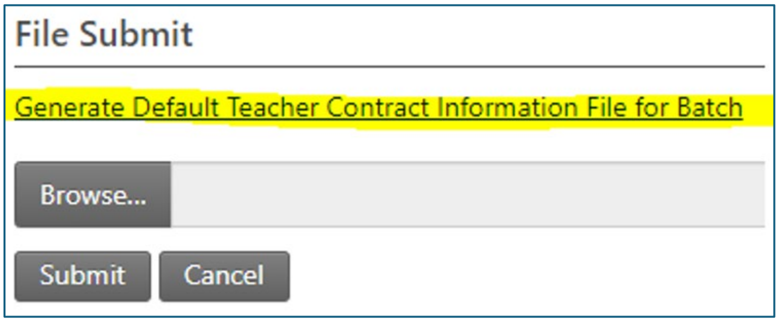
Note: FT-10 employers benefit from logic that supports school year contracts (21+5, 22+4) which reduces salary variance exceptions caused by the last reported salary and then the first contract salary (like balloon payments).

1. To create a teacher contract file, from the DRS Left Menu **>** Employer Reporting **>** Batch Maintenance. The **Batch Maintenance** screen displays.
   Locate the batch the requires Teacher Contract Information and click **View** to the left. A **Batch Detail pop-up** screen displays.

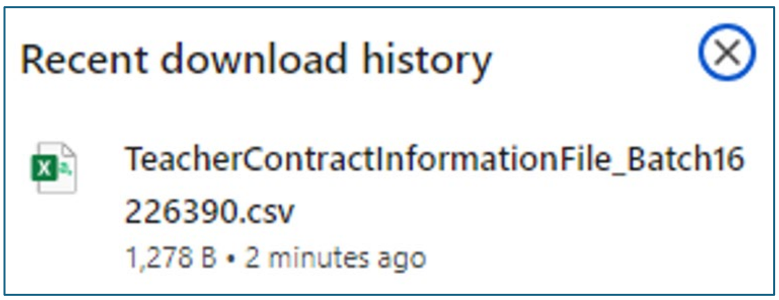
2. On the **Batch Detail pop-up** screen, click **Upload Teacher Contract Periods**. The **File Submit** screen displays.



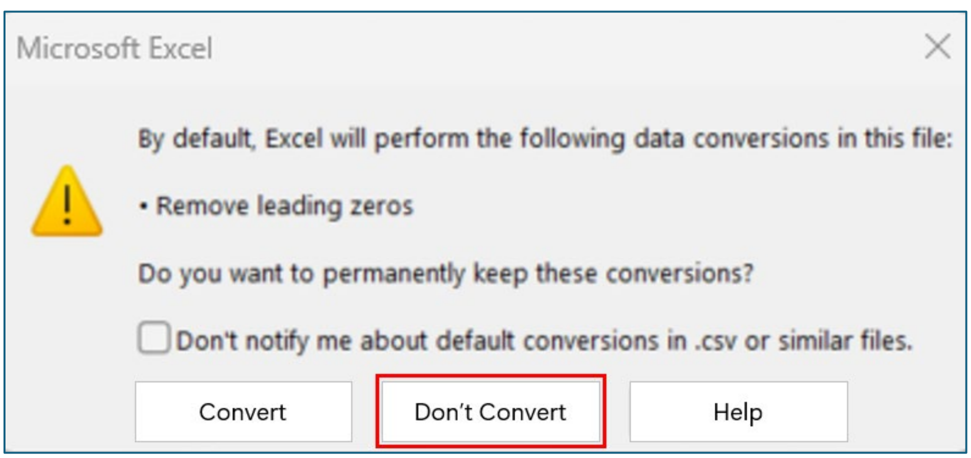
3. On the File Submit screen, click the Generate Default Teacher Contract Information File for Batch link. An Excel CSV file is generated.



4. You may need to open via a download bar on your browser to view the file.

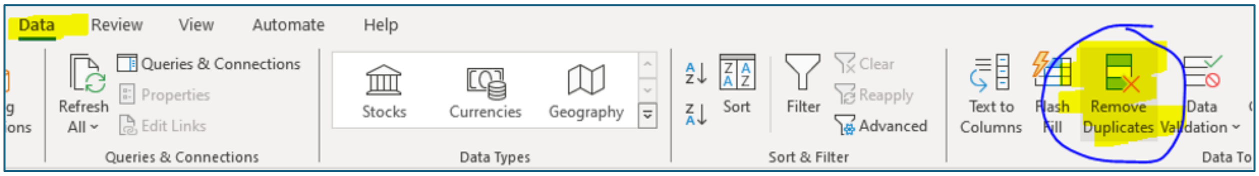


5. Excel opens. If you receive the popup below, click the **Don't Convert** button.

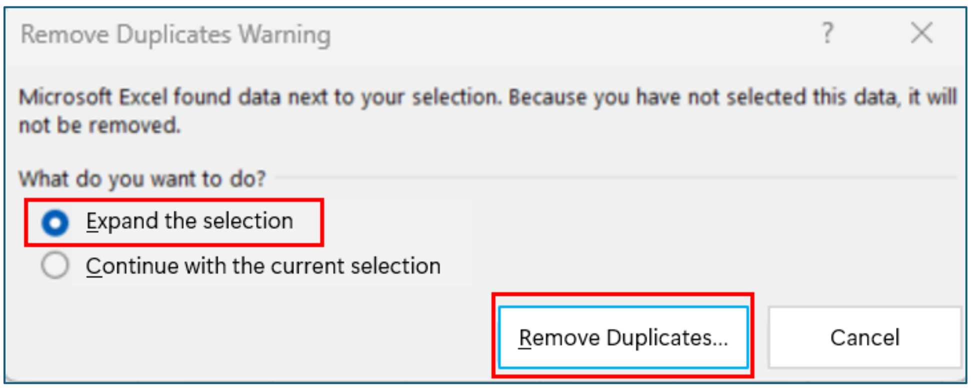


6. The contract file often creates duplicates. In the CSV file, highlight **Column A**, navigate to the **Data** tab in the Excel ribbon, and click the **Remove Duplicates**

option.



a. If prompted, you will need to expand the selection. Click the **Expand the selection** radio button, then click the **Remove Duplicates** button.



7. The CSV columns **A-F** are listed and explained below. Please note that there is no header in the contract file; instead, it simply appears as follows:

1668822	7/1/2024	########	0		July - June
1682281	7/1/2024	########	0		July - June

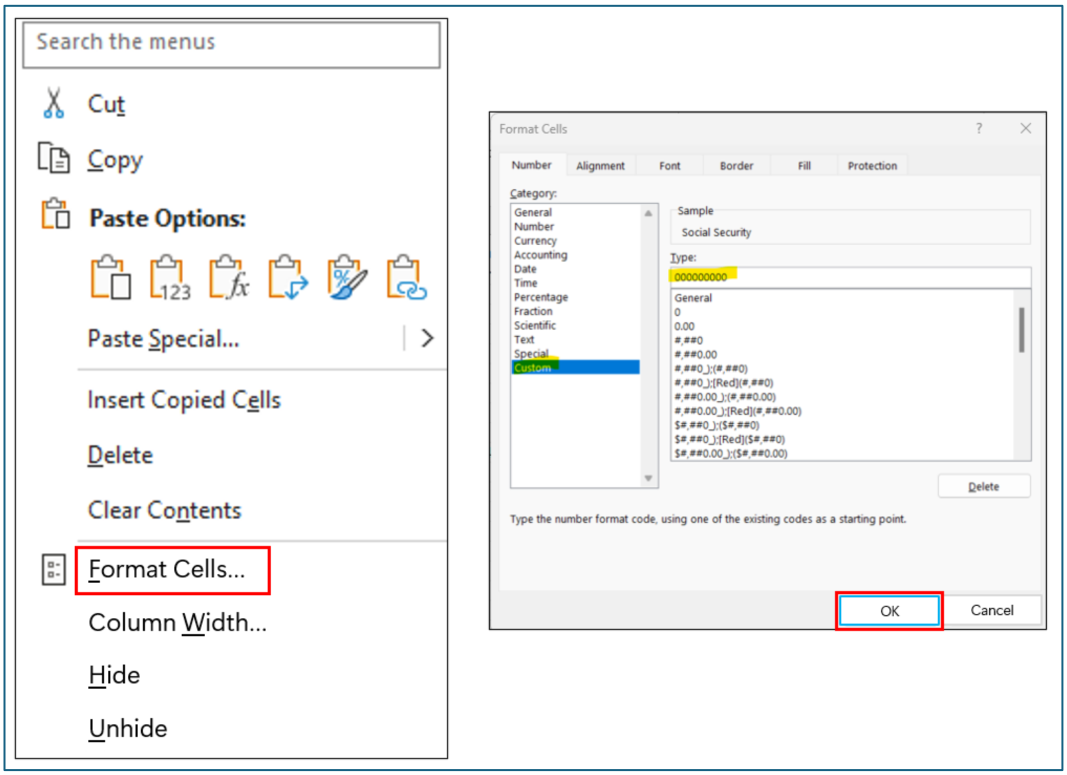
- **Column A:** Members' SSN, which must be 9 digits (see the instructions for formatting this column below).
- **Columns B & C:** Start and End dates of the contract. This must span a full year and be set up on your NHRS account.
- **Column D:** This should be the teachers' Base Contract Salary. This amount will need to match the reported Annual Salary in the file.
- **Column E:** The number of contracted pays. This is known as Pay Period Frequency.

- **Column F:** The name of the contract type on file with NHRS.

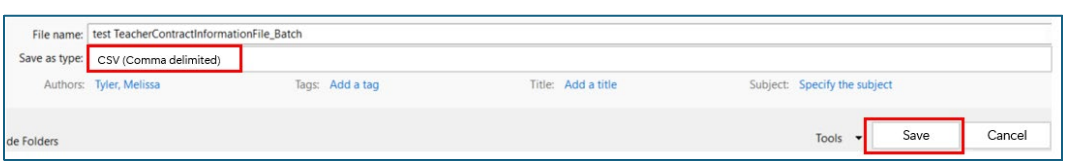
8. If **Column A** does not show nine digits or you see **1.32E+08**, this is an indication that the column needs to be formatted, as explained below:

   a. Right-click on **Column A**. In the popup menu, click **Format Cells**.

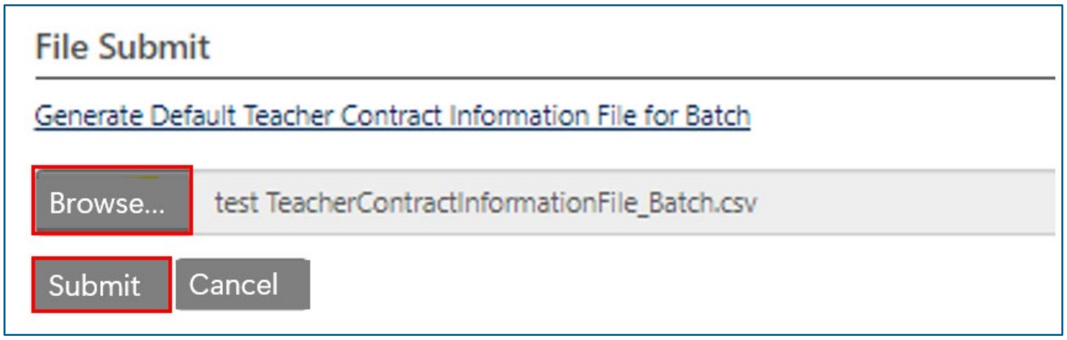
      In the next popup, click **Custom**. Under **Type**, insert 9 zeros. Click **OK**.



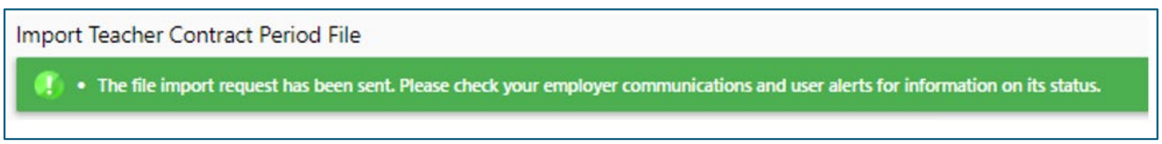
9. Provide a **File name**, **Save as type** CSV in a location that is easily located on your computer, and click **Save**.



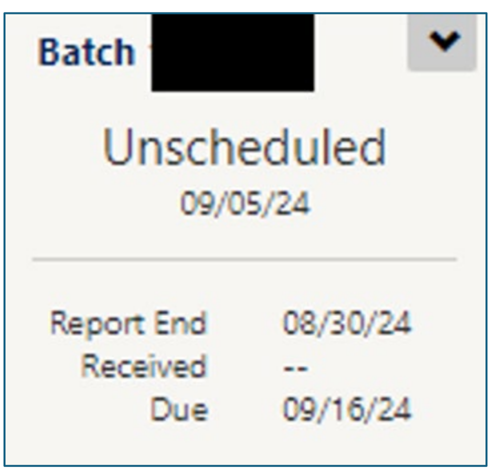
10. Return to the rejected batch in DRS and click **Browse** to find the saved contract file on your computer, then **Submit**.



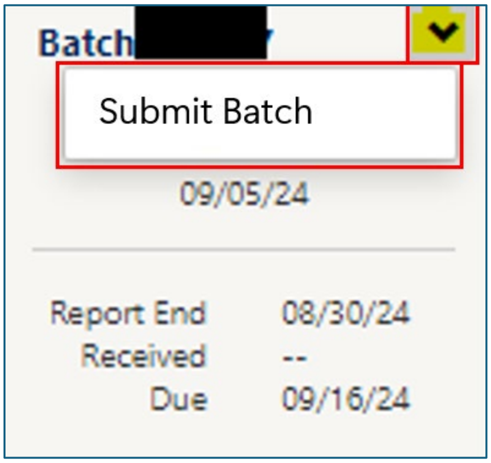
11. The green message, "The file input request has been sent. Please check your employer communications and user alerts for information on its status." displays, confirming that the contract file was submitted.



12. Once a valid contract file is received, the batch will change from **Rejected** to **Unscheduled**. To view this change in batch status and submit the batch, from the DRS Left Menu > Employer Account > Summary. The **Account Summary** screen displays. On the **Account Summary** screen, locate the Unscheduled batch card, as shown below:

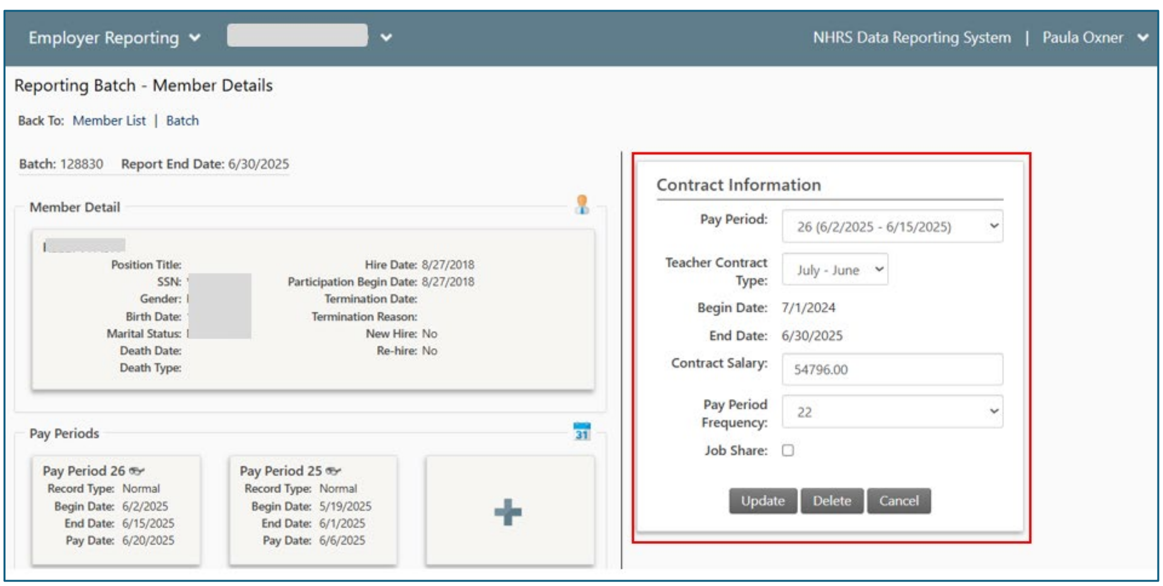


On the batch card, click the down arrow and click **Submit Batch**.



13. Next, the batch will process and move to a status of either **In Error** or **Submitted**. Continue to process as needed.

Additional Details: To view an individual member's contract information, as shown in the example screen below, jump to Contract Information Tile later in this guide.



Reporting Prior School Year Contracts

How to Update Prior School Year Contracts

Occasionally, school districts need to associate FT-10 teacher member wages with the correct school year/teacher contract period; this can be easily accomplished within DRS through XML File Upload or Web Entry.

The benefits of being able to update school year/teacher contract periods include:

- Enabling FT-10 members to keep their records accurate
- Reducing back-end cleanup

Note: When updating teacher contract periods, you will only be able to select the previous contract period or the current contract period.

How to Update Prior School Year Contracts via XML File Upload

You can report contract dates within the XML file for the current **contract period** or one prior **contract period** only. Earlier contract periods are not available or supported. You cannot report earlier contract periods.

Below is an example of how valid Contract Begin/End dates should be entered for a member in the XML file:

```
<ContractInformation
 ContractBeginDate="2023-07-01"
 ContractEndDate="2024-06-30"
 ContractSalary="60547.00"
 PayPeriodFrequency="26"
 JobShareFlag="0"
 ApplyToSubsequentPayPeriodsFlag="0"
/>
```

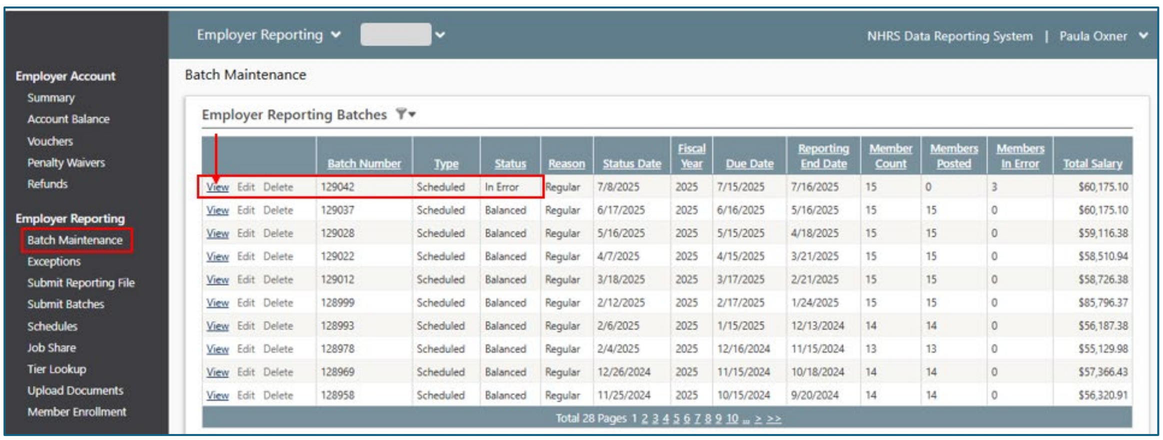
See Reporting by File Upload for more detailed information on file upload processing.

How to Update Prior School Year Contracts via Web Entry

Teacher Contracts should be reviewed before they are submitted. Contract Periods can be updated after a batch has been submitted, or while correcting exceptions; however, this requires effort for web entry. Please contact your NHRS Relationship Manager for assistance if updates are needed.

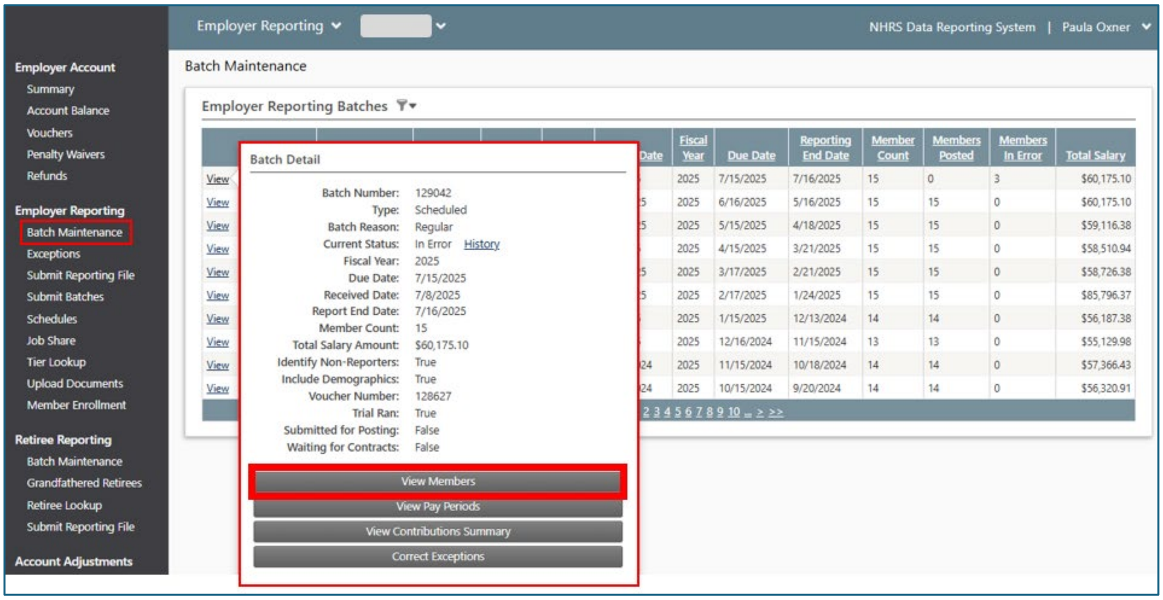
How to Update Contract Periods via Batch Maintenance

1. From the DRS Left Menu → Employer Reporting → Batch Maintenance. The **Batch Maintenance** screen displays.

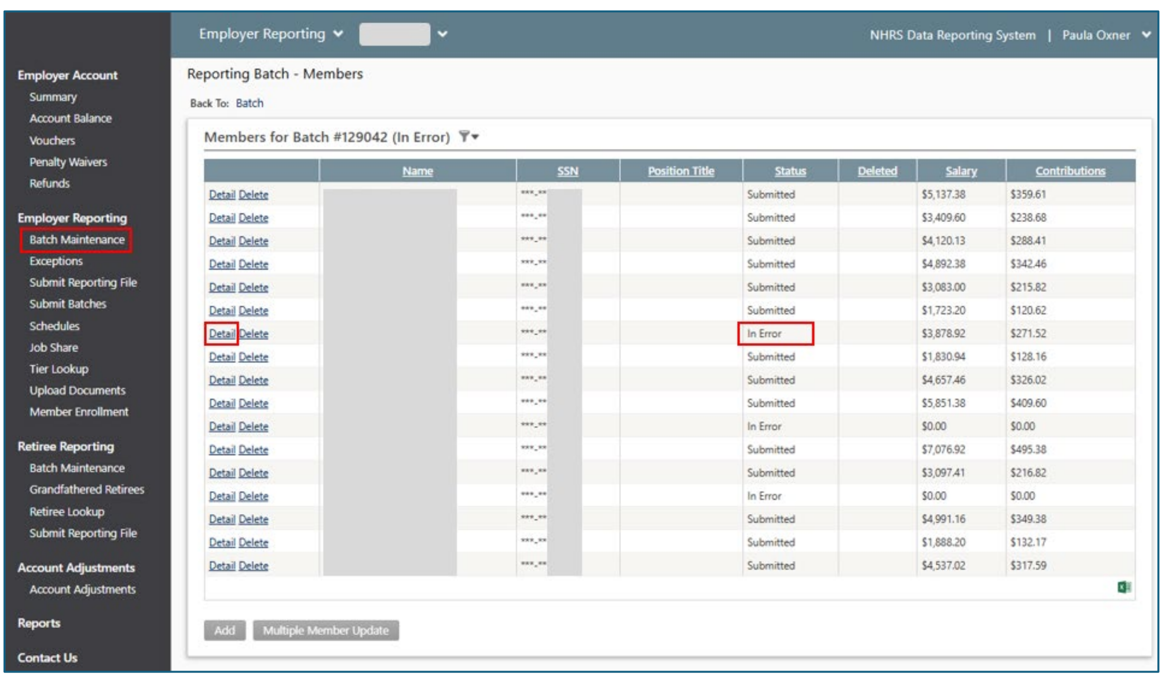


Locate the batch to be corrected and click **View** to the left of the batch number. The **Batch Detail** screen displays.

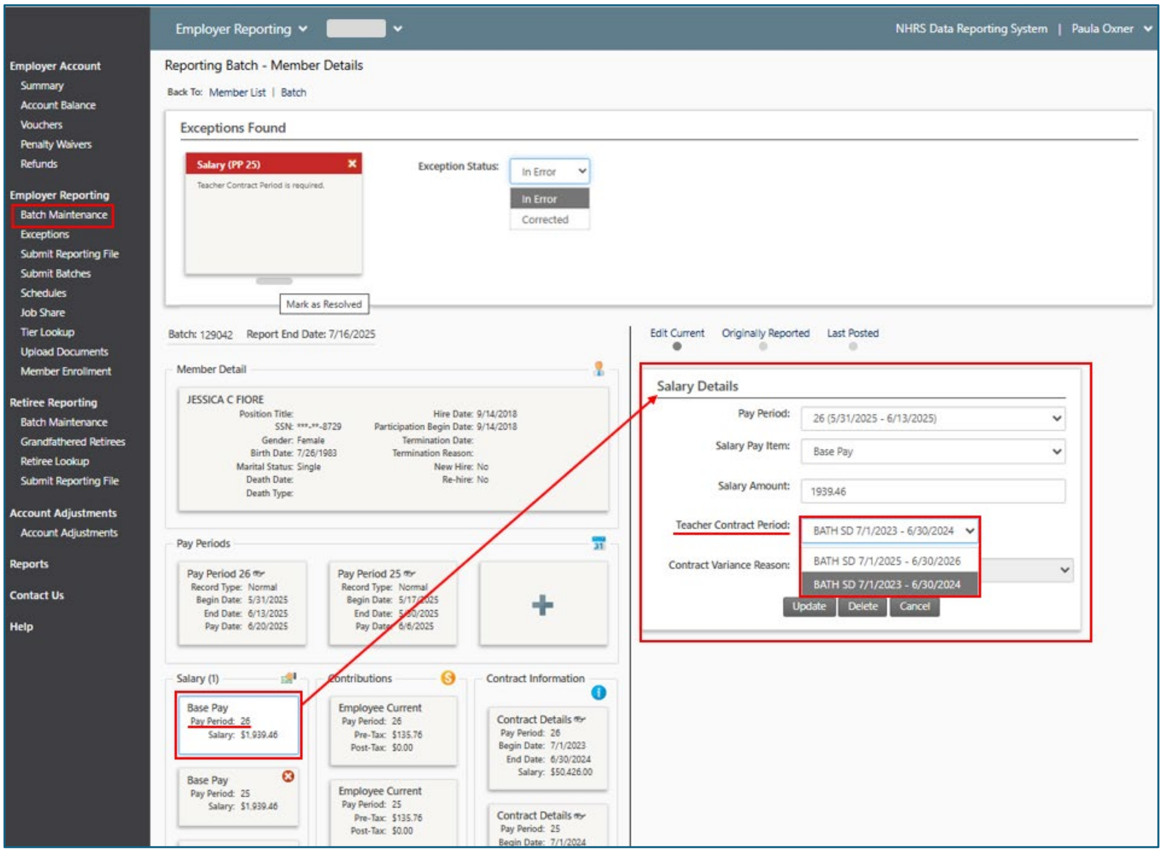
2. On the Batch Detail screen, click View Members. The Reporting Batch – Members screen displays.



3. On the **Reporting Batch – Members** screen, locate the member who requires a contract period correction and click **Detail** to the left of their name. The **Reporting Batch – Member Details** screen displays.



4. On the **Reporting Batch – Member Details** screen, update the Teacher Contract Period field following the steps below.



a. Under **Salary**, click the **Base Pay** card for the Pay Period you are correcting. The Salary Details display on the right.

b. In the Salary Details, locate the **Teacher Contract Period** field and use the down arrow to select the contract period to which you want to associate the member's wages.

Note: The **Teacher Contract Period** defaults to the current Teacher Contract Period. Using the down arrow, you can only select either the current contract period or the previous contract period.

c. After selecting the correct Teacher Contract Period, click **Update** to save your change. Next, any exceptions must be marked as corrected. See Correcting Salary Exceptions below for details.

FAQs for Teacher Contract

What if I have a contract two years or more back? Can I submit that?

Not through this process. Please reach out to your NHRS relationship manager for assistance.

The contract is missing or shows incorrectly from the prior year. What do I do?
Please reach out to your NHRS relationship manager for support.

What if only a portion of the member's salary is for the prior contract period?
Please reach out to your NHRS relationship manager for support.

Who can I contact for help?

Each employer is assigned to a specific NHRS relationship manager, who is your primary point of contact. Your representative is listed in the Associations section on your DRS account summary page. If your representative is unavailable, you can call our Contact Center at (603) 410-3500 to report your issue.

Can I report 2 contracts for 1 pay period?

Yes, you can do this when reporting multiple payments using the same pay period. See instructions for reporting multiple payments via Pay Period Adjustments.

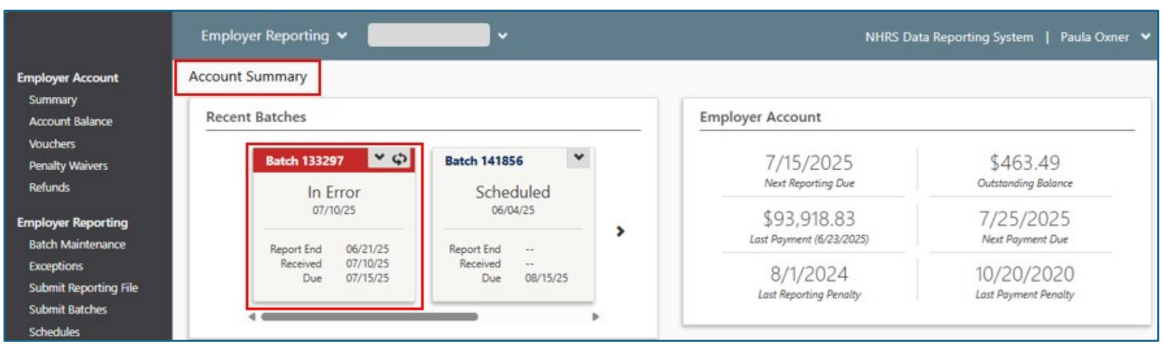
CORRECTING EXCEPTIONS

Exceptions are errors that are found in a monthly reporting file after it has been submitted, while it goes through the Trial Processing phase. The trial process validates individual member data and identifies any exceptions (errors) contained in the file. If exceptions are found, you will receive two notifications:

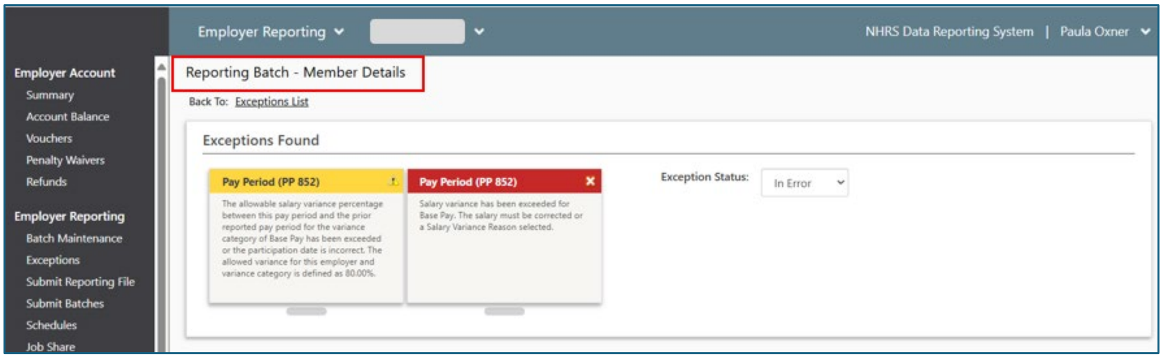
1. An email notification from NHRS.
2. An online notification in the Employer Communications section of the DRS dashboard.

There are also visual clues that there are exceptions as well:

- On the **Account Summary** screen, any batch found to have exceptions will have a red banner and the words **In Error** on its batch card, as shown below:



- On the **Reporting Batch – Member Details** screen, any member found to have exceptions, will have each exception listed in its own exception card, highlighted with a colored banner, as shown below:



- A red banner means the exception is a fatal error.
- A yellow banner means the exception is a warning that can be overridden. Some warnings must be resolved by NHRS. If you need assistance with exceptions, reach out to your NHRS Relationship Manager. Relationship Manager contact information can be found on the **Account Summary** screen/DRS Dashboard under Associations.

Each exception must be corrected by the employer or NHRS, and the trial process must be run again to verify there are no additional exceptions (see How to Submit a Regular Batch for Trial Processing).

If 35% or more of the total records in a file have exception errors, the file will be rejected.

Pre-Correcting Recommendations

Before making corrections, NHRS recommends taking the two steps below, which may save you time:

Recommendation 1: Run the Employer Reporting Exceptions Report

NHRS recommends running the Employer Reporting Exceptions Report and saving it in Microsoft Excel format for easy sorting/filtering.

Employer Reporting Exceptions

Run Date / Time: 05/27/2025 12:01 PM
User Name: Paula Oxner
Page 1 of 1

128804

Member Name	Member SSN	Exception Status	Exception Type	Exception Category	Exception Message
	***-**-	Outstanding	Member	Warning	The member was identified as a non-reporter and added to the batch. Please add Pay Period details for the member, or delete the member from the batch.

Total Number of Exceptions: 1

This report displays all exceptions in a selected employer reporting batch, including the Exception Status, Type, and Category, as well as a detailed Exception Message that explains the exception/error that was found. Often the Exception Message identifies how to correct the exception. This report is only available while exceptions remain in a batch. Once exceptions have been corrected and members are posted, their exceptions no longer appear on this report. This report is most helpful in Microsoft Excel format.

Recommendation 2: See the Common Exceptions Table

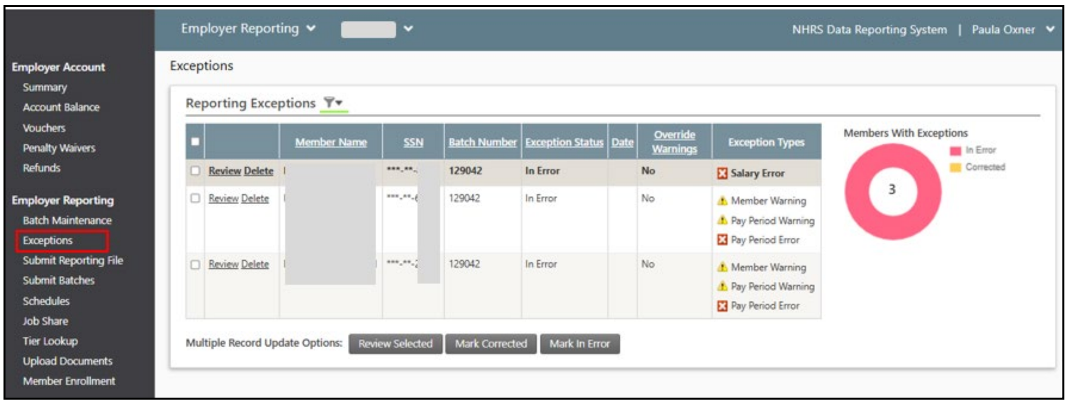
The Common Exceptions Table in this guide provides an alphabetical list of the most frequently occurring exception messages with explanations of each, to help you make the appropriate corrections.

Using the **Employer Reporting Exceptions Report** mentioned in Recommendation 1 and finding the matching 'message' in the Common Exceptions Table may help you to quickly correct all outstanding exception errors.

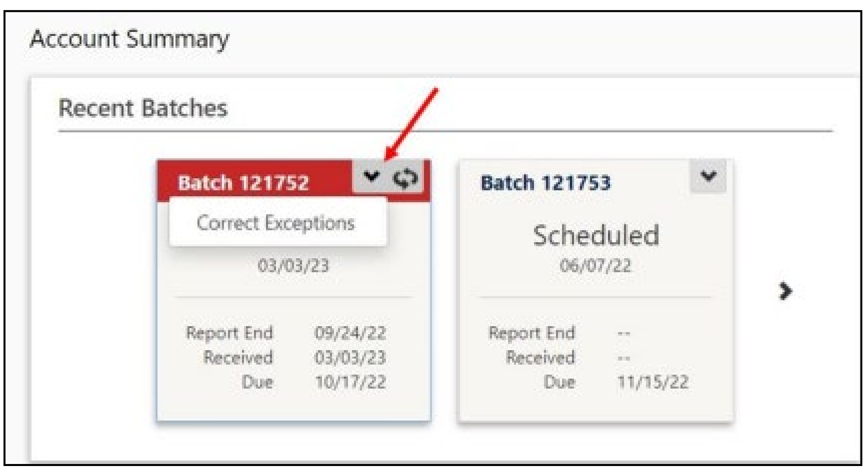
How to Correct Exceptions

1. When a batch contains exceptions, there are two ways to view them:

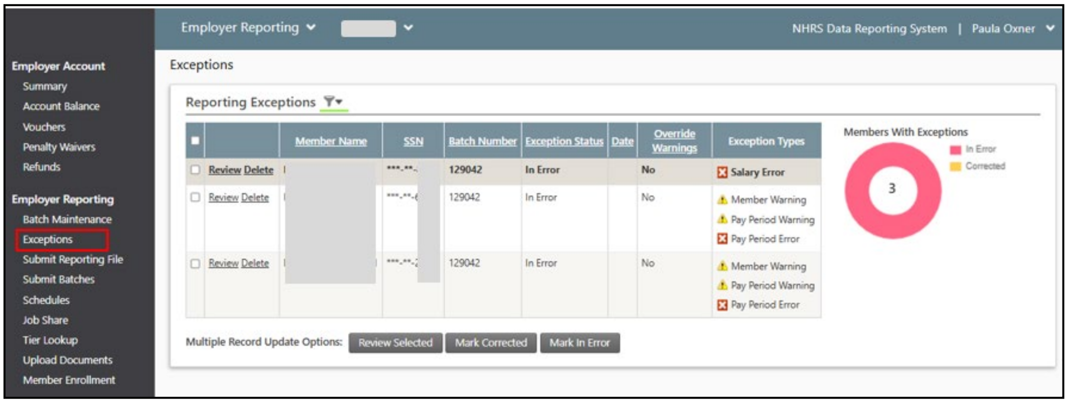
   a. Begin from the DRS Left Menu > Employer Reporting > Exceptions. The **Reporting Exceptions** screen displays and the search grid lists exceptions, if any:



   b. Or, begin from the DRS Left Menu > Employer Account > Summary. The **Summary** screen displays your recent batches.



   Locate the batch that is **In Error** (red banner). Click the down arrow on the batch card. The **Reporting Exceptions** screen displays and the search grid lists exceptions, if any:

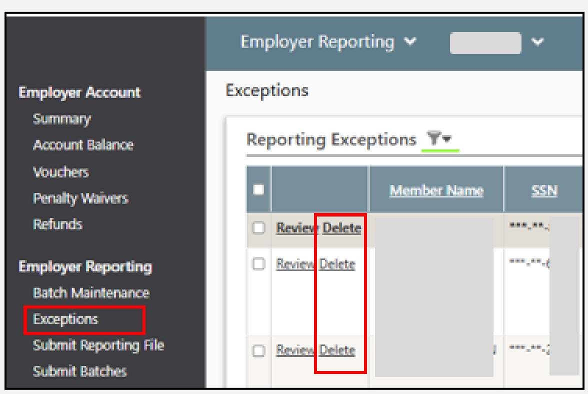


2. Either option above brings you to the **Reporting Exceptions** screen grid, which displays a record for each member who has exceptions that must be corrected for the batch to be accepted (or “post”). From this screen, you can select exceptions to review and correct.

CAUTION:

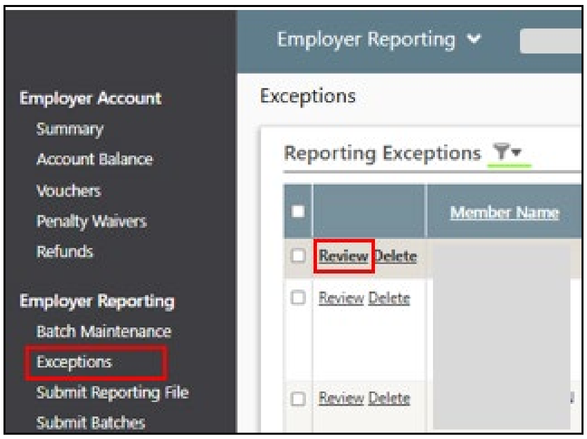
The Reporting Exceptions screen includes a Delete link to the left of each member’s name. The Delete link will delete the member’s <u>entire</u> pay record from the batch.

Do not use the Delete button.

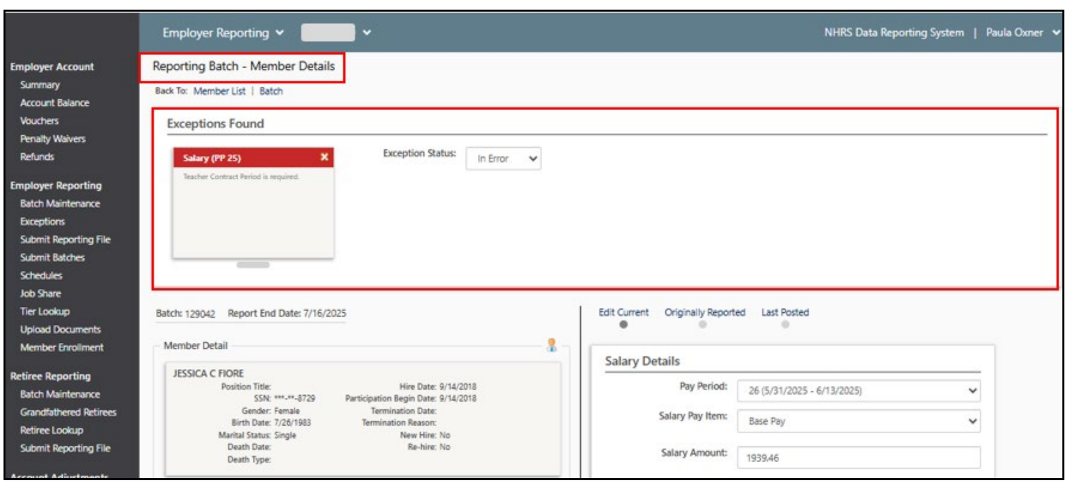


Instead, contact your NHRS Relationship Manager and explain your situation. Relationship Manager contact information can be found on the Account Summary screen/DRS Dashboard under Associations.

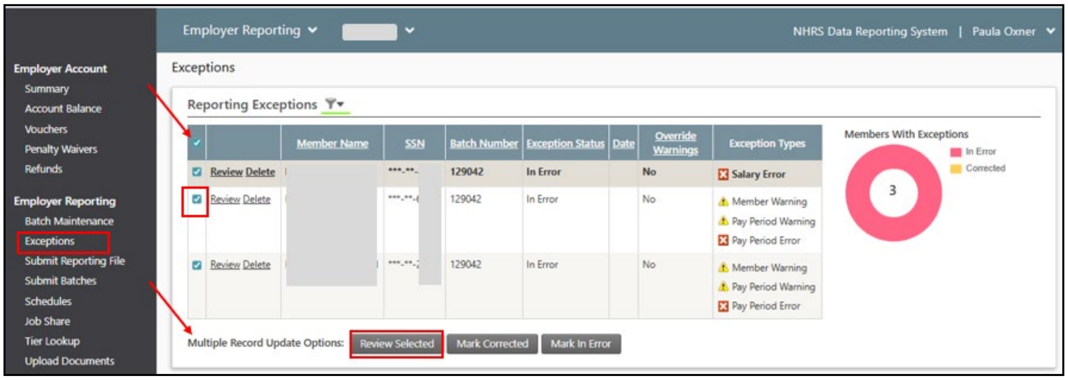
- **To work with a single record**, locate the member to correct then select the **Review** link to the left of the member's name.



This takes you to the **Reporting Batch – Member Details** screen where you will find the Exceptions Found and complete detail reported for that member.

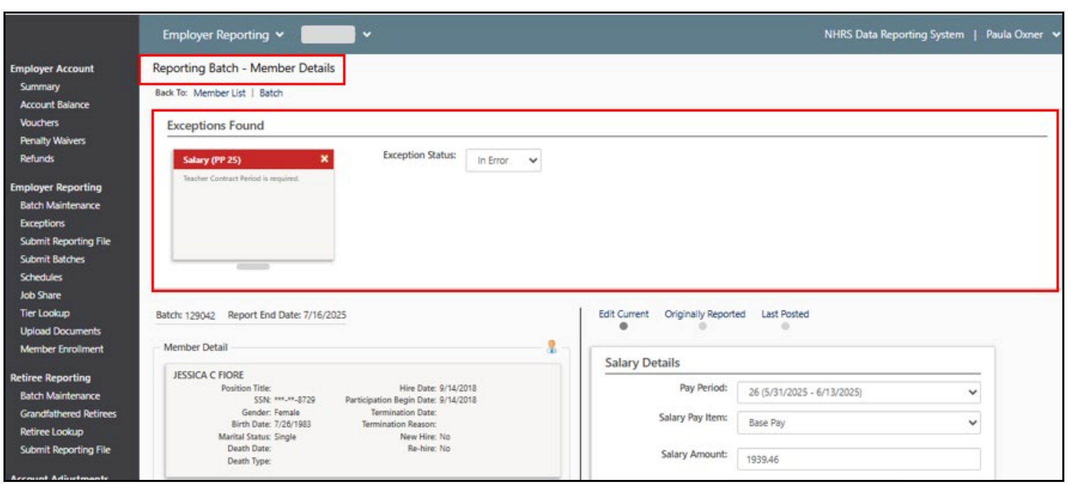


- **To work with multiple records**, select the checkbox in the grid to the left of each record to be reviewed at this time (or select the checkbox at the top of grid to select all records), then scroll to the bottom of the screen to the section **Multiple Record Update Options** and click the **Review Selected** button.



When **Review Selected** is clicked, the detail for the first selected member populates the **Reporting Batch – Member Details** screen. To move forward and back through the other selected members, use the **Next Member** and **Prev Member** buttons at the top of the screen. The name of the next member and previous member in the progression is included in parentheses next to each button.

3. Whether working with a single record (clicking **Review**) or working with multiple records (clicking **Review Selected**), you will be taken to the selected member's **Reporting Batch – Member Details** screen where the specific exception card(s) associated with that member are displayed at the top of the screen in the **Exceptions Found** section, with a red banner or yellow banner.



Both red and yellow banner exceptions must be corrected; in some cases, correcting one exception also corrects the other. The exception Type (Contribution, Member, Pay Period, Salary) is also displayed on each banner. The associated pay period is displayed, if applicable. The exception card displays a brief message/explanation of the exception.

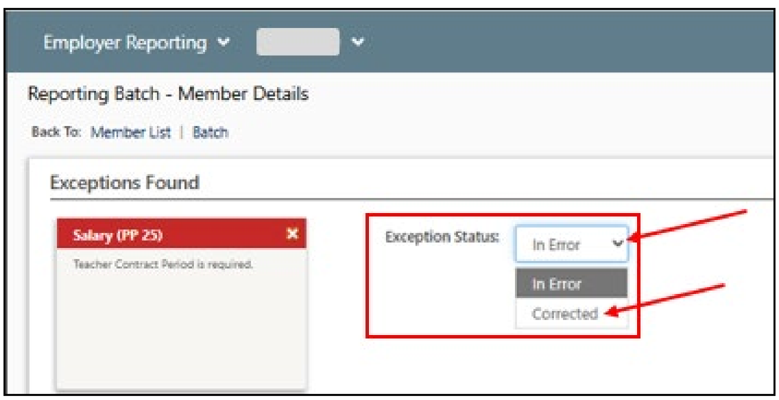
4. Next, all exceptions must be marked **Corrected** using one of the following methods:

Exception Correcting Methods 1 - 4

Exception Correcting Method 1

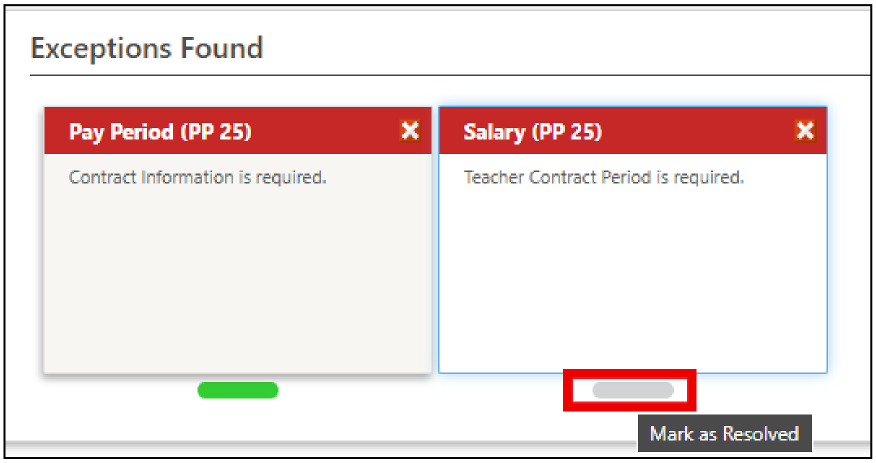
On the exception card, the **Exception Status** defaults to **In Error**. Use the down arrow and click **Corrected**.

Note: NHRS recommends using this method as it is most efficient.



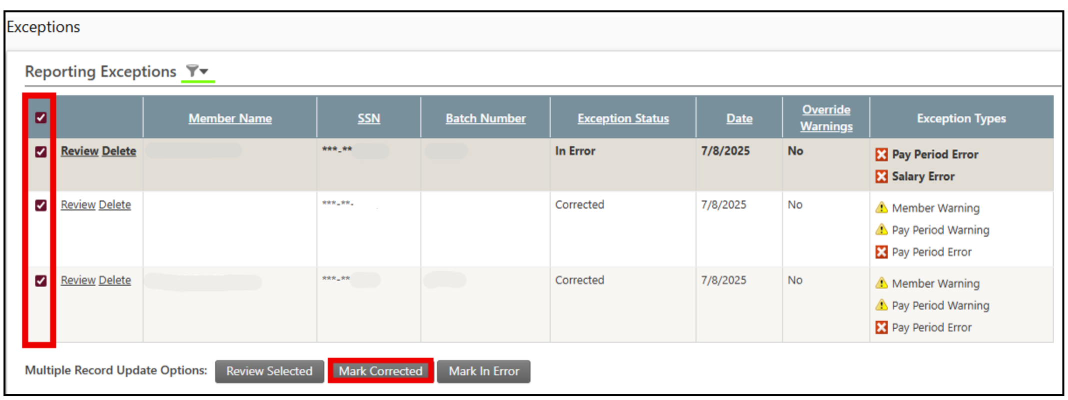
Exception Correcting Method 2

Under the exception card, click the elongated grey **oval**. This marks the exception as resolved and turns the oval green, as shown in the example below:

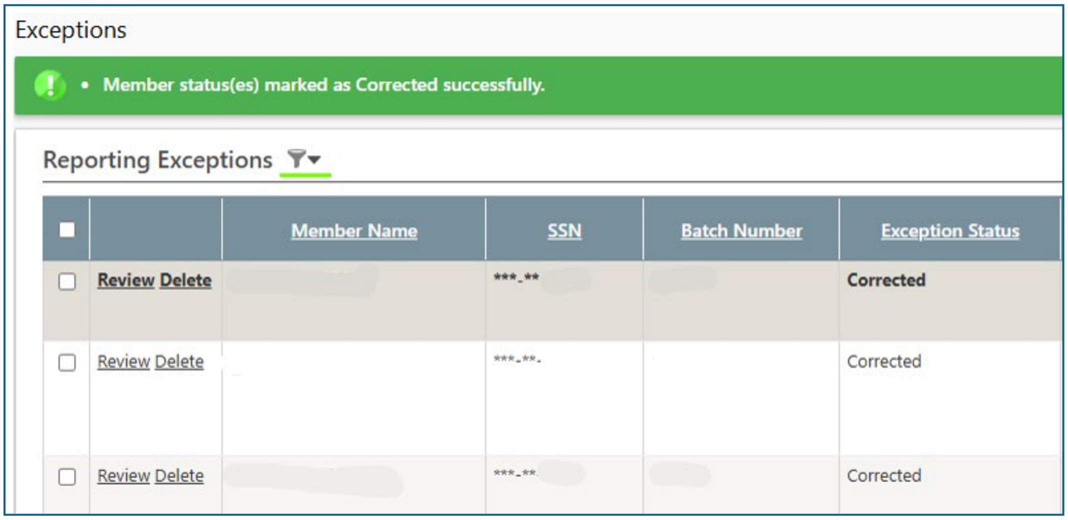


Exception Correcting Method 3

Return to the **Reporting Exception** screen: DRS Left Menu > Employer Reporting → Exceptions. Click the checkbox next to the exception, and click **Mark Corrected** at the bottom of the screen.

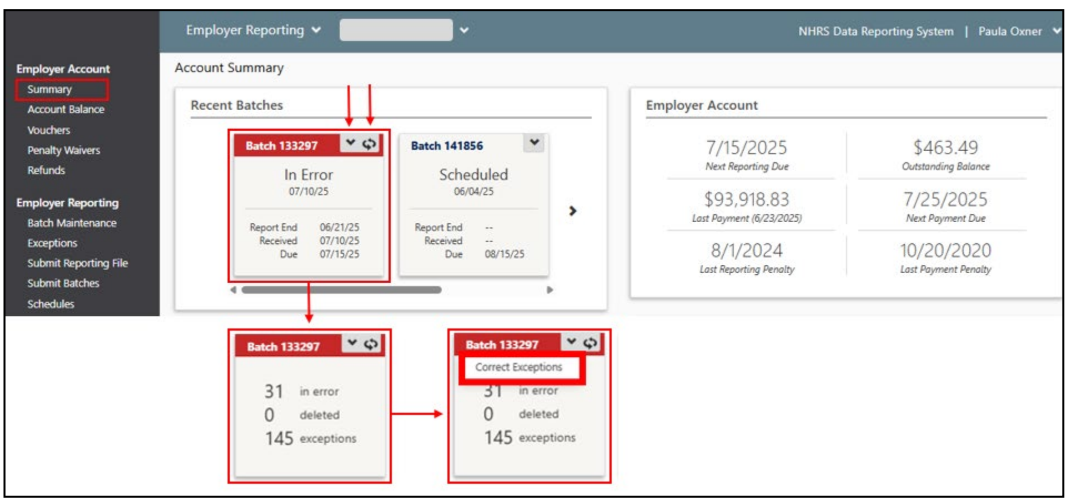


The green message, *"Member status(es) marked as Corrected successfully"* displays.



Exception Correcting Method 4

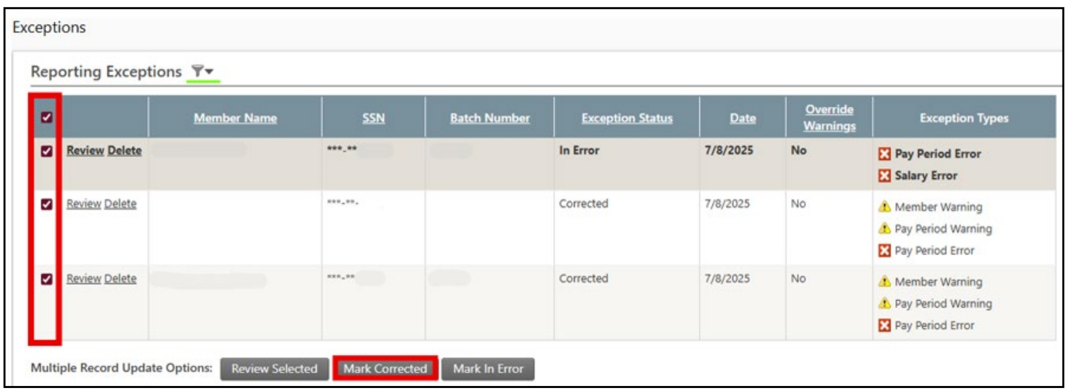
Begin on the **Account Summary** screen: DRS Left Menu → Employer Account → Summary. The **Account Summary** screen displays.



Batches that are **In Error** include double curved arrows on the batch card that indicate there is additional information on the reverse side of the card. To reveal the reverse side and see the number of errors, deletions, and exceptions, click the **double curved arrows**.

On the reverse side, click the **down arrow** then click the **Correct Exceptions** pop-up.

Finally, on the **Reporting Exceptions** screen, click the checkbox next to the exception (or check all corrected exceptions), and click **Mark Corrected** at the bottom of the screen.



Important Notice

All exceptions must be **Marked Corrected** for the system to review the changes that were made. Once all exceptions are corrected, the batch status changes to **Corrected** and the batch is picked up and run through another trial process.

Common Exceptions List

Below is an alphabetic list of common exception messages and an explanation of each one, along with each exception's type (Contribution, Member, Pay Period, Salary) and level (Error, Warning).

Note: Exception errors must be cleared and the batch in error must be re-submitted for processing.

Most Common Exceptions:

- Base Salary is too high or too low
- Contributions are out of balance
- Negative amount reported
- Salary variance exceeded

Exception Message	Explanation	Type	Level
Annual Base Salary must be greater than 0.	An Annual Base Salary is required; it cannot be blank or $0.	Pay Period	Error
Based on the reported Pay Period Frequency and Contract Salary the total reported Base Pay of $nn,nnn.nn for the Pay Period is greater than the expected derived amount of $n,nnn.nn.	Base wages are expected to equal Contract / Contract frequency. This exception is received when these values are not equal.	Salary	Warning
Contract Salary must be greater than 0.	The full teacher Contract Salary is required, and it	Pay Period	Error

Exception Message	Explanation	Type	Level
	must match the Annual Base Salary report.		
Contract Salary variance has been exceeded. The contract salary must be corrected or a Contract Variance Reason selected.	The Base Pay reported compared to the Contract Salary reported in an unexpected amount.	Salary	Error
Hire Date is required.	Hire date should be the date when a member is hired for full-time eligible position; it must be before or equal to the Participation Being Date.	Member	Error
Members in a plan that is a Sub Group of Teacher can only work for multiple employers under the same Plan and SAU	This exception is due to conflicting enrollment history, very common for Schools. There are multiple scenarios that produce this exception. Contact your NHRS Relationship Manager if you receive this exception message. Possible scenarios:		

Exception Message	Explanation	Type	Level
	1. The Plan reported for the Pay Period is not a Sub Group of “Teacher”, but the member has at least one other Employment History record with no Termination Date with a “Teacher” plan. Members in a plan that is a Sub Group of Teacher can only work for multiple employers under the same Plan and SAU. 2. The Plan reported for the Pay Period is a Sub Group of “Teacher”, but the member has at least one other Employment		

Exception Message	Explanation	Type	Level
	history record with no Termination Date with a non "Teacher" plan. The Plan reported for the Pay Period is a Sub Group of "Teacher", the member has at least one other Active Employment history record with a "Teacher" plan, and SAU of the reporting employer is not the same SAU as the other active employer and no term date has been recorded from the previous SD.		
New Hire indicator is set to true and the reported SSN matches an existing member, but the Birth Date and/or Gender (if reported) do not match. Please contact NHRS if this is the same person.	This error occurs when the gender, birthdate, or SSN in the batch does not match what was submitted during enrollment. Run the 'Employer List' report to compare values.	Member	Error

Exception Message	Explanation	Type	Level
	• If the batch file is incorrect, update it or update it in DRS to match the enrollment record. • If the enrollment data is incorrect, contact your NHRS Relationship Manager. **Note:** On the Employer List report, New Hires are listed as Pending. If a New Hire is not on the report, Re-Hire may be needed instead. Contact your Relation Manager for assistance		
New Hire indicator is set to true and the reported SSN matches an existing member, but the Birth Date and/or Gender (if reported) do not match. Use the Same Person indicator if this is the same person	Contact your NHRS Relationship Manager as a review may be needed. If the member is existing, use Re-hire field instead of New Hire.	Member	Error

Exception Message	Explanation	Type	Level
and Birth Date and/or Gender will be updated.			
Normal account transaction records exist which are outside the updated plan participation dates.	There is a conflict with the Hire/Term date and Pay Period date. Review to determine whether wages are missing or dates are incorrect. This is a warning that NHRS must allow.	Member	Warning
Participation Begin Date is required.	Participation Begin Date should be the first day a member works in a full-time eligible position; it must be equal to or after the hire date.	Member	Error
Participation Begin Date must be greater than or equal to the Hire Date.	Participation Begin Date should be the first day a member works in a full-time eligible position; it must be equal to or after the hire date.	Member	Error
Pay Period End Date must be greater than or equal to Hire Date.	Correct the Hire Date reported. Hire Date must be within the pay period	Pay Period	Error

Exception Message	Explanation	Type	Level
	dates reported; it cannot be after the Pay Period End Date.		
Pay Period End Date must be greater than or equal to Pay Period Begin Date.	Reported Pay Period End Date is prior to reported Pay Period Begin Date.	Pay Period	Error
Post-Tax Contribution Amount for contribution type {Contribution Type} is required.	Post-Tax Contribution Amount Required.	Contribution	Error
Pre-Tax Contribution Amount for contribution type {Contribution Type} is required.	Pre-Tax Contribution Amount Required.	Contribution	Error
Record Type is required.	Pay Period Record type is missing or is not Normal or Pay Period Adjustment.	Pay Period	Error
Salary Amount for Pay Item {Pay Item Name} is required.	Valid Pay Items are: • Base Pay • Comp Over Base Pay (COB) • Extra Duty Pay (EDP)	Salary	Error

Exception Message	Explanation	Type	Level
	Provide the appropriate Pay Item as required.		
Salary Pay Item is not associated with the Employer and Plan for the pay period.	• Pay Items vary by Plan, for example: Tier A, Group 1 only has Base Pay. • Tier C, Group 2 does not have Extra Duty Pay (EDP). If EDP is reported in the file, the pay item is categorized as invalid, and an exception is received. Valid Pay Items are: • Base Pay • Comp Over Base Pay (COB) • Extra Duty Pay (EDP)	Salary	Error
Salary Pay Item is required.	Valid Pay Items are:	Salary	Error

Exception Message	Explanation	Type	Level
	• Base Pay • Comp Over Base Pay (COB) • Extra Duty Pay (EDP) Provide the appropriate Pay Item as required.		
Salary variance has been exceeded for Annual Base Salary. The salary must be corrected or a Salary Variance Reason selected.	The system confirms that a member is eligible, wages being reported are earnable, and that wages are reported as the correct Salary Pay Item of Base Pay, Comp Over Base Pay (COB), or Extra Duty Pay (EDP); if not, a variance is detected. This exception message indicates a change was detected in the member's reported Annual Base Salary when compared to the pay period prior to the	Pay Period	Error

Exception Message	Explanation	Type	Level
	pay period that generated this exception.		
Salary variance has been exceeded for Base Salary. The salary must be corrected or a Salary Variance Reason selected.	The system confirms that a member is eligible, wages being reported are earnable, and that wages are reported as the correct Salary Pay Item of Base Pay, Comp Over Base Pay (COB), or Extra Duty Pay (EDP); if not, a variance is detected. This exception message indicates a change was detected in the member's reported Base Salary when compared to the pay period prior to the pay period that generated this exception.	Pay Period	Error
Teacher Contract Period is required.	The Teacher Contract Period field on the Member's Detail screen is blank and must be filled in. The Teacher Contract Period runs the	Pay Period	Error

Exception Message	Explanation	Type	Level
	same 12 consecutive months as a school year, for example: 7/1/2024 – 6/30/2025. Only the current and immediately prior 2-month period is available for selection.		
Teacher Contract Period is required.	The Teacher Contract Period field on the Member's Detail screen is blank and must be filled in. The Teacher Contract Period runs the same 12 consecutive months as a school year, for example: 7/1/2024 – 6/30/2025. Only the current and immediately prior 2-month period is available for selection.	Salary	Error

Exception Message	Explanation	Type	Level
Termination Date must be greater than or equal to Pay Period Begin Date	The Termination Date reported is before the Pay Period Begin Date. Check and enter the correct Termination Date. If there are wages to report after the Termination Date, access the member's Reporting Batch – Member Details screen and check the Final Reporting Pay Period box in the appropriate Pay Period Details Card.	Pay Period	Error
The allowable salary variance percentage between this pay period and the prior reported pay period for the variance category of Annual Base Salary has been exceeded or the Participation Begin Date is incorrect. The allowed variance for this employer and variance category is defined as 5.00%.	The Annual Base Salary is higher/lower than the prior pay period by 5%. This exception is typically seen with the exception message, "Salary variance has been exceeded for Annual Base Salary. The salary must be corrected or a	Pay Period	Warning

Exception Message	Explanation	Type	Level
	Salary Variance Reason selected.”		
The allowable salary variance percentage between this pay period and the prior reported pay period for the variance category of Base Salary has been exceeded or the Participation Begin Date is incorrect. The allowed variance for this employer and variance category is defined as 80.00%.	The Base Salary is higher/lower than the prior pay period by 80%. This exception is typically seen with the exception message, “Salary variance has been exceeded for Base Salary. The salary must be corrected or a Salary Variance Reason selected.”	Pay Period	Warning
The Annual Base Salary reported on the Normal and Pay Period Adjustments differ. The Annual Base Salary on the Normal will be overridden with the amount from the reported Pay Period Adjustment	The Annual Base Salary on the reported Pay Period Adjustment does not match the Annual Base Salary on the Normal Pay Period	Pay Period	Warning
The employer and plan on this pay period is configured for {Tax Basis} contributions as of the End Date. The correct tax basis must be Used.	Contributions were reported using the wrong tax basis. Review the contributions and ensure they are	Contribution	Error

Exception Message	Explanation	Type	Level
	reported correctly as either Pre or Post tax. NHRS may also need to review the setup.		
The employment dates overlap with the dates of another employment record for this same fund, plan and employer.	This error can occur when a member was submitted through the enrollment process with the Hire Date that is different than the Hire Date submitted in the reporting batch. This can also happen when New Hire is used but Re-hire should have been used. Please contact your NHRS Relationship Manager for support.	Member	Error
The Employment Types reported on the Normal and Pay Period Adjustments differ. The Employment Type on the Normal will be overridden with the amount from the reported Pay Period Adjustment.	Allowing this warning changes Plan on all normal/adjustments using same the Pay Period dates. For example, if one was reported as Teacher, it will be changed if the	Pay Period	Warning

Exception Message	Explanation	Type	Level
	exception with the warning is now reporting as Employee, with a Pay Period using the same dates. **Note:** Employers could also change Tiers this way.		
The member is already active in this Fund. To establish participation in another plan and/or employer for this member, a new employment record should be added manually.	1. Indicates the New Hire box was checked on the Member Detail screen; however, the member is currently in active status with NHRS. 2. This can also happen when New Hire box is checked for a member who is still active under another employer. In both cases above, check the Re-Hire box on	Member	Error

Exception Message	Explanation	Type	Level
	the Member Detail screen.		
The member is not in an active status.	This exception can occur when the member is submitted without a New Hire or Re-Hire flag. Access the member's Reporting Batch – Member Details screen, check either the New Hire or Re-Hire box, and resubmit to clear. This exception can also occur when wages are reported after termination.	Member	Warning
The member was identified as a non-reporter and added to the batch. Please add Pay Period details for the member or delete the member from the batch. (**Note:** This exception will not generate for members on a Leave of Absence. FT-10 Employees in a	Do not delete the member; do this instead: Review if the member was missed for reporting. Wages can be added. If there are no wages to report, review why.	Member	Warning

Exception Message	Explanation	Type	Level
Summer Wage Pay Period will also not generate this exception.)	If the member was terminated, a Termination Date is required. If the member is on unpaid leave, worker's comp or sabbatical, notify your NHRS Relationship Manager.		
The member's Plan could not be resolved. Please contact NHRS for assistance.	Sub Group is reported but Plan cannot be resolved by the system, such as member's Employment History is inaccurate or overlapping, etc.	Pay Period (if pay period exists. Else, Member)	Error
The reported Annual Base Salary and Contract Salary must be equal.	This is a common exception for Teachers: The full teacher Contract Salary must match the Annual Base Salary. If the salaries do not match, contact your NHRS Relationship Manager to explain why they differ.	Pay Period	Warning
The reported contribution amount for Employee Current for this pay	The system expects contributions to equal	Contribution	Warning

Exception Message	Explanation	Type	Level
period, including the normal record and all pay period adjustments ($nnn.nn) is out of balance with the Expected Contribution Amount ($nn.nn).	the reported salary divided by the contribution rate. This warning is received when contributions reported do not equal the expected amount. Review wages and contributions: • Only wages considered earnable should be reported. • Only contributions withheld from the member should be reported. If incorrect amounts were withheld, contact your NHRS Relationship Manager before making any changes.		
The reported SSN for the New Hire already exists, but the Address	Verify that you entered the correct address.	Member	Error

Exception Message	Explanation	Type	Level
does not match what is already on file for this member. Either the member's existing information or incoming transmittal information should be updated in order to post the New Hire.	Reporting a different address from what is currently on record will change what NHRS has. Your Relationship Manager has to allow an address change. You could also change what you are reporting to match what NHRS has, this will also clear without overriding the warning.		
The Salary cannot be negative.	Record Type is Normal and Salary Amt is negative. Review why negative wages were reported. If an adjustment is needed in a prior reporting batch, this can be reported as a pay period adjustment, using pay period dates from the incorrectly reported pay period.	Salary	Error

Exception Message	Explanation	Type	Level
	Contact your NHRS Relationship Manager for assistance with the needed corrections.		
The selected Plan's status is Active But Not Accepting New Members.	Contact your NHRS Relationship Manager as they need to assist with this exception, which is related to an incorrect Tier being identified for the member. This is a common exception with new hires who are actually existing NHRS members.	Member	Warning
The SSN and/or Birth Date could not be matched to an existing member. If this is a new member, set the New Hire indicator.	SSN cannot be matched to an existing member and no potential matches for first name, last name, and birth date were found.	Member	Error
The SSN is not an existing member. If this is a new member, set the New Hire indicator.	Member does not exist in fund -Not New Hire.	Member	Error

Exception Message	Explanation	Type	Level
The Termination Date must be set if one of the reporting pay periods is the Final Reporting Pay Period.	The member's Final Reporting Pay Period box is checked; however, the Termination Date and Termination Reason have not been entered. Either 1) access the member's Reporting Batch – Member Details screen and enter both a Termination Date and Termination Reason, or 2) access the member's Reporting Batch – Member Details screen and uncheck the Final Reporting Pay Period box in the appropriate Pay Period Details Card.	Pay Period	Warning
The value FT12 is not a valid value for the employment type.	This is a common exception when school members are reported with the wrong Employment Type. All teachers, even admins, need to be reported as	Pay Period	Error

Exception Message	Explanation	Type	Level
	full-time 10-month members (FT10). When this exception occurs, access the member's Reporting Batch – Member Details screen and change the member's Employment Type from FT12 to FT10 in the appropriate Pay Period Details Card. Only non-school district employers have the option to report to members as FT12 (full-time 12-month).		
There are multiple potential matches using name and birth date for this member but the SSNs are different on the potential matching persons. If these are all different persons, mark the 'Different Person' indicator. If one of these persons are the same, make the	Review the DOB and SSN that were reported. If incorrect, make the necessary corrections. If all information matches the member's birth certificate and SS card contact your NHRS	Member	Error

Exception Message	Explanation	Type	Level
necessary corrections to allow the System to match them.	Relationship Manager for assistance.		
There is a potential match using name and birth date for this member but the SSN is different on the potential matching person. If this is the same person, mark the 'Same Person' indicator and if the person is a new member, mark the 'New Member' indicator also. If this is a different person, mark the 'Different Person' indicator.	Member has one potential match on name and birthdate, but reported SSN does not match – Not New Hire.	Member	Error
There is a potential match using name and birth date for this member but the SSN is different on the potential matching person. If this is the same person, mark the 'Same Person' indicator. If this is a different person, mark the 'Different Person' indicator.	Review the DOB and SSN that were reported. If incorrect, make the necessary corrections. If all information matches the member's birth certificate and SS card contact your NHRS Relationship Manager for assistance.	Member	Error
This record overlaps with another Normal transaction record for the same fund, plan and/or employer	A Pay Period can only be reported as Normal one time. Other Pay Periods	Member	Error

Exception Message	Explanation	Type	Level
and pay period dates. The pay period may need to be combined if it is for the same Normal.	using the same dates should be coded as either a pay period adjustment or be combined. This will add wages to the 'Normal' Pay Period. For details on reporting multiple pay periods with same date, visit the NHRS website and review the [Pay Period Adjustments] instructions.		
This record overlaps with another Normal transaction record for the same fund, plan and/or employer and pay period dates. The pay period may need to be combined if it is for the same Normal.	A Pay Period can only be reported as Normal one time. Other Pay Periods using the same dates should be coded as either a pay period adjustment or be combined. This will add wages to the 'Normal' Pay Period.	Pay Period	Error

Exception Message	Explanation	Type	Level
	For details on reporting multiple pay periods with same date, visit the NHRS website and review the Pay Period Adjustments instructions.		
When the Record Type is Normal, Annual Base Salary is required.	All reported wages must have Annual Salary reporting. This field cannot be blank of $0.	Pay Period	Error
When the Record Type is Normal, Employment Type is required.	The Employment Field cannot be blank, it is required. Access the member's Reporting Batch – Member Details screen, select the correct Pay Period Details Card to be updated, and apply the correct Employment Type of either FT10 or FT12. FT10: Applies to school districts. All teachers, even admins, need to be	Pay Period	Error

Exception Message	Explanation	Type	Level
	reported as full-time 10-month members (FT10). FT12: Applies to non-school district employers only, reporting members as full-time 12-month employees (FT12).		

How to Correct Specific Exceptions

How to Correct Terminated Members who Generate Non-Reporter Exceptions

A **Non-Reporter** exception occurs when a member is included in the monthly reporting batch but has no reported wages.

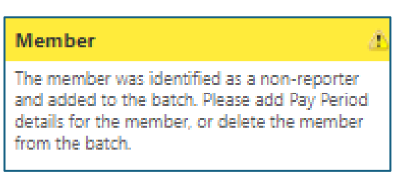
The most common reason for this exception is that the member is no longer working for the employer, but the employer has not added a termination date and termination reason to the member's record. **Do not delete the member from the batch!** If the member is not properly terminated, he or she will continue to show up and generate exceptions in future monthly batches. For more information on terminations, see How to Terminate a Member.

Employers may also see this exception if the Social Security number or birth date reported is different than what is already in the member record. Employers should contact NHRS for assistance with these issues.

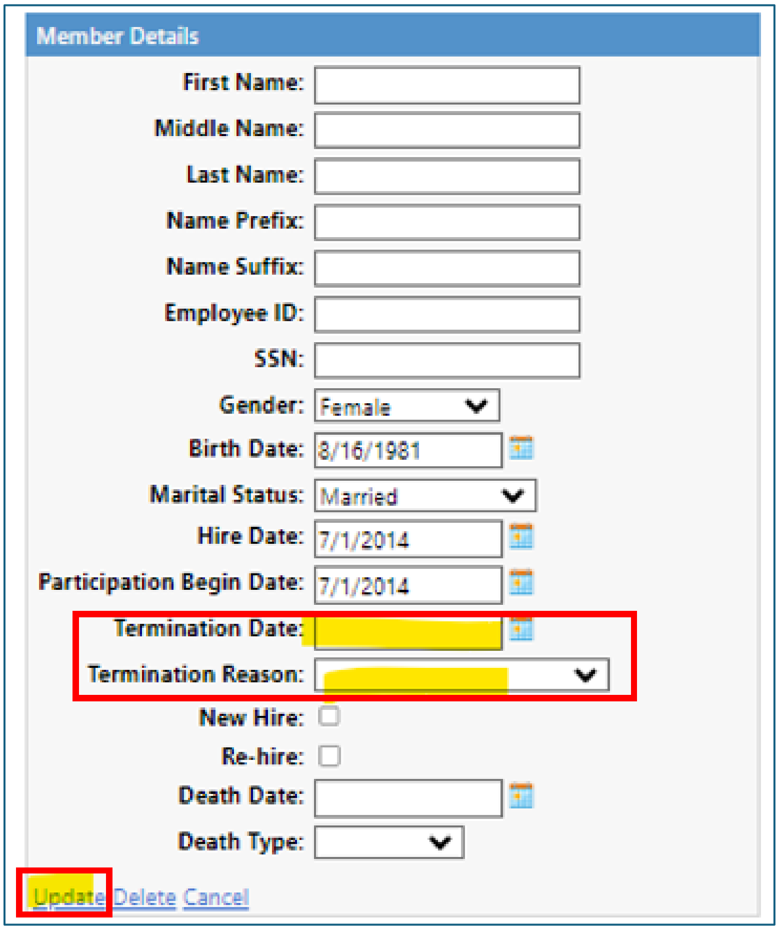
1. Occasionally, members who have terminated full-time employment may generate a non-reporter exception. To correct this type of exception, begin from the DRS Left Menu → Employer Reporting → Exceptions. The **Reporting Exceptions** screen displays.

2. On the **Reporting Exceptions** screen, locate the member who needs a correction and click **Review** to the left of their name. The **Reporting Batch – Member Details** screen displays.

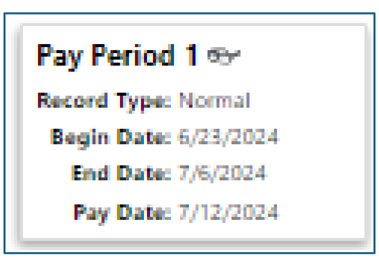
3. The top of the **Reporting Batch – Member Details** screen displays the exception error:



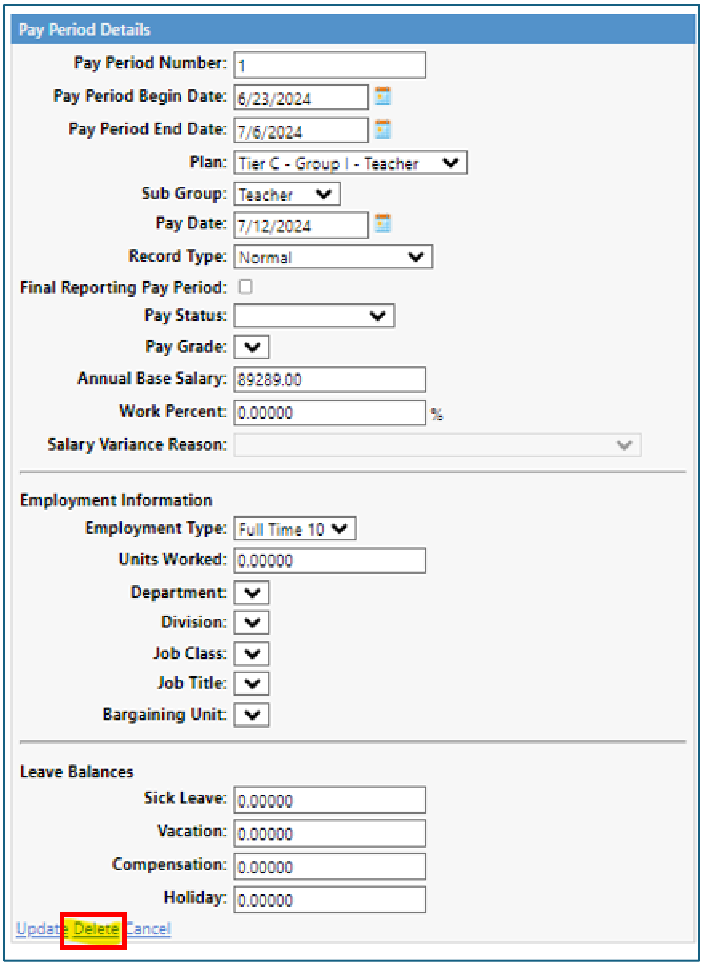
4. In the **Member Details** section of the screen, enter a **Termination Date** and select a **Termination Reason**. When done, click **Update**.



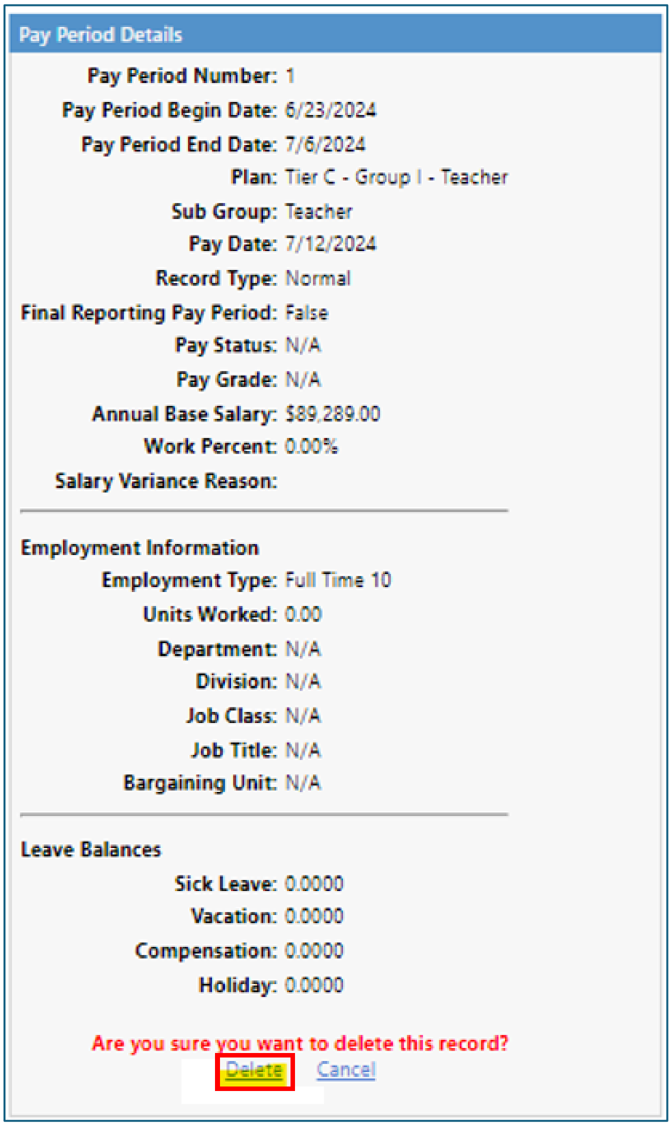
5. On the left side of the screen, click each **Pay Period** title that does not have a salary or contributions associated with it.



6. The corresponding **Pay Period Details** tile displays on the right of the screen. Click **Delete** at the bottom of the tile.



a. You may receive a warning message asking, *"Are you sure you want to delete this record?"* Click **Yes**.


Pay Period Details

Pay Period Number: 1
Pay Period Begin Date: 6/23/2024
Pay Period End Date: 7/6/2024
Plan: Tier C - Group I - Teacher
Sub Group: Teacher
Pay Date: 7/12/2024
Record Type: Normal
Final Reporting Pay Period: False
Pay Status: N/A
Pay Grade: N/A
Annual Base Salary: $89,289.00
Work Percent: 0.00%
Salary Variance Reason:

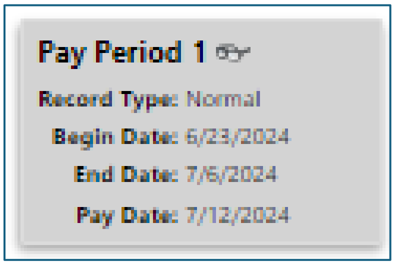
Employment Information
Employment Type: Full Time 10
Units Worked: 0.00
Department: N/A
Division: N/A
Job Class: N/A
Job Title: N/A
Bargaining Unit: N/A

Leave Balances
Sick Leave: 0.0000
Vacation: 0.0000
Compensation: 0.0000
Holiday: 0.0000

Are you sure you want to delete this record?
Delete Cancel

7. Repeat as needed beginning at **Step 4** above, to delete Pay Periods for any other terminated members who show up as non-reporters.

8. Once termination info is updated and all pay periods are deleted, pay period boxes are grayed out.



9. After correcting the exception, it is not yet "cleared." For details on this final step, see Exception Correcting Methods 1 – 4 earlier in this section.

For general instructions on correcting exception errors, see How To Correct Exceptions earlier in this section.

Note: After completely correcting and clearing **Non-Reporter Exceptions**, the member will come back with another warning that NHRS has to override for you. Please contact your NHRS Relationship Manager to override the warning.

How to Correct Pay Period Adjustments

A **Pay Period Adjustment** exception occurs when an employer issues additional payments (multiple payments in the same pay period) to a member, such as termination pay, balloon payments for teachers, or any other stipends/payouts within the same pay period dates.

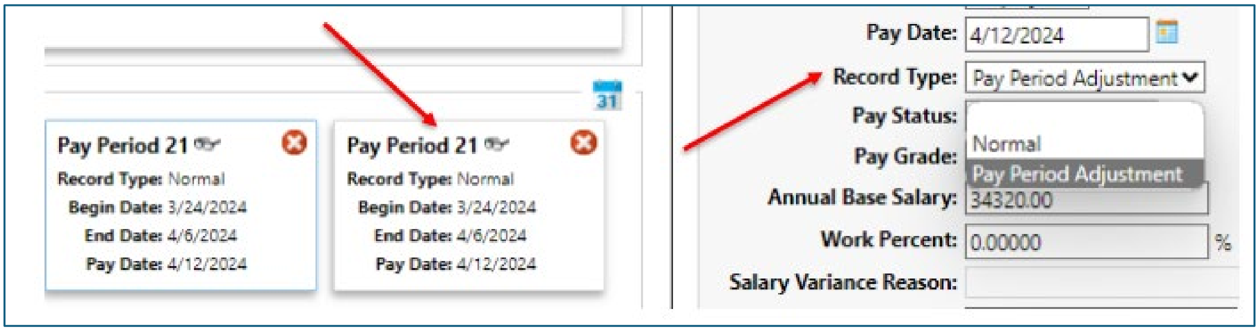
1. To correct pay period adjustment exceptions, begin from the DRS Left Menu → Employer Reporting → Exceptions. The **Reporting Exceptions** screen displays.
2. On the **Reporting Exceptions** screen, locate the member who needs a correction and click **Review** to the left of their name. The **Reporting Batch – Member Details** screen displays.
3. The top of the **Reporting Batch – Member Details** screen includes the **Exceptions Found** section. This area details each found exception on a separate Exception Card.

   In the example Exception Card below, the exception is due to the employer reporting multiple pays within the same pay period dates. This is a fatal exception error (red banner).

Pay Period (PP 21)
This record overlaps with another Normal transaction record for the same fun, plan and/or employer and pay period dates. The pay period may need to be combined if it is for the same Normal.

4. To clear the example exception, click the **Pay Period Exception Card** to open the member's record. Next, click on the **Pay Period Card** that is being reported as extra

pay and look at the **Record Type** field in the Pay Period Details on the right side of the screen. By default, the Record Type status will say **Normal**:



a. On the right side of the screen, use the **Record Type** down arrow and select **Pay Period Adjustment**. Click **Update** to save the change.

b. When reporting a pay period adjustment, you need to use the same begin and end date that is in your pay period schedule; however, the pay period date for a Pay Period Adjustment can be reported as a **different** pay date.

5. After correcting the exception, it is not yet "cleared." For details on this final step, see Exception Correcting Methods 1 – 4 earlier in this section.

For general instructions on correcting exception errors, see How To Correct Exceptions earlier in this section.

Alternative Method: Change Pay Record Type in XML File

To avoid making manual adjustments, employers can change the pay **Record Type** in their XML file before submitting it.

The default **Record Type** for a Normal pay period is **2544**. An employer can change the **Record Type** to **2547** for Pay Period Adjustments related to balloon payments or any other stipends/pay outs.

As with clearing the exception, if you are going to do pay period adjustments within your file, use the same pay period dates as the original record, but with the **Record Type** changed to 2547. Only the begin and end dates must match the pay period schedule; the pay period date for an adjustment can be reported as a different pay date.

Note: When making a Pay Period Adjustment, do not change the Employment Type or Annual Base Salary, as this will also change these details in the regular pay period.

How to Adjust XML File

In the example below, Pay Period 1 is 2024-03-24 to 2024-04-06, with a pay date of 2024-04-11 for the normal reporting period. For Pay Period 30, which is the balloon payment, change the begin date to 2024-03-24 and the end date to 2024-04-06, and leave the pay date as 2024-04-25.

For Pay Period 30, make sure you change the record type to 2547, which changes **Record Type** from Normal to Pay Period Adjustment.

```xml
<PayPeriod PayPeriodID="1" BeginDate="2024-03-24" EndDate="2024-04-06" PayDate="2024-04-11"
 EmploymentType="FT10" SubGroup="30000163" RecordType="2544" AnnualBaseSalary="65000.00" FinalReportingPayPeriod="0">
       <Contribution ContributionType="501" PreTaxAmount="173.90" PostTaxAmount="0.00"/>
       <ContractInformation ContractBeginDate="2023-09-01" ContractEndDate="2024-08-31"
        ContractSalary="64590.99" PayPeriodFrequency="26" JobShareFlag="0" JobSharePosition=""
        ApplyToSubsequentPayPeriodsFlag="0"/>
       <SalaryComponent SalaryComponentType="Base Pay" SalaryAmount="2484.30"/>
</PayPeriod>
<PayPeriod PayPeriodID="30" BeginDate="2024-03-24" EndDate="2024-04-06" PayDate="2024-04-25"
 EmploymentType="FT10" SubGroup="30000163" RecordType="2547" AnnualBaseSalary="65000.00" FinalReportingPayPeriod="0">
       <Contribution ContributionType="501" PreTaxAmount="173.90" PostTaxAmount="0.00"/>
       <ContractInformation ContractBeginDate="2023-09-01" ContractEndDate="2024-08-31"
        ContractSalary="64590.99" PayPeriodFrequency="26" JobShareFlag="0" JobSharePosition=""
```

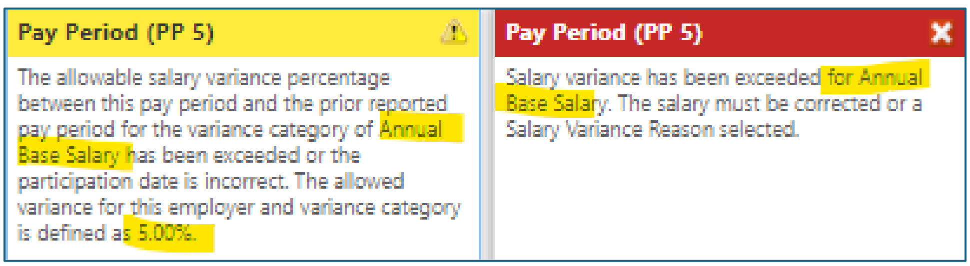
Note: Employers also may want to contact their payroll software vendor to inquire whether the pay period adjustment feature can be programmed directly into the file.

How to Correct Salary Variance Exceeded Exceptions

When it comes to variances, the PensionGold system checks to confirm that the member is eligible, the wages being reported are earnable, and that the wages are being reported in the correct 'bucket' of either Base salary, Comp Over Base (COB), or Extra Duty Pay (EDP).

A **Salary Variance Exceeded** exception occurs when a member's reported wages are significantly higher than what had been previously reported for them. This typically occurs as the result of any payouts such as a stipend, balloon check, or severance pay. It can also be the results of an annual salary increase. **Note:** It is also possible to receive an exception for a salary that is significantly lower than previously reported.

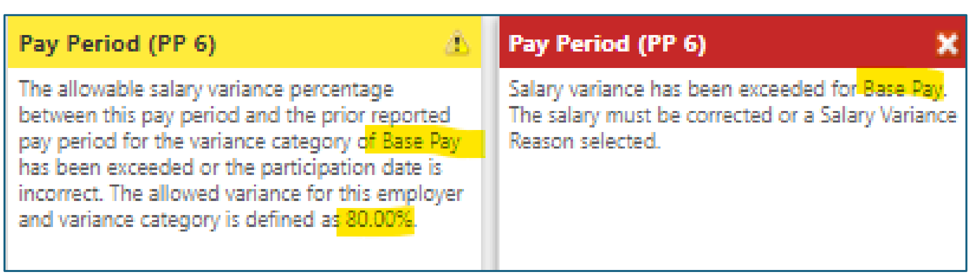
Example of Annual Base Salary Exceptions



The exceptions above occur anytime annual salary changes by approx. 5%. The system does not expect the amount to change each week. For your hourly employees, this amount should be the hourly rate * hours regularly scheduled to work * weeks in the Year (or School Year for 10-month Employees).

For example: $10 * 35 hours per week * 52 weeks in the year = $18,200.00 annual base salary.

Example of Base Salary Exceptions



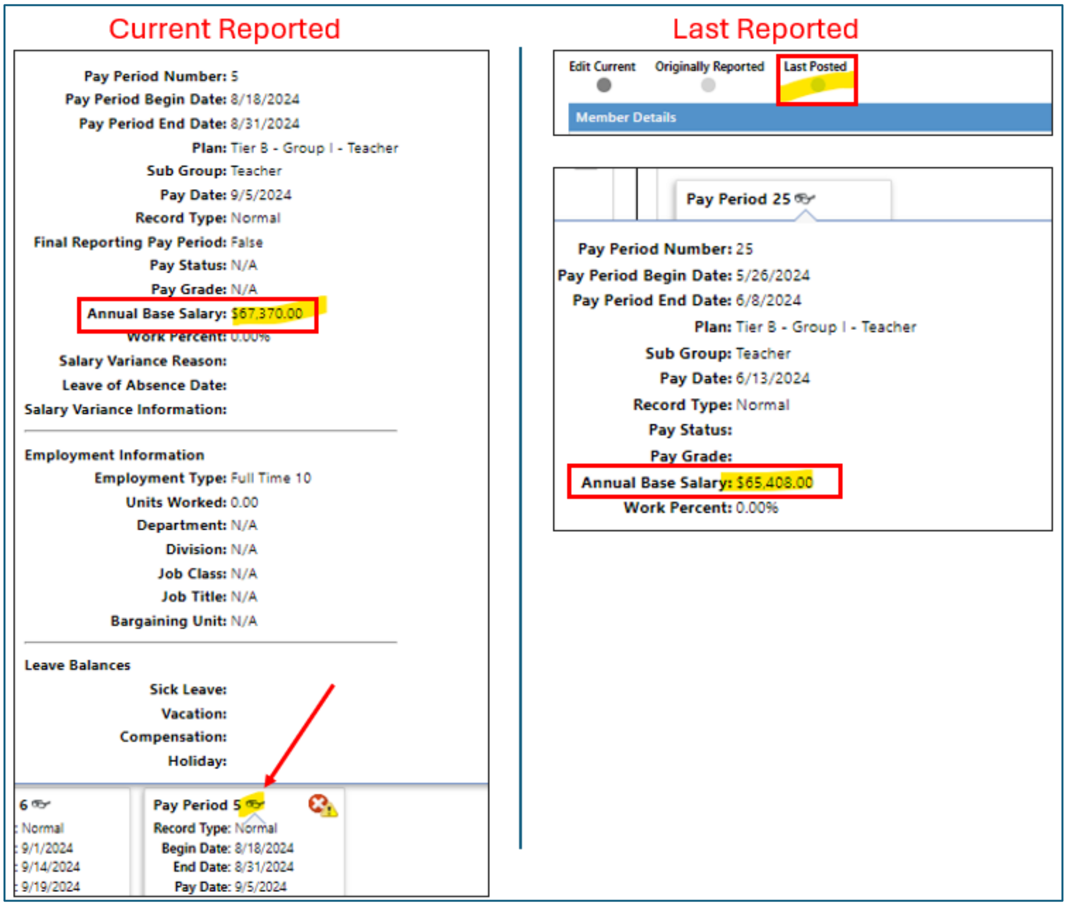
The exceptions above occur anytime base wages have an approximate change of 80% from what was last reported. NHRS requires more information about wages when they change significantly.

If one of the exceptions above is received, you will need to review the base or annual salary being reported for the current pay period with the exception. Compare to the amount in pay period prior.

- If the amounts have changed and are accurate, review the list of variance reasons. If one is not appropriate, send your NHRS representative an explanation as to why the change has occurred.
- If the amounts are incorrect in the current reporting, correct amounts.
- If the last reported amount is not correct, then contact NHRS representative so they may document the incorrectly reported information.

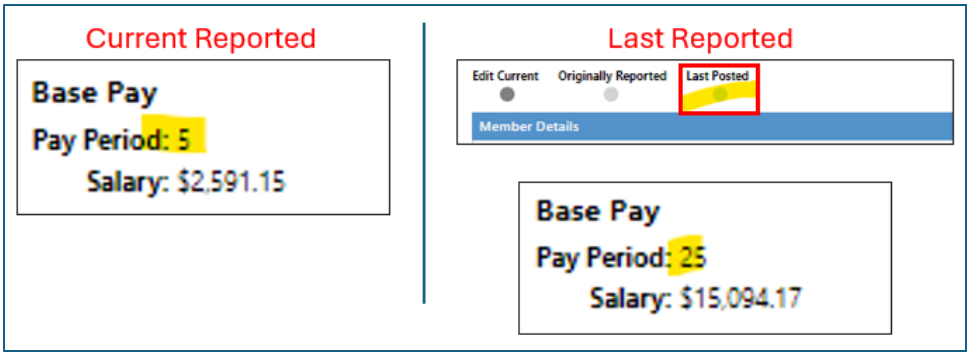
Reviewing Annual Salary Variance

To review annual salary when the exception is on the first pay period of a batch, compare to last reported annual salary:



Reviewing Base Salary Variance

To review base salary when the exception is on the first pay period of a batch, compare to last reported base salary:



What If The Wages Haven't Changed?

A salary variance exception may be the result of the Participation Date Being reported incorrectly. When an employer gets a salary variance exception, first verify that the wages and the annual salary are correct. If the wages and annual base are the same and nothing has changed in this batch or the prior batch, verify the Participation Begin Date.

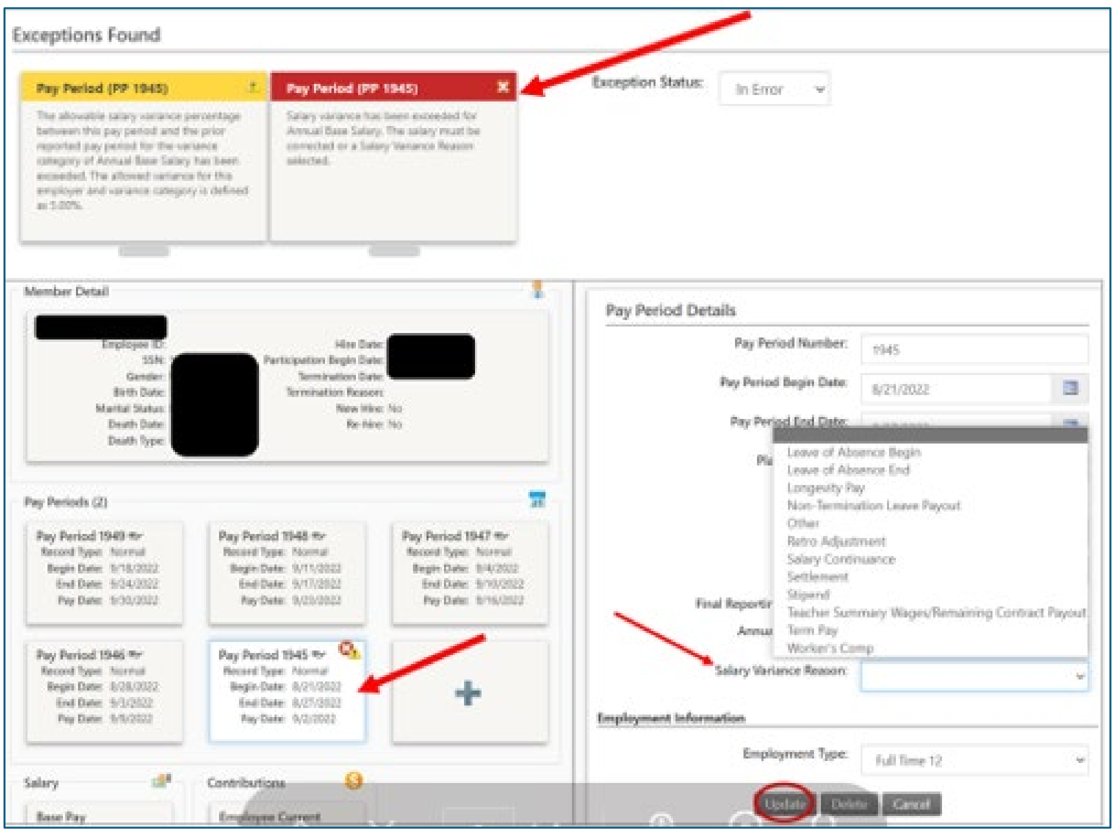
If the Participation Begin Date is being reported differently than what was previously reported or is different than what is in the member's record, then the date is what is causing the salary variance exception. This happens because the DRS is trying to look at the wages in the member's record to compare them to what is being reported in the current batch. If the dates don't match, the DRS cannot verify whether the wages have changed, triggering the exception. In this scenario, the employer will need to contact NHRS to allow this exception once the Participation Begin Date is corrected and updated.

To correct salary variance exceeded exceptions, follow the steps below:

1. Begin from the DRS Left Menu → Employer Reporting → Exceptions. The **Reporting Exceptions** screen displays.

2. On the **Reporting Exceptions** screen, locate the member who needs a correction and click **Review** to the left of their name. The **Reporting Batch – Member Details** screen displays.

3. On the Reporting Batch – Member Details screen:



   a. On the left side of the screen under **Pay Periods**, click the card for the Pay Period you are correcting.

   b. On the right side of the screen, use the **Salary Variance Reason** down arrow and select the appropriate reason you want to associate the member's wages. Please avoid using the reason 'Other' which requires you to contact your NHRS

Relationship Manager. For a PDF listing of all salary variance reasons, see Salary Variance Reasons Including Potential Scenarios on the NHRS website. When done, click **Update** below to save your change.

4. After correcting the exception, it is not yet "cleared." For details on this final step, see Exception Correcting Methods 1 – 4 earlier in this section.

For general instructions on correcting exception errors, see How To Correct Exceptions earlier in this section.

How to Correct Employment Date Overlap Exceptions

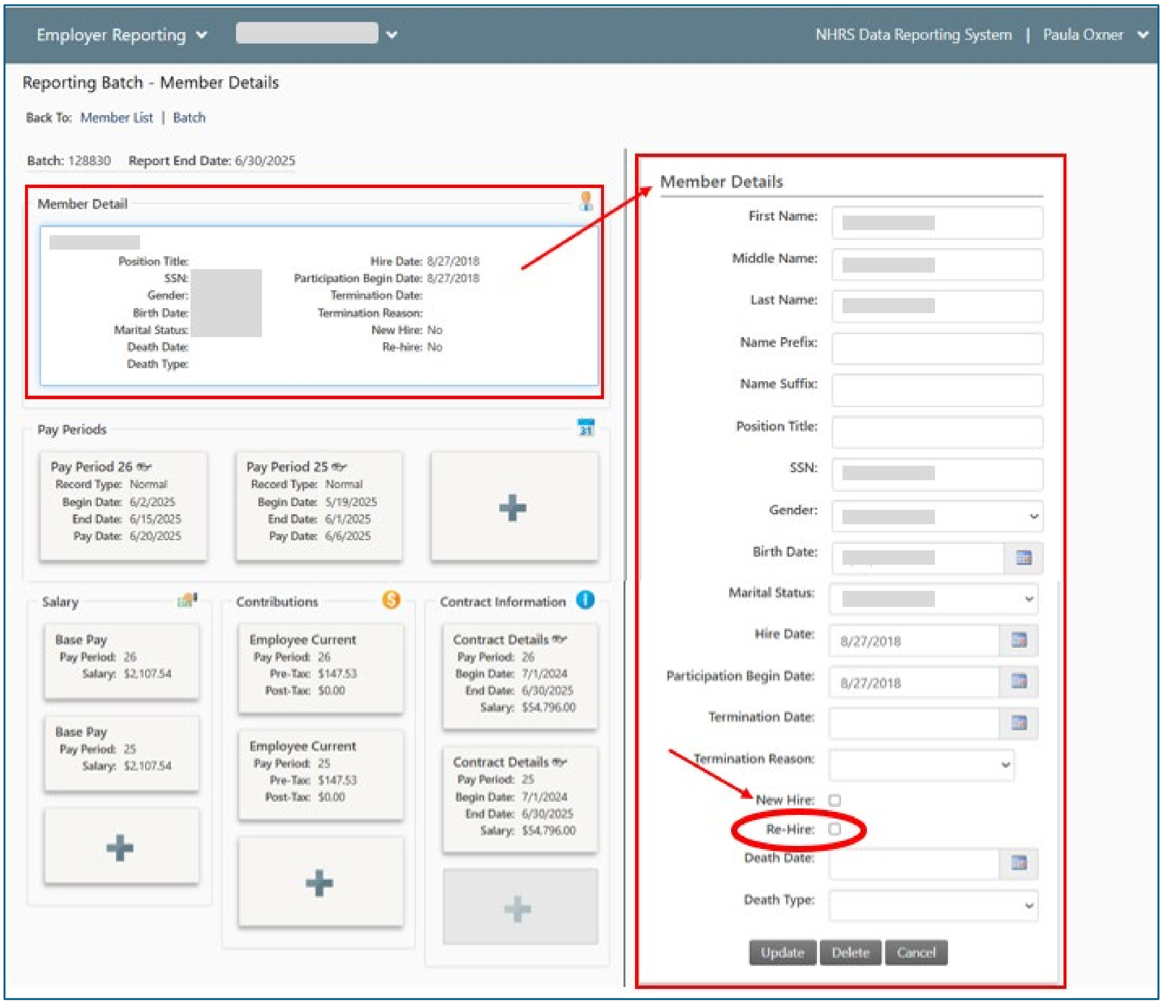
An **Employment Date Overlap** exception occurs when an employer selects the **New Hire** checkbox, not realizing the new individual is still working for, or being reported by, a different employer. Employment overlaps are allowed but require action. In such cases, the **Re-Hire** checkbox should be selected.

Hint: For future reference, to identify whether an individual is an existing NHRS member, see Using Tier Lookup.

1. To correct an employment date overlap exception, begin from the DRS Left Menu → Employer Reporting → Exceptions. The **Reporting Exceptions** screen displays.
2. On the **Reporting Exceptions** screen, locate the member who needs a correction and click **Review** to the left of their name. The **Reporting Batch – Member Details** screen displays.
3. The top of the **Reporting Batch – Member Details** screen includes the **Exceptions Found** section. This is where you will find the employment date overlap exception:

Member (PP 21)
The employment dates overlap with the dates of another employment record for this same fund, plan and employer.

4. To clear the exception, de-select the **New Hire** checkbox and then manually add in an employe history record for the member (Member Details > Employment History):



5. Correct the member by selecting the **Re-Hire** checkbox and run Trial Processing again. The member should not have errors.

6. After the batch is posted, confirm that Account Transactions were successfully posted for the member.

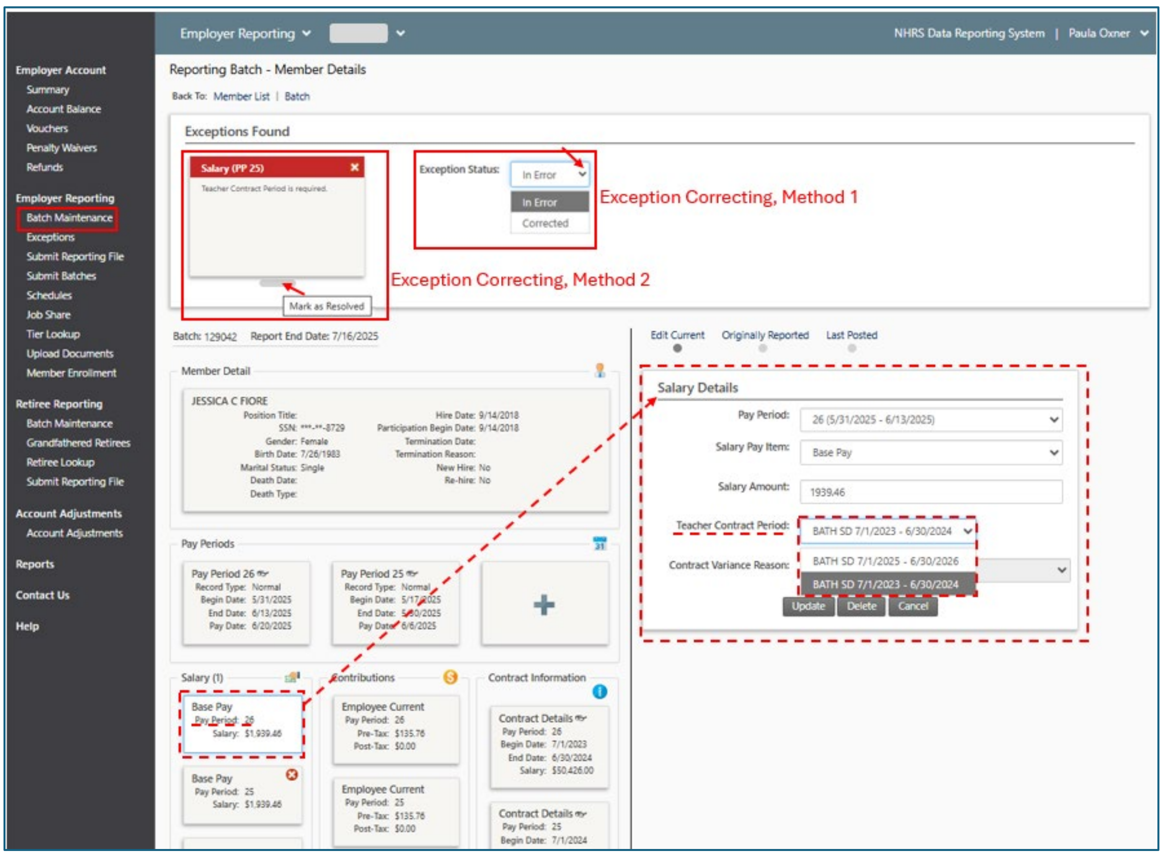
7. The old/former employer can terminate the member in the future via the transmittal process as well.

How to Correct Teacher Contract Period Exceptions

1. To correct salary exceptions, begin from the DRS Left Menu → Employer Reporting → Exceptions. The **Reporting Exceptions** screen displays.

2. On the **Reporting Exceptions** screen, locate the member who needs a correction and click **Review** to the left of their name. The **Reporting Batch – Member Details** screen displays.

3. On the Reporting Batch – Member Details screen:



a. On the left side of the screen under **Salary**, click the **Base Pay** card for the Pay Period you are correcting.

b. On the right side of the screen, use the **Teacher Contract Period** down arrow and select the contract period to which you want to associate the member’s wages. **Note:** Only the current and previous contract periods are available for selection. When done, click **Update** below to save your change.

4. After correcting the exception, it is not yet "cleared." For details on this final step, see Exception Correcting Methods 1 – 4 earlier in this section.

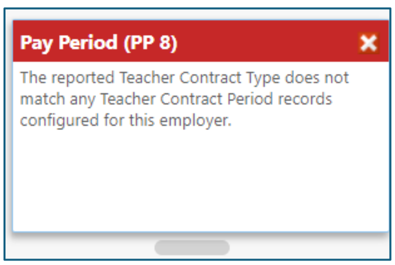
For general instructions on correcting exception errors, see How To Correct Exceptions earlier in this section.

How to Correct Teacher Contract Type Exceptions

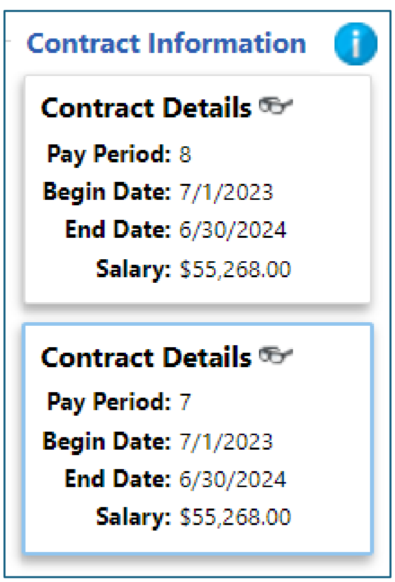
1. To correct contract type exceptions, begin from the DRS Left Menu → Employer Reporting → Exceptions. The **Reporting Exceptions** screen displays.

2. On the **Reporting Exceptions** screen, locate the member who needs a correction and click **Review** to the left of their name. The **Reporting Batch – Member Details** screen displays.

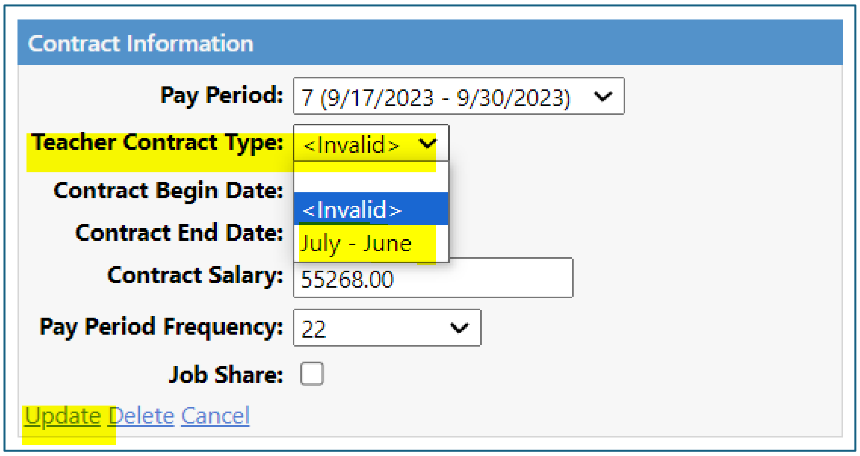
3. The top of the **Reporting Batch – Member Details** screen displays the exception error:



   a. On the left side of the screen under **Contract Information**, click the tiles for the Pay Periods that need correcting.



b. On the right side of the screen, in the **Contract Information** tile, use the **Teacher Contract Type** down arrow and select the correct contract type, in this example, the correct type is **July - June**. When done, click **Update** to save your change. Repeat from **Step 3a** above and correct additional Pay Periods as needed.



4. After correcting the exception, it is not yet “cleared.” For details on this final step, see [Exception Correcting Methods 1 – 4] earlier in this section.

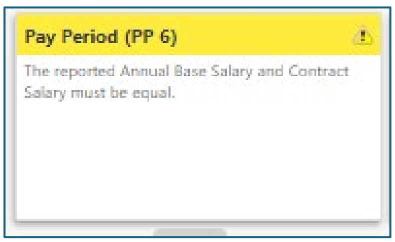
For general instructions on correcting exception errors, see [How To Correct Exceptions] earlier in this section.

How to Correct Annual/Contract Salary Exceptions

1. To correct annual/contract salary exceptions, begin from the DRS Left Menu → Employer Reporting → Exceptions. The **Reporting Exceptions** screen displays.

2. On the **Reporting Exceptions** screen, locate the member who needs a correction and click **Review** to the left of their name. The **Reporting Batch – Member Details** screen displays.

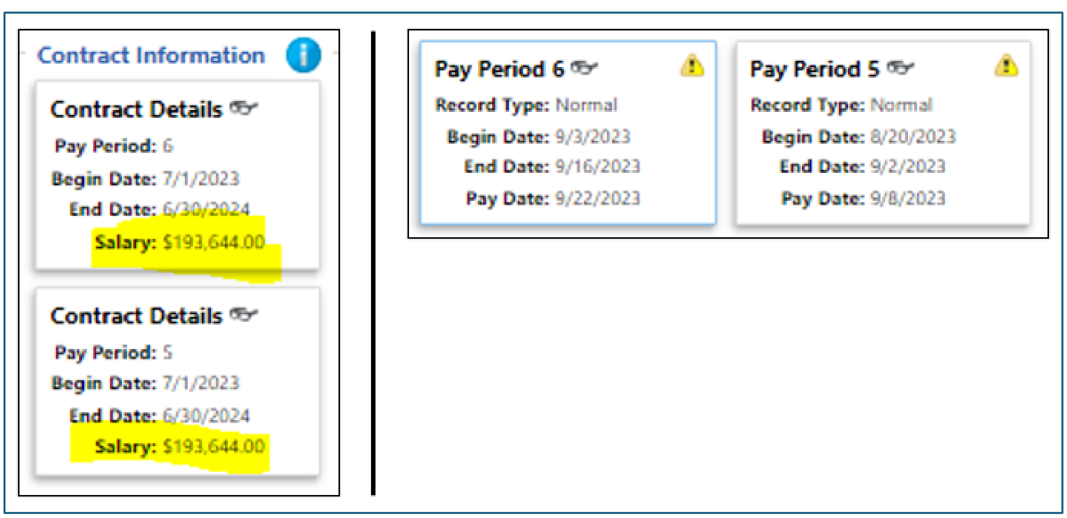
3. The top of the **Reporting Batch – Member Details** screen displays the exception error for the member:



   a. Verify which salary is correct.

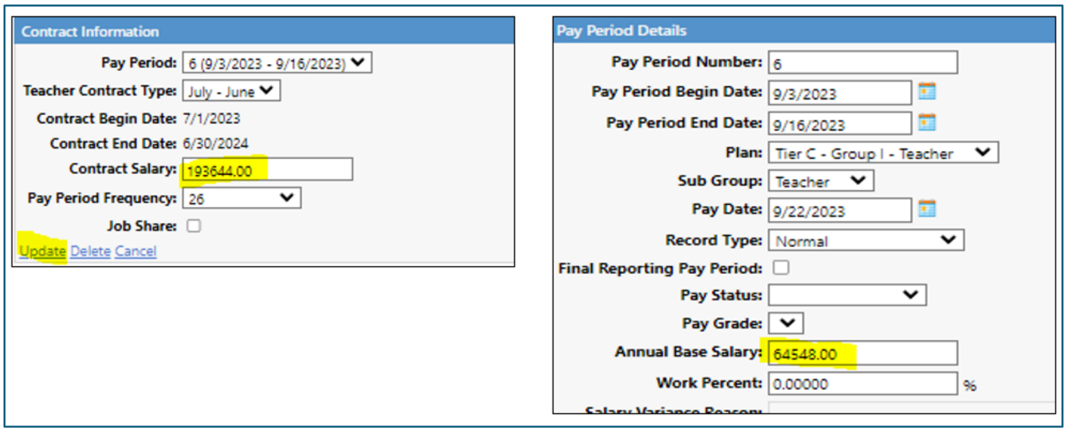
   The **Contract Salary** can be seen on the screen, as highlighted below.

   For **Annual Base Salary**, to see and validate the salary amount, you must click and open each Pay Period card.



b. Change the incorrect salary.

You can make changes using either the **Contract Information** screen or the **Pay Period Details** screen, as highlighted below. When done, click **Update** to save your changes. Repeat as needed as you must change the incorrect salary in all impacted pay periods.



4. After correcting the exception, it is not yet "cleared." For details on this final step, see [Exception Correcting Methods 1 – 4](#) earlier in this section.

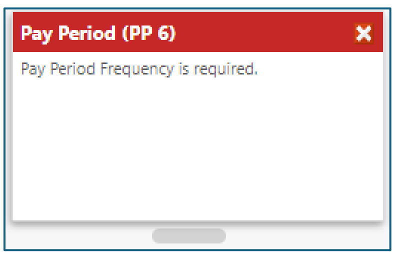
For general instructions on correcting exception errors, see [How To Correct Exceptions](#) earlier in this section.

How to Correct Pay Period Frequency Exceptions

1. To correct pay period frequency exceptions, begin from the DRS Left Menu → Employer Reporting → Exceptions. The **Reporting Exceptions** screen displays.

2. On the **Reporting Exceptions** screen, locate the member who needs a correction and click **Review** to the left of their name. The **Reporting Batch – Member Details** screen displays.

3. The top of the **Reporting Batch – Member Details** screen displays the exception error:



   a. On the left side of the screen under **Contract Information**, click the tile for the Pay Period that needs correcting.

   b. On the right side of the screen, in the **Contract Information** tile, use the **Pay Period Frequency** down arrow and select the appropriate number of pays. Click **Update** to say your changes. Repeat from **Step 3a** above for each contract detail card for pay periods with this exception.

4. After correcting the exception, it is not yet "cleared." For details on this final step, see Exception Correcting Methods 1 – 4 earlier in this section.

For general instructions on correcting exception errors, see How To Correct Exceptions earlier in this section.

Remitting Contributions to NHRS

Overview

Employers are required to submit payments to NHRS no later than the 25th of each month. The payment may cover member and employer contributions, as well as contributions associated with service purchase payments. In addition, a payment can also cover other funds due, such as penalties associated with late reporting or late payments. When a scheduled batch is submitted for posting, the voucher is pre-filled automatically with the contribution amounts in the batch.

The Employer Account Voucher Detail screen identifies the total payment amount due to NHRS for a specified batch. Further, the screen provides a separate line item for each same Plan / Receivable Type / Contribution Type grouping, followed by the line item subtotal for that grouping.

Use the DRS Vouchers feature (DRS Left Menu **>** Employer Account **>** Vouchers) to determine how much is owed to NHRS per batch. There are two types of vouchers: Scheduled and Unscheduled.

What's the Difference Between Scheduled vs Unscheduled Vouchers

- **Scheduled vouchers** are created automatically and made available to employers. Scheduled vouchers are always associated with a particular scheduled employer reporting batch number. Initially, scheduled vouchers have an assigned voucher number, due date, and a $0 amount due. Once a batch has been posted, the voucher changes from Scheduled to Submitted. The Amount Due on the voucher is updated to reflect the submitted contribution summary amount.

- **Unscheduled vouchers** are created manually by NHRS. These vouchers are not associated with standard monthly Employer Reporting batches; instead, they are created and associated with unscheduled batches (ad-hoc, non-routine batches). These vouchers are maintained by NHRS and can be used for payments not related to a batch or reporting cycle, such as with account adjustment batches (RET 304s, salary continuances).

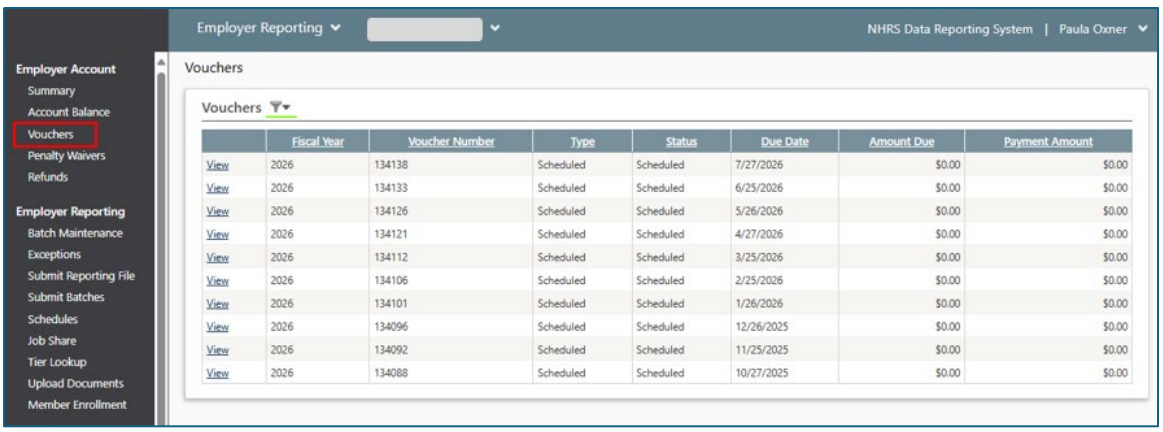
When Payments are Due

Due Date	What's Due
25th of every month	Your Full Payment, which must match your payment voucher amount exactly, which is the total of Employer and Member contributions for the previous month, must be received by NHRS **no later than the 25th** of each month to avoid a payment penalty. If the 25th falls on a weekend or a holiday, payments must be received no later than the first business day following a weekend or holiday. See Employer Reporting and Payment Penalties on the NHRS website for details.

How to Find a Voucher for a Batch

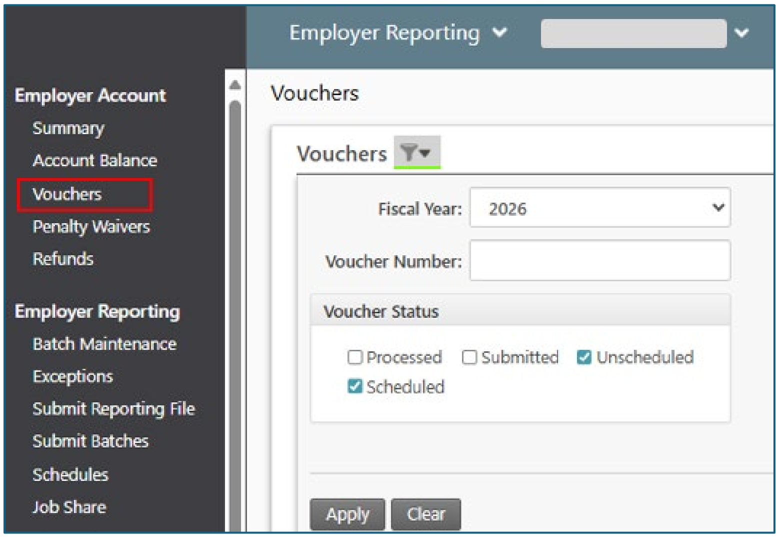
Both scheduled and unscheduled vouchers are displayed on the **Vouchers** screen. This screen can be filtered or sorted to help locate the voucher you are looking for. Once you've found the voucher, you can use the View link to view its details.

1. Begin from the DRS Left Menu > Employer Account > Vouchers. The **Vouchers** screen displays. This screen can be used to see all payment vouchers an employer has; however, the filtering icon is activated (green bar) by default and initially displays only those vouchers that are in the current Fiscal Year, and that are in a status of Scheduled or Unscheduled.

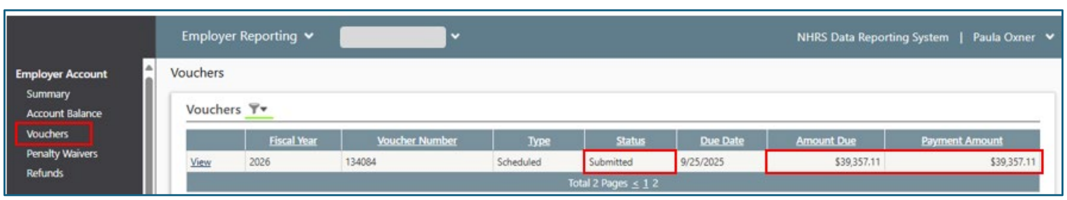


2. To help locate a specific voucher, you can sort the screen columns by clicking a column header, or use the filter icon as follows:

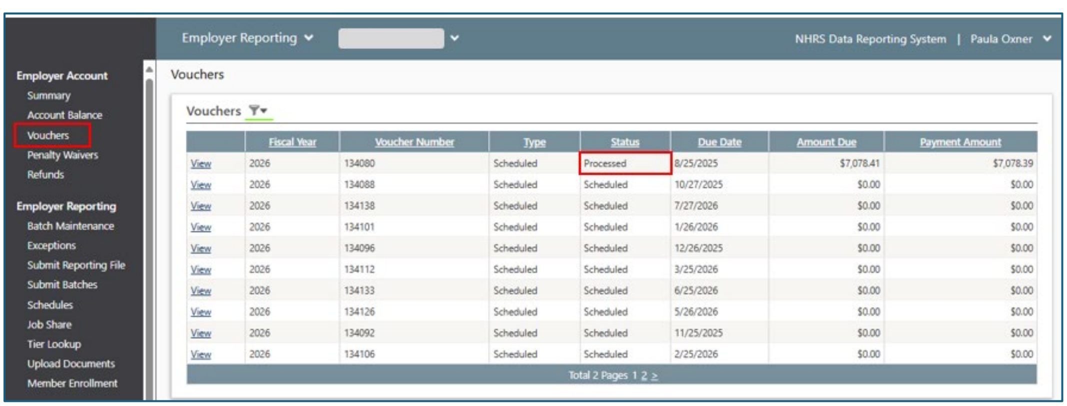
   a. Click the filter icon **down arrow**. The filter pop-up screen displays. Regardless of your next selection, *leave the Unscheduled and Scheduled* *options checked*.



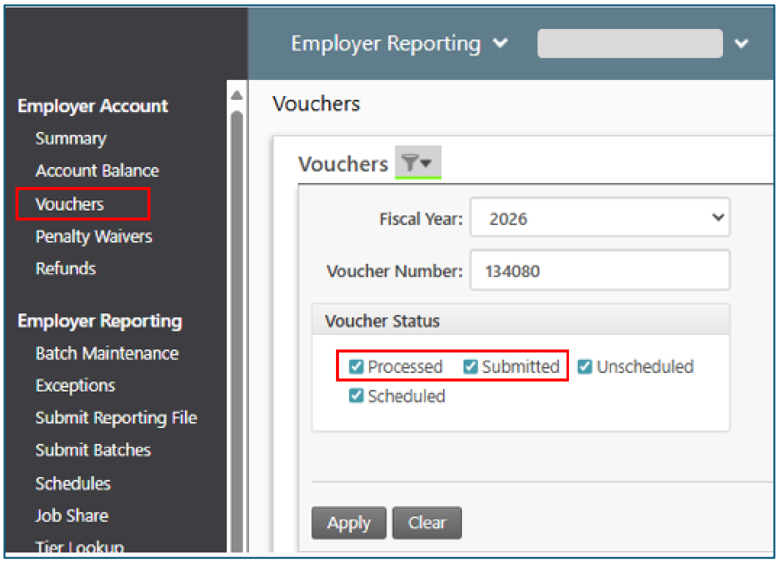
b. **To retrieve Submitted Vouchers:** Choose the desired **Fiscal Year**, check **Submitted** and click **Apply**. The **Voucher** screen refreshes, listing vouchers in Submitted status and the Amount Due.



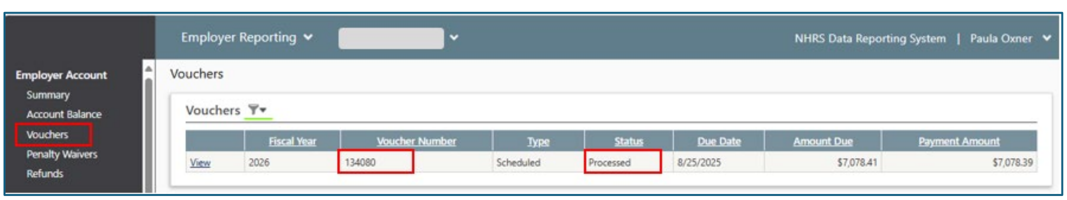
c. **To retrieve Processed Vouchers:** Choose the desired Fiscal Year, check Processed, and click **Apply**. The **Voucher** screen refreshes, displaying vouchers that have had their payments applied and the voucher is now processed.



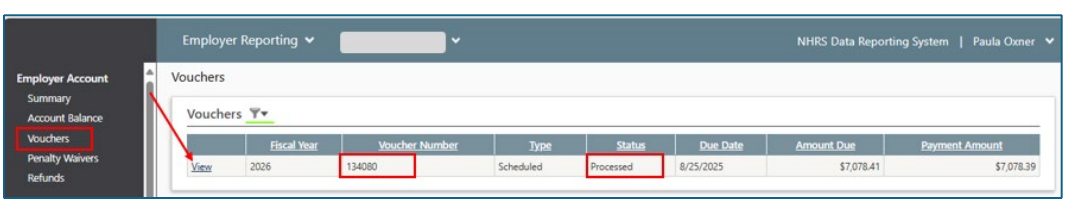
d. **To retrieve one Specific Voucher:** Choose the desired Fiscal Year, enter a specific Voucher Number, and check Processed and/or Submitted, and click **Apply**.



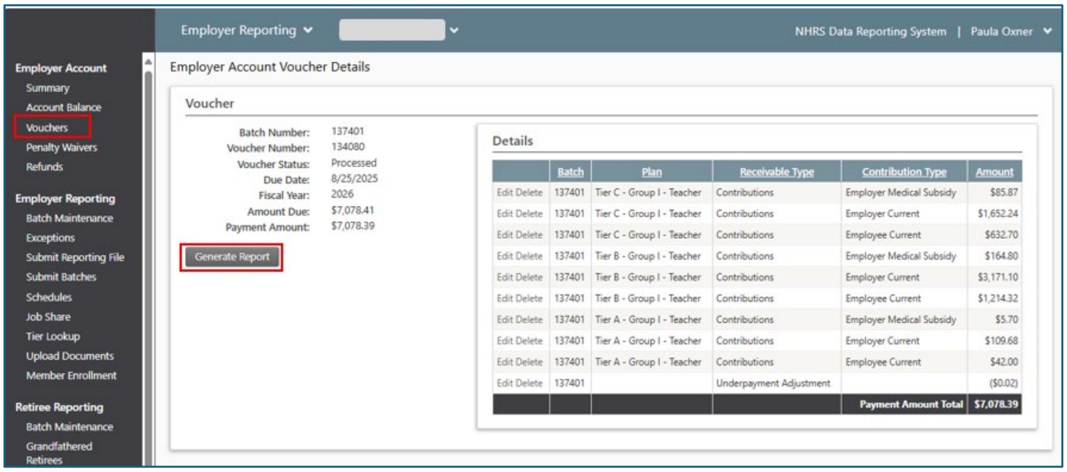
After clicking **Apply**, the **Voucher** screen refreshes, displaying vouchers with the status you were searching for, if there are any in that status within the selected fiscal year. All four statuses can be displayed, if all are checked off and there are matching vouchers in the selected fiscal year.



Once the desired voucher is found, click **View** in the far left column. The **Employer Account Voucher Details** screen displays.



3. The **Employer Account Voucher Details** screen displays a summary of the voucher, plus a grid on the right providing a breakdown of voucher details.

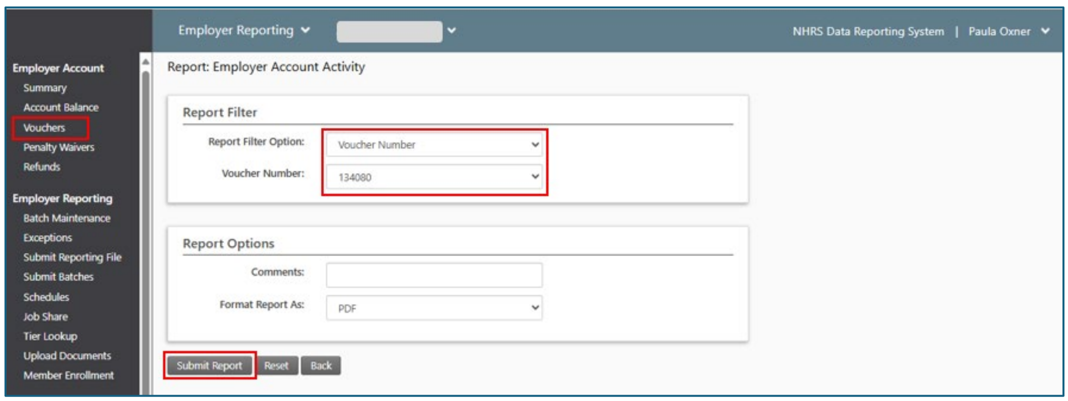


The screen grid displays the following columns:

- **Batch:** The batch number the voucher is associated with (if any). This is a batch associated with the same fiscal year as the voucher.
- **Plan:** The Plan ID (Tier, Group, Subgroup) to which this payment is associated, if applicable.
- **Receivable Type:** The type of receivable the payment is associated with.
- **Contribution Type:** The contribution type that the payment detail is associated with.
- **Amount:** The Amount associated with this payment detail.

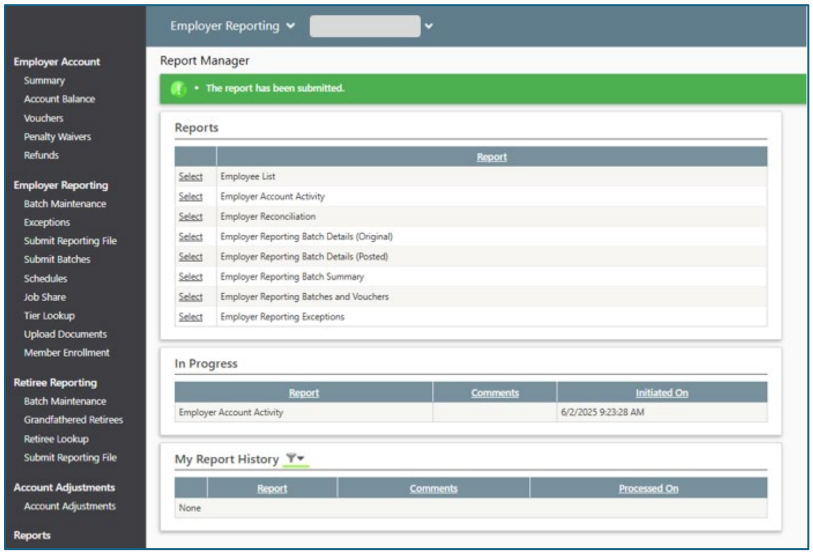
From the Employer Account Voucher Details screen, you can either:

a. Generate the Employer Account Activity Report if desired, by clicking **Generate Report**. The **Report: Employer Account Activity** screen displays. The first two fields, Report Filter Option and Voucher Number, default to match the voucher you chose to view. These fields, along with the others, can be modified by using the field down arrows.



- **Report Filter:** Down arrow options are Voucher Number, Batch Number, Fiscal Year, and Date Range.
- **Voucher Number:** Down arrow displays a list of all available Voucher Numbers.
- **Comments:** Free text field.
- **Format Report As:** Down arrow options are PDF or Microsoft Excel.
- To generate the Employer Account Activity Report, make your field selections and click **Submit Report**. The **Report Manager** screen displays, briefly showing a green notification at the top stating your report has been submitted. For details about this screen, see

Generating Employer Reports.



b. Or return to the **Vouchers** screen via Left Menu > Employer Account > Vouchers.

How to Make Payments to NHRS

Employers submit contribution payments to NHRS via ACH (Automated Clearing House) or via our QuickPay portal. The payment amount must match the Amount Due shown on the voucher screens.

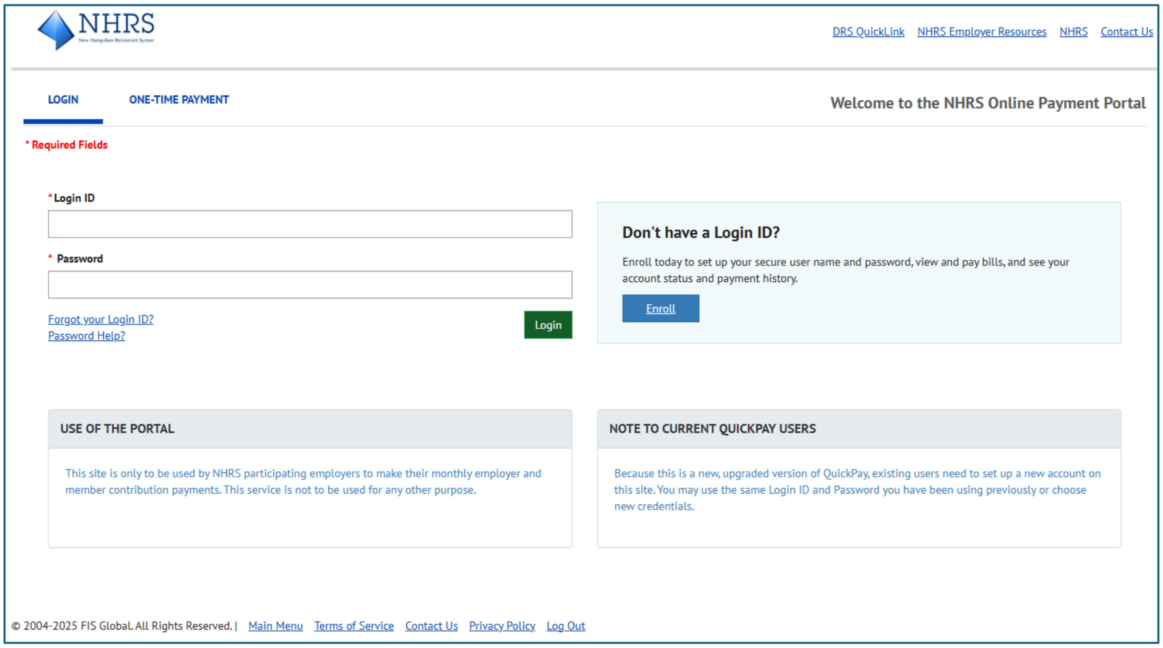
There are two options for making payments to NHRS: Via our QuickPay Portal or via ACH.

Option 1: Payment via QuickPay Portal

NHRS partners with Citizens Bank to offer “NHRS QuickPay,” an online bill pay service that enables you to schedule and pay monthly employer contributions via ACH at no cost to participating employers. To submit your monthly payments, NHRS recommends that you use QuickPay, our fast, safe, secure and convenient feature.

- **Written Instructions:** NHRS QuickPay instructions are available through the NHRS website on the Employer Resources page **>** scroll to and click **Monthly Employer Reporting >** scroll to **Pay by ACH >** click NHRS *QuickPay* instructions.
- **Access Link:** A link to the NHRS QuickPay log in screen is available through the NHRS website on the Employer Resources page **>** scroll to and click **Monthly**

Employer Reporting > scroll to **Pay by ACH** > click Link to NHRS *QuickPay*.



Option 2: Payment via ACH

For instructions, please contact your NHRS Relationship Manager.

SCHEDULES: PAY PERIODS, REPORTING, PAYMENT, TEACHER CONTRACT PERIODS

The DRS Schedules feature allows employers to immediately see:

- **Pay Periods**

  Pay Period dates are generated based on employers' pay period frequency. The information due in a batch is driven by pay date. For example, all wages and contributions paid in May are due in June's reporting. Pay Period Begin and End dates need to match the pay period frequency.

  Requests for Pay date changes can be made if the scheduled payment/scheduled reporting batch has not been processed. Any changes to Pay Period dates automatically creates a *Pending Pay Period Changes record* for that pay period. **Note:** Any changes to pay period dates must be approved by NHRS. Changes produce the warning icon and a message prompting you to contact your Relationship Manager. Relationship Manager contact information can be found on the **Account Summary** screen/DRS Dashboard under Associations.

- **Reporting Schedule**

  Identifies when an employer's monthly Employer Reporting file of member information is due to NHRS, which is the 15th of each month (see Employer Reporting Requirements and Employer Reporting Submissions). If the 15th falls on a weekend or a holiday, files must be posted no later than the first business day following a weekend or holiday.

- **Payment Schedule**

  Identifies when an employer is expected to submit their contribution payment on behalf of members to NHRS, which is the 25th of each month. If the 25th falls on a weekend or a holiday, payments must be received no later than the first business day following a weekend or holiday.

- **Teacher Contract Periods**

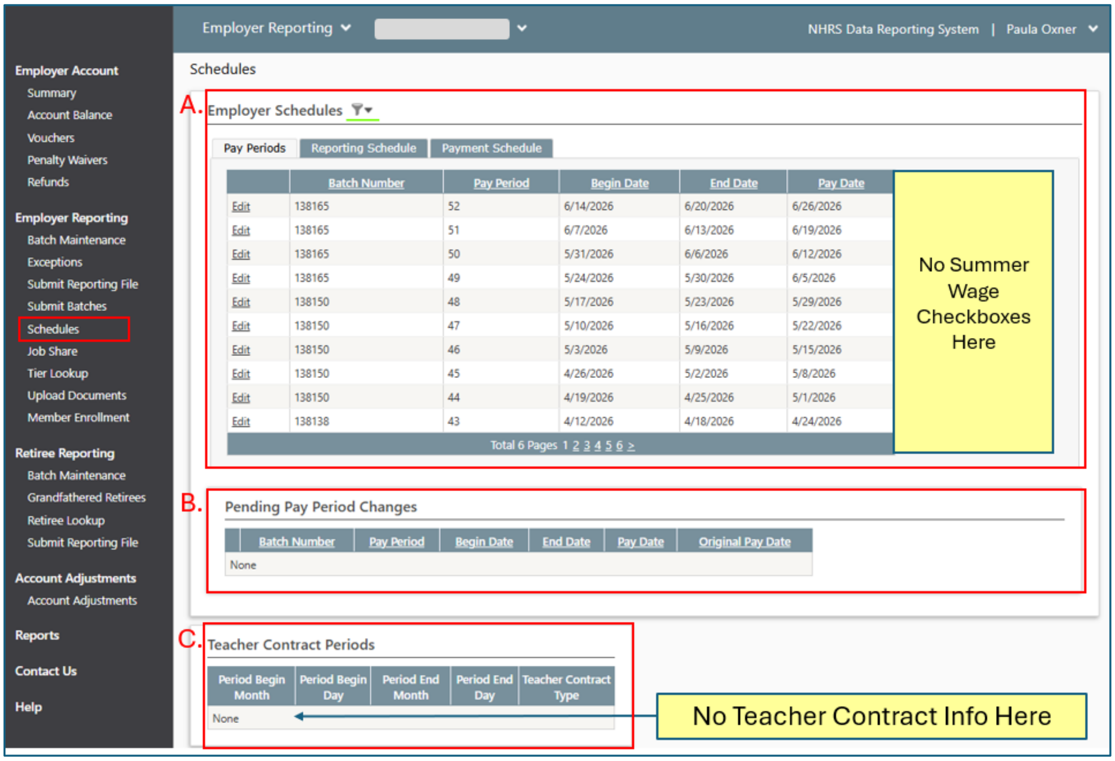
  Only visible on the **Schedules** screen for employers who report 10-month (FT-10) teachers.

How to Access the Schedules Screen

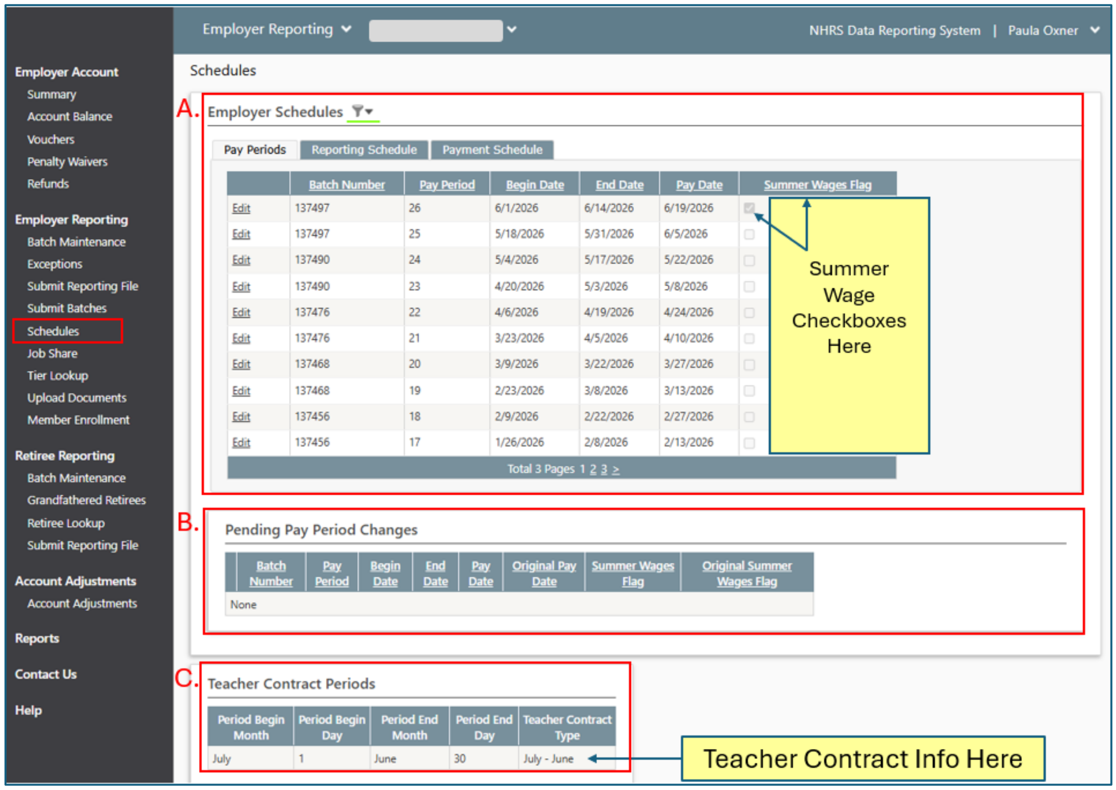
1. To access the **Schedules** screen, from the DRS Left Menu **>** Employer Reporting **>** Schedules. The **Schedules** screen displays. **Note:** If an employer does not have schedules generated, nothing displays on the **Schedules** screen.

   There are two versions of the **Schedules** screen: one for employers of standard members and one for employers of FT-10 members, as shown below:

a. Employers of Standard Members:



b. **Employers of FT-10 Members:**



Note: For employers who report full-time 10-month (FT-10) teachers, the **Schedule** screen includes a **Summer Wages Flag** that allows employers to flag specific pay periods as summer wages, indicating that FT-10 teachers will not be paid during those flagged pay periods. When the Summer Wages Flag is checked, the system adjusts how salary variance is evaluated for FT-10 members.

2. The **Schedules** screen has three distinct sections, each explained further below:

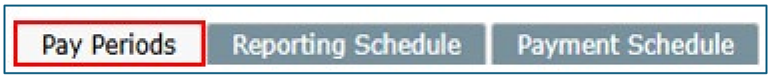
   A. [Employer Schedules]

   B. [Pending Pay Period Changes]

   C. [Teacher Contract Periods] (Only displays on the **Schedules** screen for employers who report 10-month / FT-10 teachers)

A. Employer Schedules

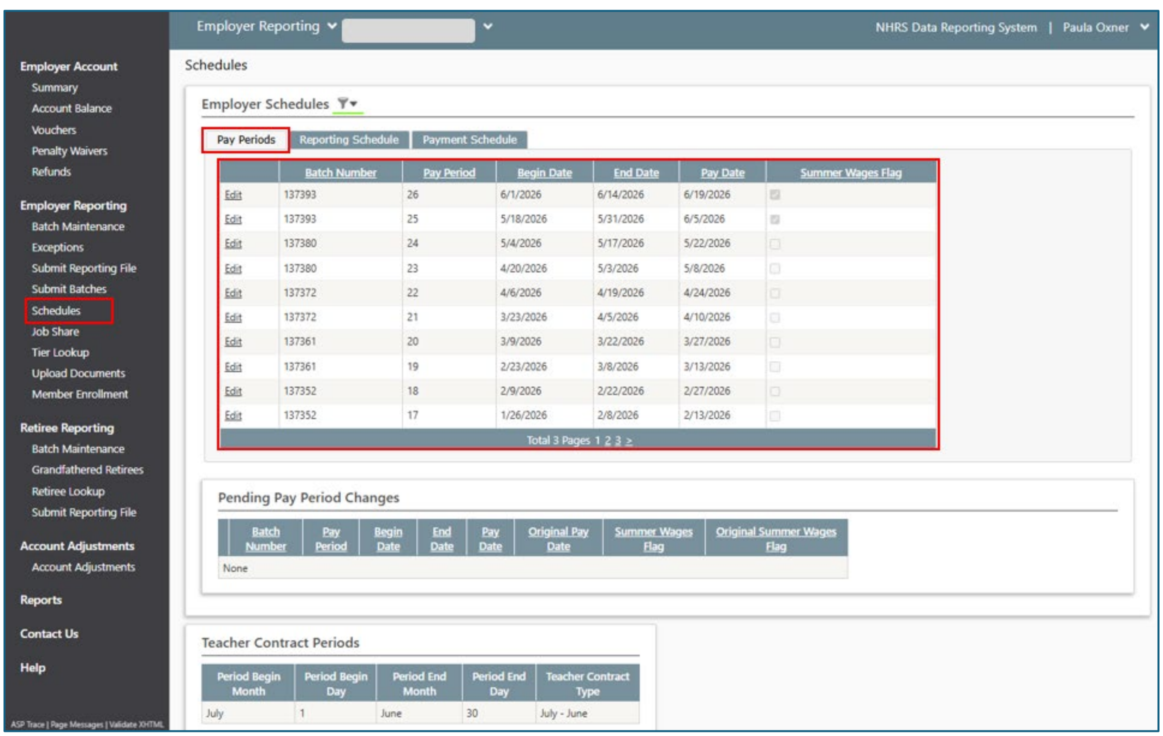
This section of the **Schedules** screen enables employers to quickly view their current Pay Periods, Reporting Schedules and Payment Schedules. Click each tab to switch views. The 'active' tab has a light background:



How to View Pay Periods Tab

On the Pay Periods tab, the filtering icon  is activated (identified by the green bar) by default to display Pay Period dates for the latest fiscal year. Filtering can be modified to display a specific prior fiscal year or all fiscal years.

1. To view the Pay Periods tab, from the DRS Left Menu > Employer Reporting > Schedules. The Pay Periods grid displays by default. The grid columns are identified below.



- **Batch Number:** Displays a unique identifier assigned to the batch by NHRS.

- **Pay Period:** Displays a unique number used to identify the pay period. Pay Periods are generated for the full year, and they are numbered based on how many pay periods the employer has in the fiscal year. Pay period numbering can vary, for example the numbers could run 1-26, 1-52, 1-12. The pay period numbering is changed if an employer reports a specific number in their XML file, which is allowed. Pay period numbers are just indicators for the period and are not used for tracking anything significant.
- **Begin Date:** Displays the first day of the pay period.
- **End Date:** Displays the last day of the pay period.
- **Pay Date:** Displays the date payments were issued for this pay period.
- **Summer Wages Flag:** The Summer Wages Flag checkbox only displays for employers who report full-time 10-month (FT-10) members. The checkbox allows FT-10 employers to flag specific pay periods as **summer wages**. When checked, the system adjusts how salary variance is evaluated for FT-10 members. For instructions on how to apply this field, see Teacher Tip –How to use the Summer Wages Flag Field.

How to Submit Pay Period Change Requests

Teacher Tip – How to Update Schedules to Include Summer Wages & Balloon Payments

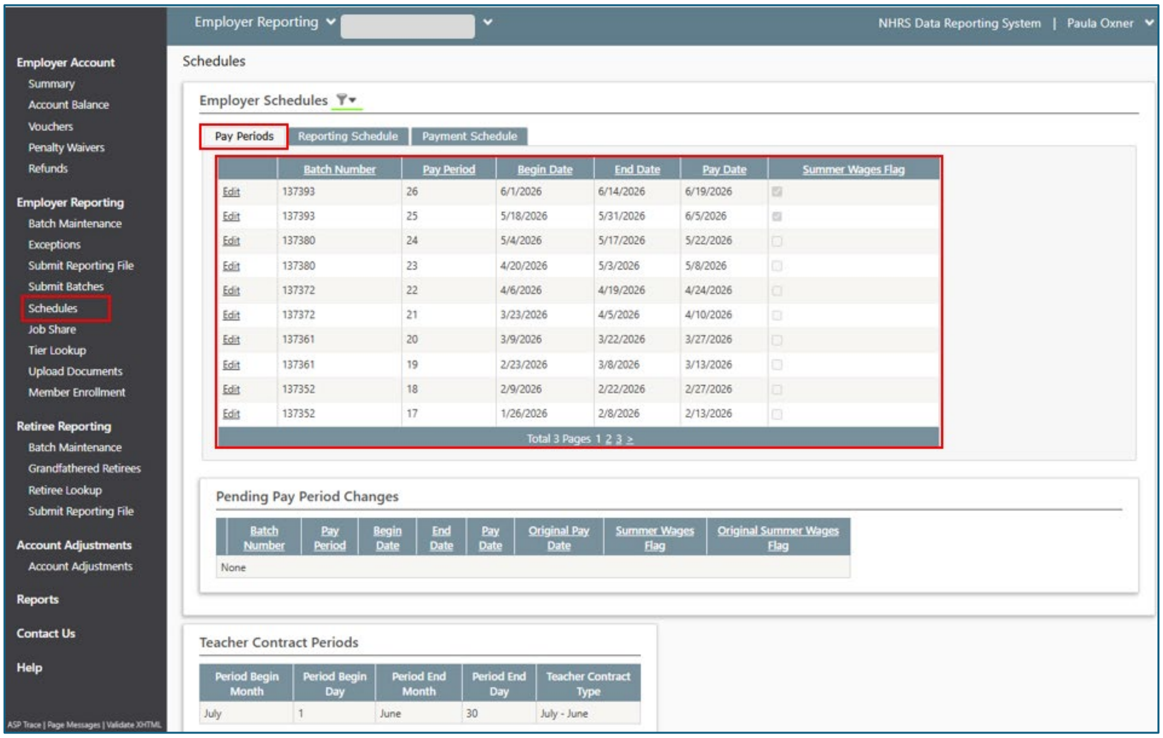
To prepare for Summer Wages and Balloon Payments, follow the Editing Pay Periods steps below. Details are provided at [Teacher Tip – How to use the Summer Wages Flag Field](). **Note:** Editing pay periods generates a change request that automatically notifies NHRS.

What is a Balloon Payment? A Balloon Payment is defined as the Pay Period that immediately precedes the first Summer Wages Pay Period in a Fiscal Year. This pay period reflects the final payout of the school year contract and may include multiple installments. This Pay Period *will not* have the Summer Wages Flag checked. PensionGold completes a Salary Variance check for the Pay Period identified as a 'Balloon Payment' for an FT 10 employee with the Teacher subgroup (This check does not apply to anyone else). The *Salary Variance* check compares the prior salary amount multiplied by 6, + $1 to the reported salary amount in the Balloon Payment. For *Contract Salary Variance*, PensionGold takes the total contract salary amount, and divides by the frequency defined on the contract, then multiplies by 6. This is due to '6' being the maximum number of potential payments combined in a 'Balloon Payment'. If the reported salary is *less than* the prior/derived amount for the Balloon Payment, PensionGold uses the existing Salary Variance check.

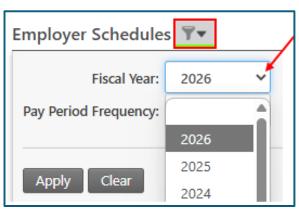
Note: The Prior Salary amount that is derived from the most recent Account Transaction will not be a Balloon Payment or Summer Wage Salary. Because Comp Over Base Pay is not checking for Salary Variance, these checks are only applicable to Base Pay.

Any pay period that has not yet been reported in a reporting batch may be edited. The two fields on the **Edit Pay Period** screen that can be edited are **Pay Date** and **Summer Wages Flag**. **Note:** Editing pay periods generates a change request that automatically notifies NHRS.

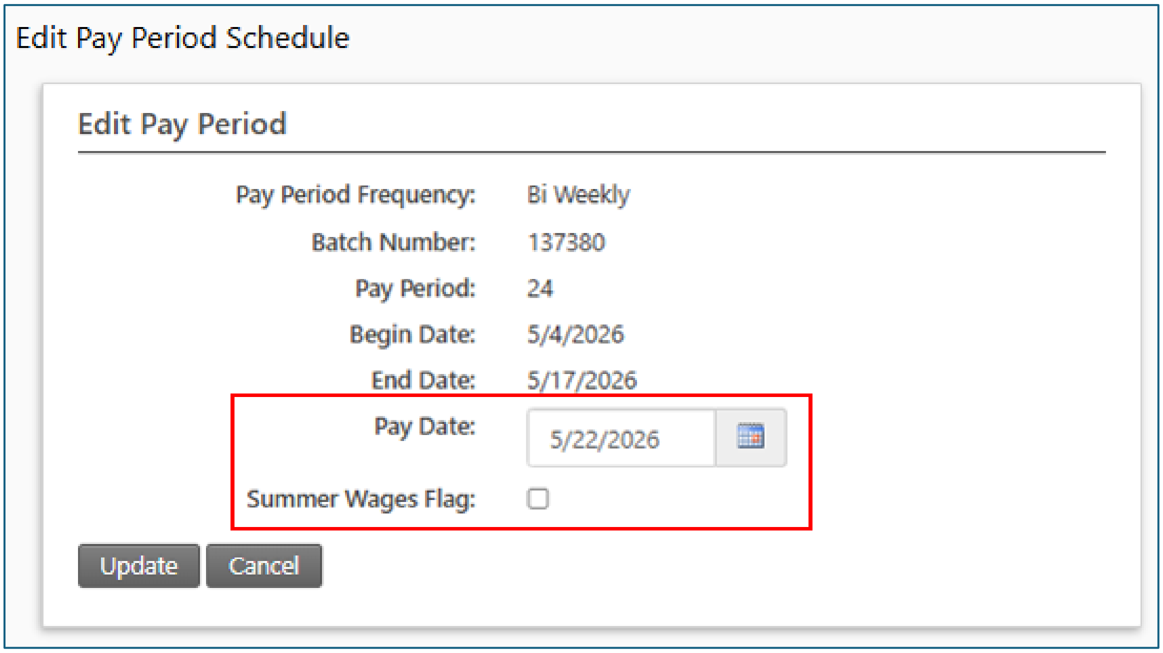
1. To edit a Pay Period, from the DRS Left Menu > Employer Reporting > Schedules. The Pay Period tab displays by default:



2. Locate the pay period row to be modified. To view rows for other reporting years/fiscal years, use the filter icon :



3. When the desired pay period is found, click **Edit** in the far left column of that row. The **Edit Pay Period** screen displays:



On this screen, only the **Pay Date** and **Summer Wages Flag** fields can be modified:

- **Pay Date:** Edit the Pay Date as needed. The new Pay Date **must** be within the same fiscal year as the batch; otherwise, you will receive the following message highlighted in red: *“The Fiscal Year for the Batch associated with the Pay Period does not match the derived Fiscal Year based on the Pay Date. The derived Fiscal Year from the Pay Date is [YEAR].”*

- **Teacher Tip – How to use the Summer Wages Flag Field**

  Summer Wages Flag: (Also see the Handling Summer Wages in the DRS Instructional Video on the NHRS website for a demonstration of applying the Summer Wages Flag.)

  The Summer Wages Flag checkbox only displays on the Edit Pay Period screen for employers who report full-time 10-month (FT-10) members. The checkbox allows employers to flag specific pay periods as **summer wages**.

When checked, the system adjusts how salary variance is evaluated for FT-10 members, which helps by:

1) Separating summer compensation from regular contract pay for members who do not work, or do not receive school contract pay, during pay periods in the summer months.

2) Reducing non-reporter exceptions for FT-10 members during off-contract months by preventing FT-10 individuals who are **not** in your reporting, from being added to your reporting. **Note:** Full time 12-month members not in your reporting will still be added as non-reported members when the Summer Wages Flag is used.

- Employers **should** click the Summer Wages Flag checkbox when their FT-10 / 10-month employees do not work, or do not receive school contract pay, during pay periods that fall within the summer months. When checked, members will not be added to a batch as non-reported members when they are not included in the reporting batch. Repeat this process to include all pay periods with no wages to prevent FT-10 members from being flagged as non-reported members. FT-10 members with wages can still be reported when this Summer Wages checkbox is used.

Click the **Summer Wages Flag** checkbox for the **appropriate summer pay period**. Continue this process for other pay periods as needed.

Summer Wages Flag FAQs

Do we check the Summer Wages box if no teachers are receiving pay in

July?

Yes. If it falls within the summer months and your SAU typically has FT10 teachers, flagging the period prevents those members from being listed as non-reporters.

What if we make a mistake when checking the Summer Wages flag?

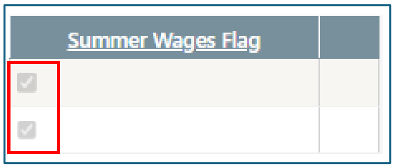
If the request hasn't been approved yet, you can edit or delete it in the Pending Pay Period Changes section.

Who can I contact for help?

Reach out to your NHRS Relationship Manager for assistance. Relationship Manager contact information can be found on the **Account Summary** screen/DRS Dashboard under Associations.

4. When done making edits, click **Update**.
   - A change request record is generated and added to the Pending Pay Period Changes section of the **Schedules** screen.
   - A Pending Indicator icon ⚠ displays on the Pay Period tab, in the far right column of the edited pay period. Hover on the icon to view the message, *"There is a pending change awaiting approval for this record."*
   - The NHRS Reporting Team receives notification to review a pending change.
5. The NHRS Reporting Team reviews all pending change requests for changes to pay date and summer wages and approves or declines them.
   - **Approved:** If approved, the request is removed from the Pending Pay Period Changes section of the **Schedules** screen, the Pending Indicator icon ⚠ is removed, and a checkbox appears on the Pay Period tab for the corresponding

pay period, and it is read-only.

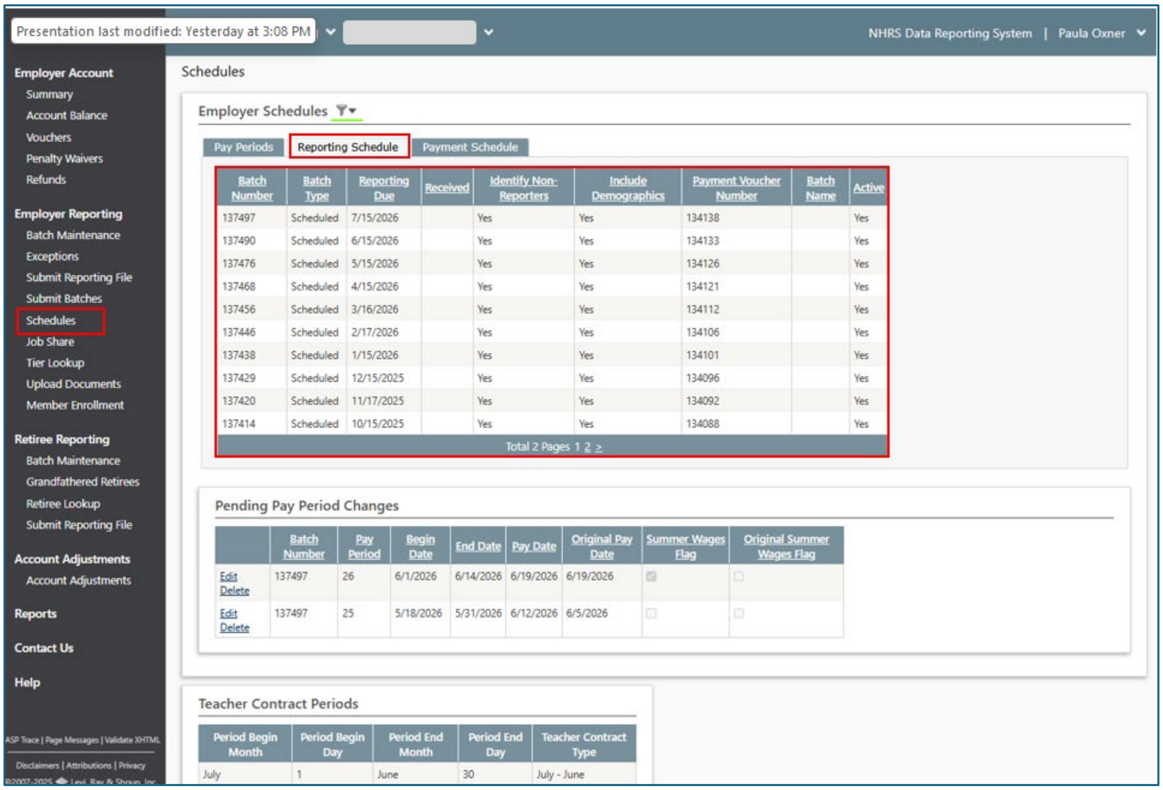


- **Declined:** If declined, the request is removed from the Pending Pay Period Changes section of the **Schedules** screen and NHRS will reach out to assist.

How to View the Reporting Schedule Tab

The Reporting Schedule tab is informational only; changes cannot be made. The screen lists the 12 most recent Reporting Due dates.

1. To view the Reporting Schedule tab, from the DRS Left Menu **>** Employer Reporting **>** Schedules **>** Reporting Schedule tab. The Reporting Schedule grid displays:



The Reporting Schedule grid displays the following information:

- **Batch Number:** A unique identifier assigned to the batch by NHRS.
- **Batch Type:** Scheduled.
- **Reporting Due:** Due date for the reporting batch. Employer reporting is due on the 15th of each month; however, there is an exception: If the 15th falls on a

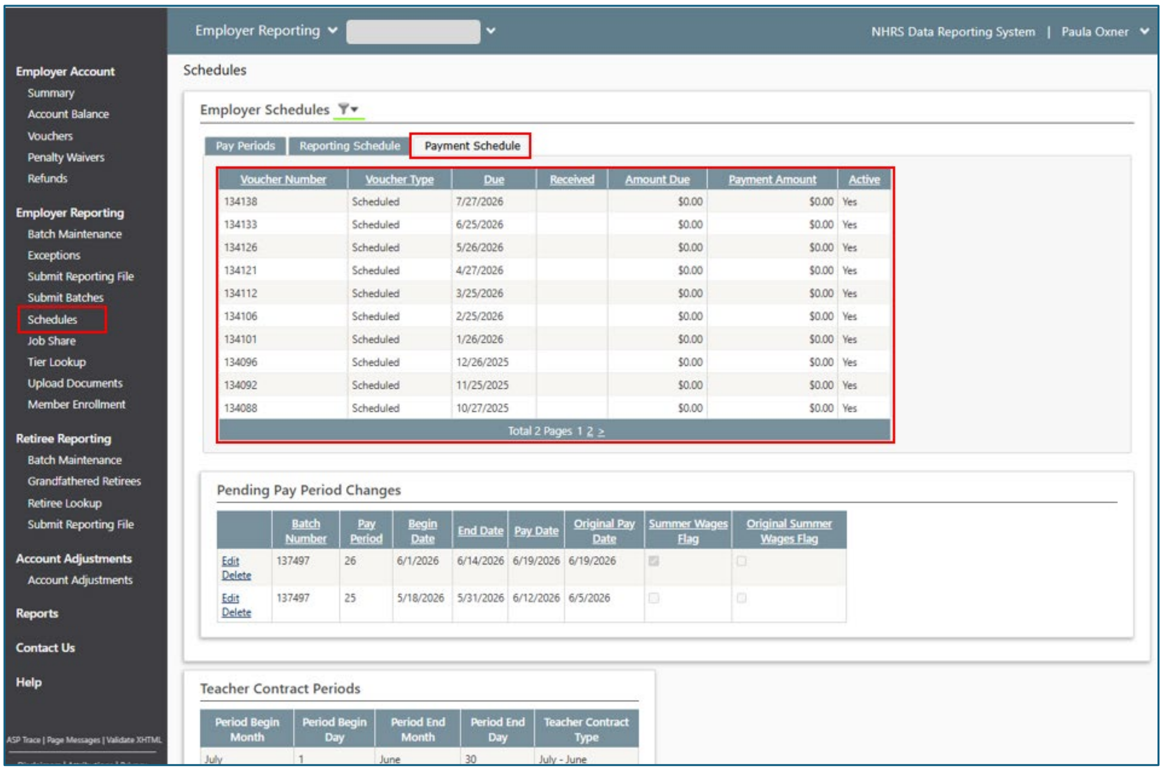
weekend or a federal holiday, the Reporting Due date will be the next business day, which is typically a Monday.

- **Received:** Date batch was received at NHRS.
- **Identify Non-Reporters:** Indicates whether non-reported members are to be identified for the batch.
- **Include Demographics:** Indicates whether demographic information is to be included in the batch.
- **Payment Voucher Number:** Number assigned to the voucher that is associated with the scheduled reporting batch.
- **Batch Name:** This is an option field in the XML File, available only to employers who Report by File Upload. If the name field on the XML File is filled in, that name is assigned to the batch; otherwise, no name is assigned. Not all batches are named. This Batch Name field is not available for employers who Report by Web Entry as they have no way to submit a name.
- **Active:** If Yes, signifies the batch record is active and should be used as the reporting record for the employer for the applicable date.

How to View the Payment Schedule Tab

The Payment Schedule tab is informational only; changes cannot be made. The screen lists the payments to be made during the current fiscal year.

1. To view the Payment Schedule tab, from the DRS Left Menu > Employer Reporting > Schedules > Payment Schedule tab. The Payment Schedule grid displays:



The Payment Schedule grid displays the following information:

- **Voucher Number:** Identifies which voucher is expected to include this payment (the number is automatically assigned to the voucher by NHRS).
- Voucher Type: Scheduled.
- **Due:** Due date for the payment. Employer payments are due on the 25th of each month; however, there is an exception: If the 25th falls on a weekend or a federal holiday, the Due date will be the next business day.

- **Received:** Date payment was received at NHRS
- **Amount Due:** Expected amount of the payment.
- **Payment Amount:** Actual payment amount associated with this voucher (used for balancing to ensure the voucher detail amounts are equal to the total payment amount).
- **Active:** Identifies whether the Voucher Number is valid. Statuses are:
    - Yes (True): Indicates the batch/voucher is expected.
    - No (False): Indicates the batch/voucher is not due/not expected; the voucher would not populate. A No status enables NHRS to ‘deactivate’ batches/vouchers to report for a period of time, which occasionally happens with employers who have a small number of employees. For example, if an employer has one full-time position, with a lapse in employee for the position.

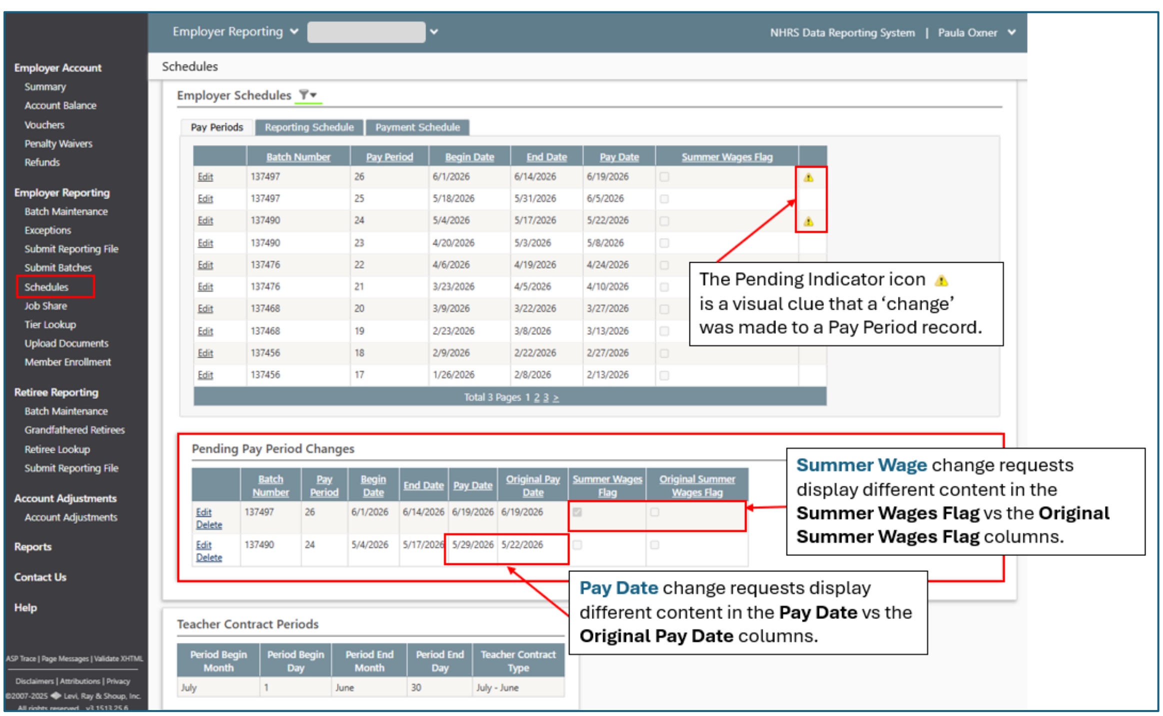
B. Pending Pay Period Changes

Note: See Submitting Pay Period Change Requests for details on the actions that result in Pending Pay Period Changes.

The Pending Pay Period Changes section of the **Schedules** screen displays pay period and/or summer wage change requests, if any exist.

Note: Pending change requests can be edited or deleted prior to being approved by NHRS. If a change request has already been approved and changes need to be made, reach out to your NHRS Relationship Manager for assistance. Relationship Manager contact information can be found on the **Account Summary** screen/DRS Dashboard under Associations.

1. To view Pending Pay Period Changes, from the DRS Left Menu > Employer Reporting > Schedules. Scroll to the mid-section of the screen:

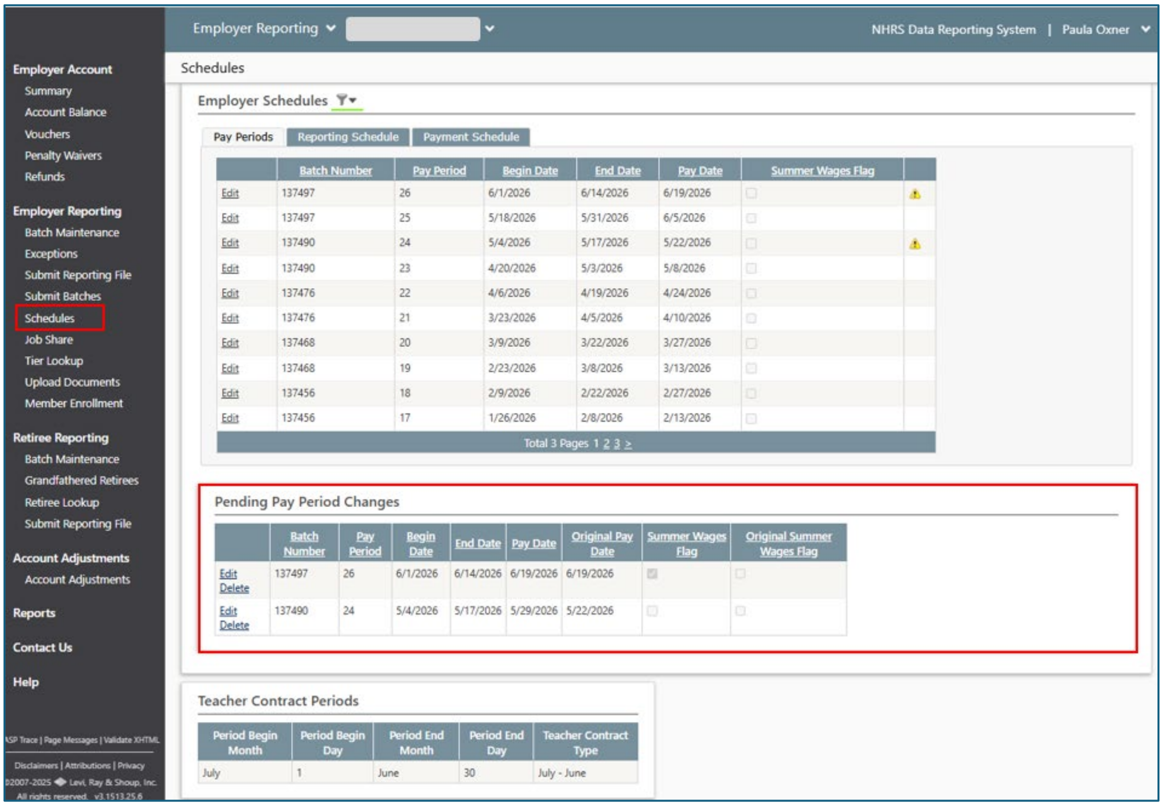


Reminder: The only fields that can be edited are the Pay Date and the Summer Wages Flag. The Pending Indicator icon ⚠ in the upper Pay Periods grid provides a visual clue that ***a change was made***; however, it does not indicate ***what*** was changed. To identify what was changed, you must review the Pending Pay Period Changes grid:

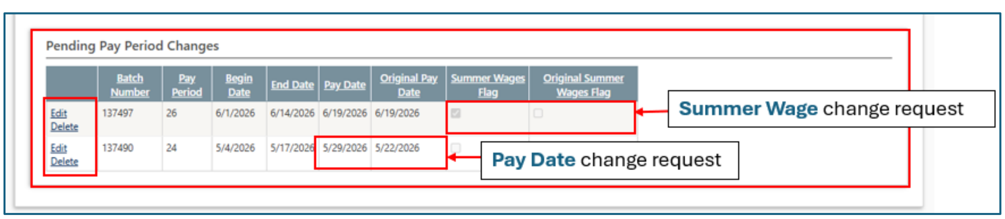
- Differences in the Summer Wages Flag and the Original Summer Wages Flag columns indicate a pending change for **Summer Wages**.
- Differences in the Pay Date and the Original Pay Date columns indicate a pending change to a **Pay Date**.

How to Edit or Delete Pending Pay Period Changes

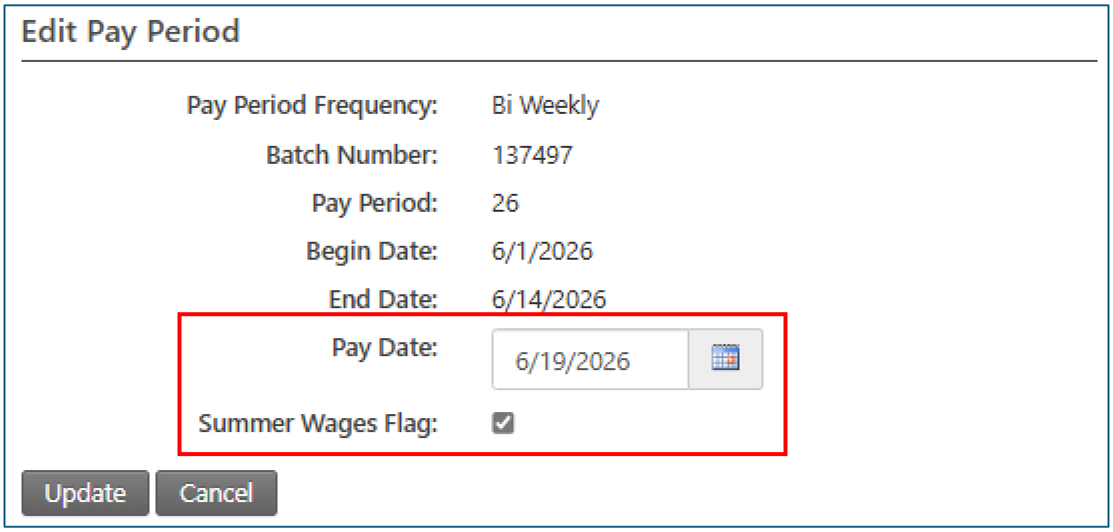
1. To edit or delete Pending Pay Period Changes, from the DRS Left Menu **>** Employer Reporting **>** Schedules. Scroll to the mid-section of the screen:



2. Locate the Pay Period that has a pending change that requires action. In the far-left column, click **Edit** or **Delete**. The edit or delete screen displays.

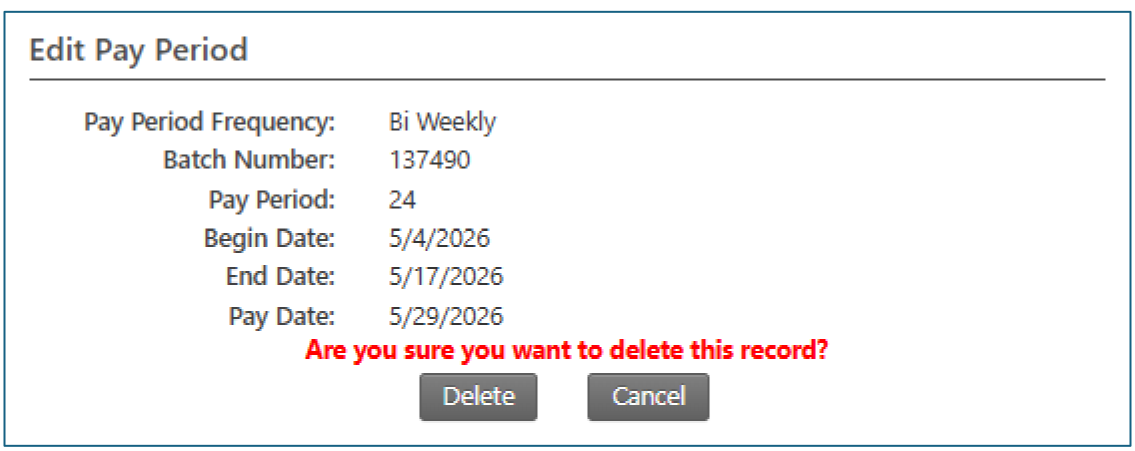


- When **Edit** is selected, the **Edit Pay Period** screen displays:



Modify the Pay Date, Summer Wages Flag, or both. Click **Update**. The updated pay period record remains in the Pending Pay Period Changes section of the Schedules, waiting to be approved by NHRS.

- When **Delete** is selected, the **Edit Pay Period** screen displays the following message in bold red text: *"Are you sure you want to delete this record?"*

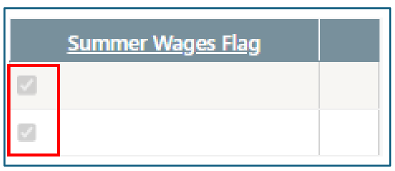


  - To return to the **Schedules** screen without deleting the pending change, click **Cancel**.

- To remove the pending change, click **Delete**. The **Schedules** screen displays and the request is removed from the Pending Pay Period Changes section of the screen.

3. The NHRS Reporting Team reviews all pending change requests for pay date and summer wages and approves or declines them.

- **Approved:** If approved, the request is removed from the Pending Pay Period Changes section of the **Schedules** screen, the Pending Indicator icon is removed, and a checkbox appears on the Pay Period tab for the corresponding pay period, and it is read-only.



- **Declined:** If declined, the request is removed from the Pending Pay Period Changes section of the **Schedules** screen and NHRS will reach out to assist.

C. Teacher Contract Periods

How to View Teacher Contract Periods

1. To view Teacher Contract Periods, from the DRS Left Menu > Employer Reporting > Schedules. The **Schedules** screen displays. Scroll to the bottom of the screen to see the Teacher Contract Periods section:

Teacher Contract Periods

Period Begin Month	Period Begin Day	Period End Month	Period End Day	Teacher Contract Type
July	1	June	30	July - June

Note: Employers may not maintain their Teacher Contract Periods and must contact NHRS for updates. Please contact your dedicated NHRS Relationship Manager for assistance. Relationship Manager contact information can be found on the **Account Summary** screen/DRS Dashboard under Associations.

Teacher Tip – Contract Pay Period Frequency

The **Contract Pay Period Frequency** feature helps ensure accurate salary variance processing for full-time 10-month (FT-10) Teacher members.

NHRS has multiple Contract Pay Period Frequencies for Teacher members. The Contract Pay Period Frequency logic supports Teacher members that may elect to receive a Balloon/Lump Sum Payment for their final payment for the school year contract. See Contract Pay Period Frequency for Teacher Members for details on valid options.

Ensuring that the **Contract Pay Period Frequency** for each member is accurate, helps by:

- Reduce variance exceptions due to miscalculations of the expected pay period amount.

- Ensure Balloon Payments are properly recognized and validated within acceptable thresholds.

FREQUENTLY ASKED QUESTIONS

How do I know which Pay Period is the Balloon Payment for the 2024/2025 Contract Period?

- For the 2024/2025 Contract Period, the Balloon Payment should be the pay period directly before the first Summer Wages pay period.
- Starting with the 2025/2026 Contract Period, the Balloon Payment will be determined based on the Contract Pay Period Frequency reported.

What happens if the incorrect Contract Pay Period Frequency is reported?
Starting in the 2025/2026 Contract Period, if the incorrect Contract Pay Period Frequency is reported it may cause unnecessary exceptions.

Who can I contact for help?
Reach out to your dedicated NHRS Relationship Manager for assistance. Relationship Manager contact information can be found on the **Account Summary** screen/DRS Dashboard under Associations.

Contract Pay Period Frequency for Teacher Members

Note: If you have a need to add additional frequencies, contact your NHRS Relationship Manager.

Contract Pay Period Frequency	Expected Payments	Balloon/ Lump Sum Payment Expected	How Installments are Determined	Example of what the system would expect to see reported for wages to pay total Contract Salary
21	21	No	Annual Salary/Contract Salary divided by 21 equal payments	$42,000.00 / 21 = $2,000.00 $2,000.00 for Base Pay for 21 payments
21+5	21	Yes	Annual Salary/Contract Salary divided by 26, **paid in 21 installments** (20 regular payments with the 21st payment being a balloon/lump sum payment covering the remaining balance, which is equal to 6 regular payments)	$42,000.00 / 26 = $1,615.38 $1,615.38 for Base Pay for 20 payments $9,692.40 for Base Pay for final payment of contract
22	22	No	Annual Salary/Contract Salary divided by 22 equal payments	$42,000.00 / 22 = $1,909.09$1,909.09 for Base Pay for 22 payments

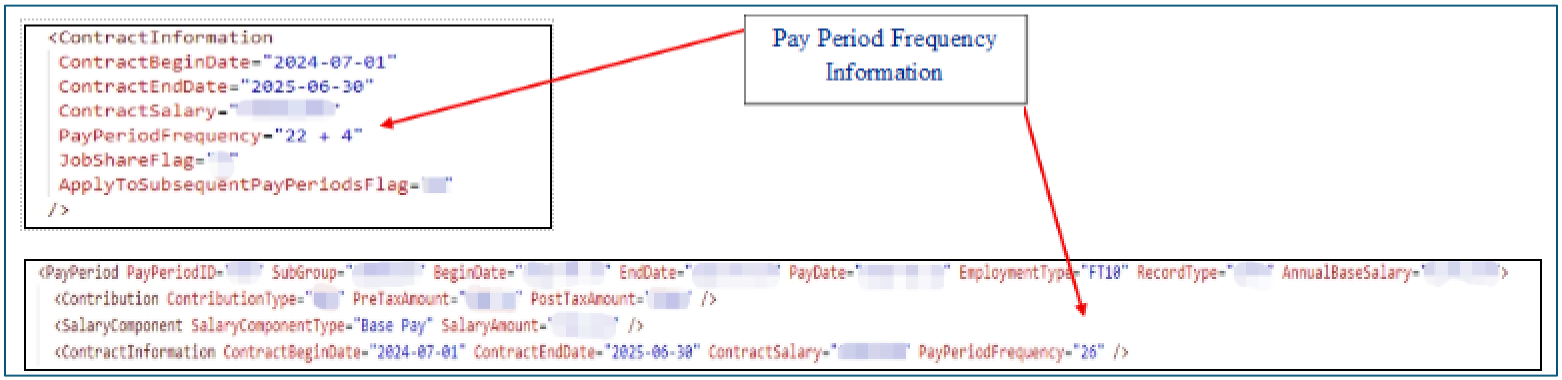
Contract Pay Period Frequency	Expected Payments	Balloon/ Lump Sum Payment Expected	How Installments are Determined	Example of what the system would expect to see reported for wages to pay total Contract Salary
22+4	22	Yes	Annual Salary/Contract Salary divided by 26, however it is **paid in 22 payments** (21 regular payments with the 22nd payment being a balloon/lump sum payment covering the remaining balance, which is equal to 5 regular payments)	$42,000.00 / 26 = $1,615.38 $1,615.38 for Base Pay for 21 payments $8,077.02 for Base Pay for final payment of contract
24	24	No	Annual Salary/Contract Salary divided by 24 equal payments	$42,000.00 / 24 = $1,750.00 $1,750.00 for Base Pay for 24 payments
24+3	24	Yes	Annual Salary/Contract Salary divided by 27, however it is **paid in 24 payments** (23 regular payments with the 24th payment being a balloon/lump sum payment covering the remaining balance, which is equal to 4 regular payments)	$42,000.00 / 27 = $1,555.56 $1,555.56 for Base Pay for 23 payments $6,222.12 for Base Pay for final payment of contract

Contract Pay Period Frequency	Expected Payments	Balloon/ Lump Sum Payment Expected	How Installments are Determined	Example of what the system would expect to see reported for wages to pay total Contract Salary
26	26	No	Annual Salary/Contract Salary divided by 26 equal payments	$42,000.00 / 26 = $1,615.3 $1,615.38 for Base Pay for 26 payments
27	27	No	Annual Salary/Contract Salary divided by 27 equal payments	$42,000.00 / 27 = $1,555.56 $1,555.56 for Base Pay for 27 payments
Not Specified	TBD	TBD	TBD	TBD

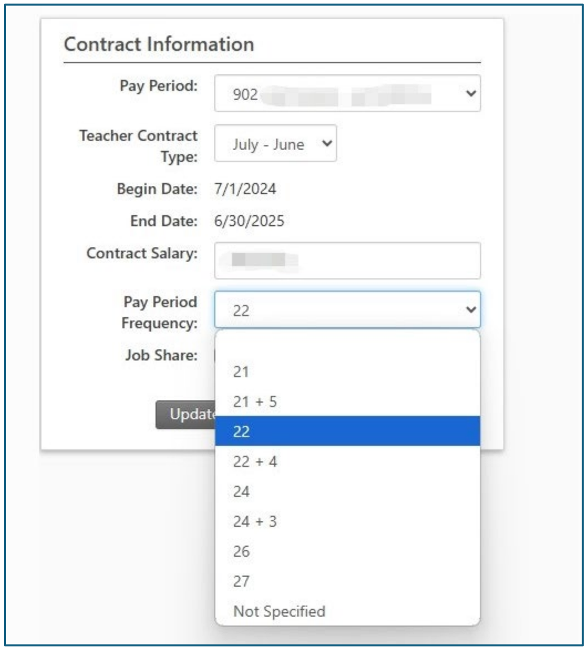
Pay Period Frequency Examples

Below are examples of what the Pay Period Frequency looks like in an XML file and in DRS.

XML Schema:



DRS:


Contract Information
Pay Period:
902
Teacher Contract Type:
July - June
Begin Date:
7/1/2024
End Date:
6/30/2025
Contract Salary:
Pay Period Frequency:
22
Job Share:
21
21 + 5
22
22 + 4
24
24 + 3
26
27
Not Specified

Maintaining Member Detail Records

Member Detail records are somewhat like 'personnel records' and are unique for each NHRS member/your employee. Member Detail records include personal information such as SSN; date of birth, hire, and participation; and marital status. Member Detail records also include pay period, salary, contribution details; contract information (if applicable), home address, phone, and email address.

Hiring Notice Regarding Re-Hire vs New Hire

When hiring individuals into your organization, determine whether they previously worked for an NHRS-participating employer, either for you in the past or for another participating employer. **Hint:** To identify whether they are an existing NHRS member, see Using Tier Lookup.

- If **yes**, they worked for an NHRS-participating employer, that means they and the employer both made contributions to NHRS in the past and that they have an NHRS member record. In this case, while the individual is "new" to **you**, they are a known individual to NHRS; therefore, they would be enrolled as a **Re-Hire**.
- If **no**, they never worked for an NHRS-participating employer, that means they do not have an NHRS member record. In this case, the individual is "new" to both you **and** NHRS; therefore, they would be enrolled as a **New Hire**.

In both cases above, the individual must be enrolled in NHRS. Official enrollment is done through a reporting batch (see How to Enroll a New Member below), which is a separate process from the 'pending' enrollment process which is a feature that enables employers to upload onboarding documentation prior to an individual's start date (see How to Upload Documents Before Member Enrollment (Pending Status)).

How to Enroll a New Member into NHRS

The official member enrollment process requires employers to report all new NHRS members as New Hires via monthly employer reporting, either via Report by File Upload or Report by Web Entry. This should be done in the first reported pay period that a member is working for an employer. This is required in order to change the member's status from Pending to Active in the NHRS Data Reporting System.

- For Report by File Upload employers, the XML file layout, or "schema," contains fields to enroll a new hire or report the re-hire of a former member. The XML Schema is an ".XSD" file that automatically downloads when right-clicked.

  Employer Reporting File Layout

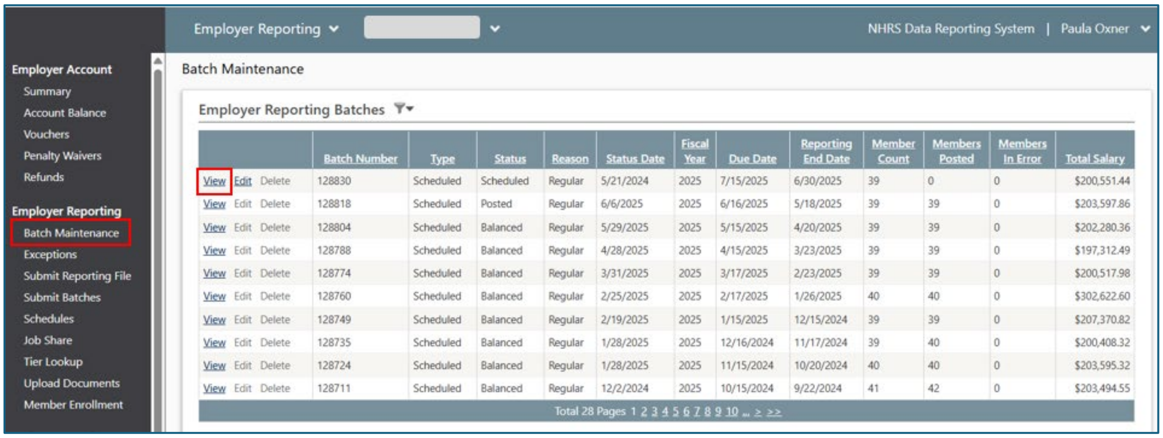
Field Name	Description	Field Value	Required or Optional	Default if not provided	XML Schema
NewHire	Indicates if the member is a new hire as of the pay period being reported	1 = True 0 = False	Required	0	Optional
ReHire	Indicates if the member is a rehire as of the pay period being reported	1 = True 0 = False	Required	0	Optional

  If not added in the file, Report by File Upload employers must wait to add new members until after all exceptions have cleared and the batch is in submitted status. When members are added this way, a manual process done by NHRS is needed. New exceptions (if any) on new members will generate.

- For Report by Web Entry employers can add members as soon as they copy the batch or build the batch manually, by following the **Adding a New Hire or Re-Hire** steps below.

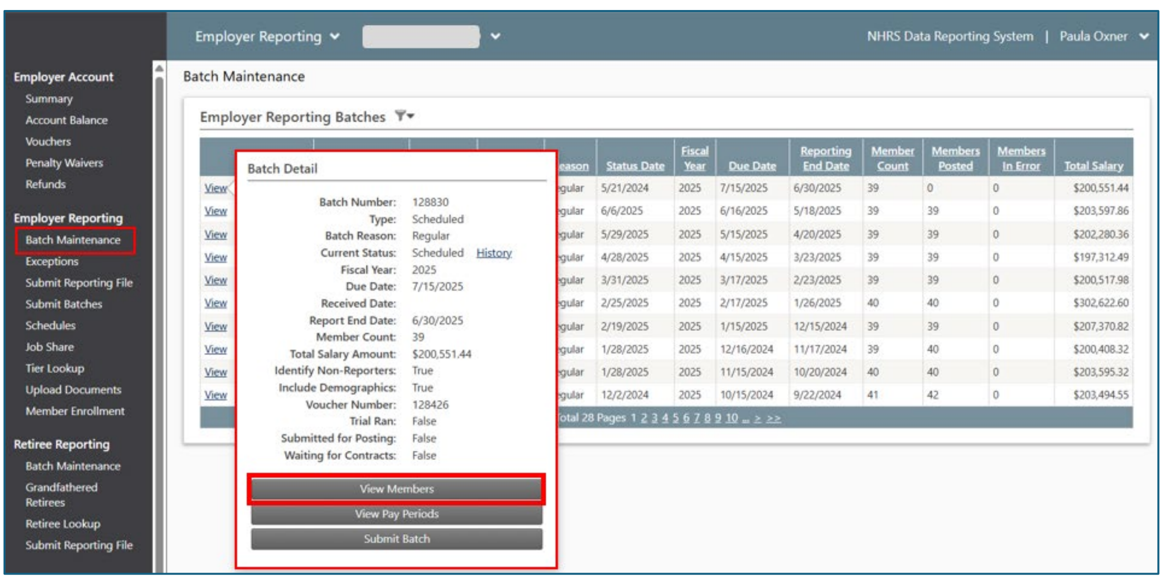
Adding a New Hire or a Re-Hire

1. From the DRS Left Menu → Employer Reporting → Batch Maintenance. The **Batch Maintenance** screen displays.

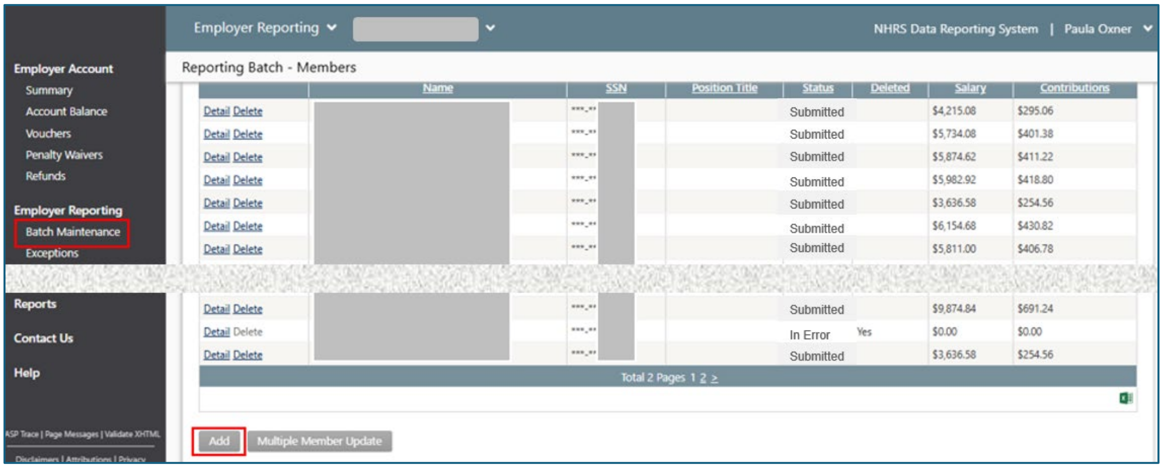


   Locate the batch that requires a new hire or re-hire. Click **View** to the left of the Batch Number. The **Batch Detail pop-up** screen displays.

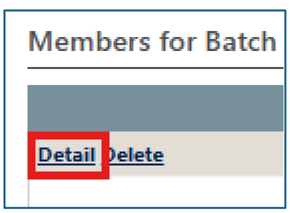
2. On the **Batch Detail pop-up** screen, click **View Members**. The **Reporting Batch – Members** screen displays.



3. On the **Reporting Batch – Members** screen, click **Add** at the bottom of the screen. The **Reporting Batch – Member Details** displays.



Note: The **Reporting Batch – Members** screen includes a **Detail** link on each row that opens the corresponding **Reporting Batch – Member Details** screen which can be used to modify a current member record.



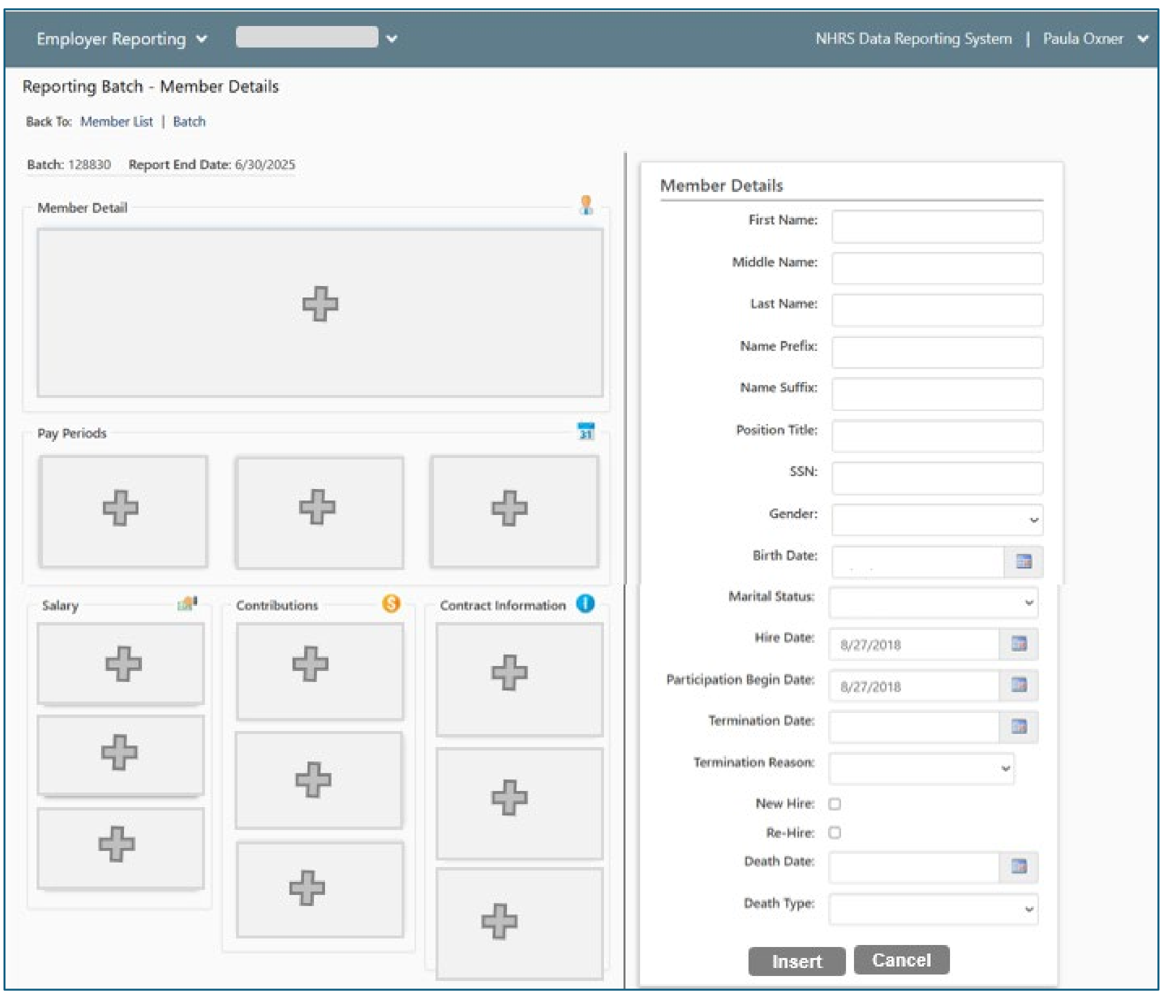
4. On the **Reporting Batch – Member Details** screen, enter the enrollment and payroll information for each category, then click either the **New Hire** or **Re-Hire** checkbox. **Hint:** To identify whether the individual is an existing NHRS member, see [Using Tier Lookup](#).

   - **New Hire:** This field is used by NHRS for tracking purposes. The New Hire checkbox is used to identify an individual who has had **no previous connection** to the New Hampshire Retirement System, in other words, it identifies an individual who is *new to NHRS* and will become a member during their first pay period. In this case, the individual is "new" to both you **and** NHRS; therefore, click the **New Hire** checkbox.

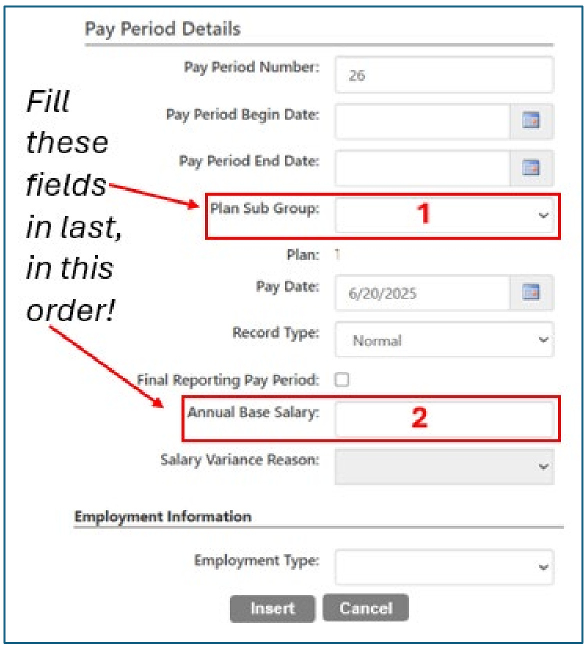
     Note: When adding a new hire to the reporting file, you must indicate that the person is a new hire; otherwise, you will see an exception asking if the person is a new hire.

- **Re-Hire:** This field is used by NHRS for tracking purposes. The Re-Hire checkbox is used to identify an individual who **has a current connection** to the New Hampshire Retirement System, in other words, it identifies an individual who *has a member record with NHRS*. In this case, while the individual is a "new hire" to **you**, they are a known individual to NHRS; therefore, click the **Re-Hire** checkbox.

Complete the screen below and review to confirm that all the required information – member details, demographic information, salary and contributions, and pay periods – has been added, then click **Insert**.



a. Add a Pey Period card by clicking the plus sign (**+**). When entering pay period info for the new member, you must fill out the pay period details in a specific order. Skip the fields labeled **Plan Sub Group** and **Annual Base Salary**. Fill in all other details, including the **Enrollment Type** at the very bottom. Finally, enter the **Plan Sub Group**, followed by the **Annual Base Salary**. **Failure to add these fields in this order will result in an error!** When all the information is entered, click **Insert**.



Tips and Troubleshooting for Enrolling Members

Here are some potential exception messages you may encounter after adding a new member and how to address them.

How do I know if someone is a new hire or a re-hire?

If you are unsure whether someone has previous NHRS service with another employer, use the **Tier Lookup** feature in the Employer Reporting menu to search by Social Security number. If the search result says the SSN was not found, choose New Hire. If the search result shows the person's name and membership tier, choose Re-Hire. See Using Tier Lookup.

There is a potential match using the name and birthdate for this member, but the SSN is different.

Solution: The DRS has identified a possible duplicate member profile. To resolve this, please carefully review the member's information, including their name, birthdate, and SSN. If you find any discrepancies, update the information accordingly.

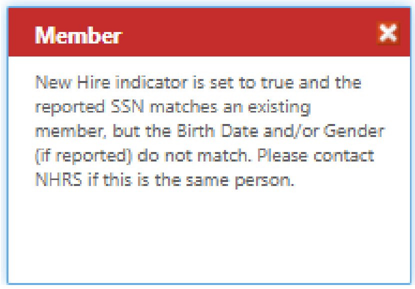
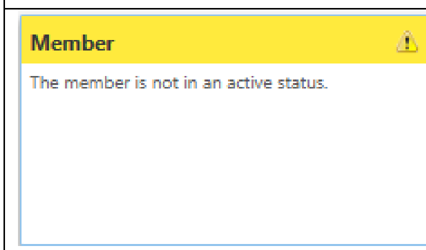
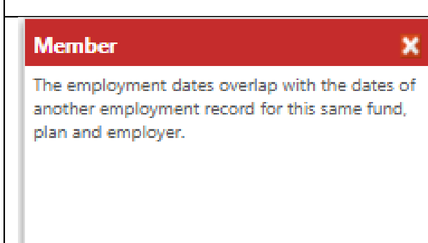
The reported SSN for the Re-hire/New Hire already exists, but the address, phone number, or email does not match what is already on file for this member.
Solution: This could mean there is a duplicate member profile. To resolve this, please carefully review the member's information, including their SSN, address, phone number, and email. If you find any discrepancies, update the information accordingly.

Participation Begin Date and Pay Period Begin Date should be reviewed for accuracy.

Solution: Verify that the Participation Begin Date aligns with the Pay Period Begin Date. If there's a discrepancy, adjust the dates as needed. Also note that Participation Begin Date is **not always** the same as the member's Hire Date.

Enrollment Troubleshooting & Common Errors

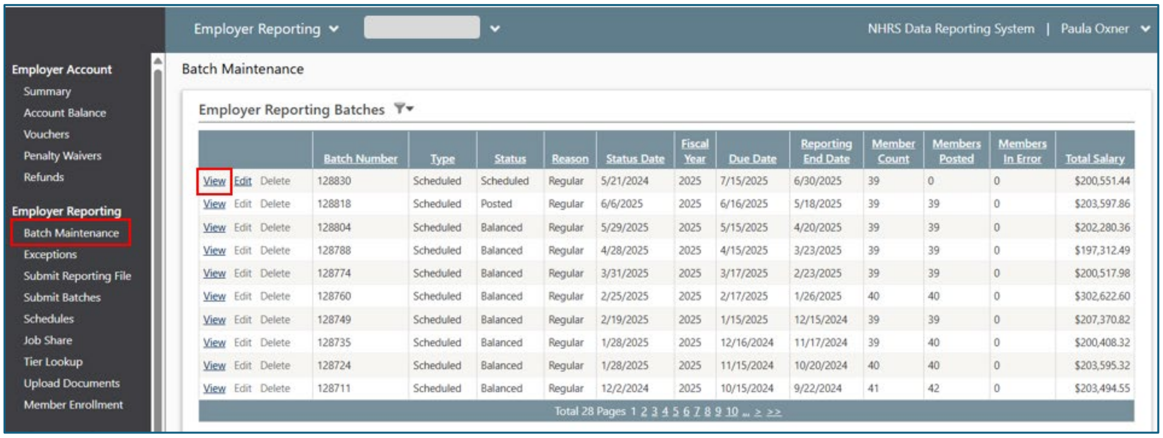
Process	**Issue**	**Resolution**
Enrollment	I have a new member, but I'm getting an error and can't enroll them.	Members may have had previous employment with NHRS. Please reach out to your Employer Reporting Relationship Manager or enter them as a new hire.
Enrollment	I received this error "Invalid phone number"	The phone number must be 7 digits and cannot start with 1 or 0.
Enrollment	I received this error "Dates must be current or in the future"	If the date is in the past, contact your NHRS Relationship Manager.
Document Upload	No member appears when searching to upload documents	Members may not have been enrolled. Run the 'Employee List' report to see if they are in a pending status – if not you can enroll them again or contact your Relationship Manager.
General	How do I find members in pending status?	Run the 'Employee List' report. If members need to be removed, contact your Relationship Manager.

Process	Issue	Resolution
Reporting	I received an error after submitting my batch. How do I fix it? 	This error occurs when the gender, birthdate, or SSN in the batch doesn't match what was submitted during enrollment. Run the 'Employee List' report to compare values. If the batch file is incorrect, update it or update it in DRS to match the enrollment record. If the enrollment data is incorrect, contact your Relationship Manager.
		This error can occur when the member is submitted without the new hire flag. Add the new hire flag and resubmit to clear.
		This error can occur when a member was submitted through the enrollment process with a hire date that is different than the hire date submitted in the reporting batch. Please contact your

Process	Issue	Resolution
		NHRS Relationship Manager for assistance. Relationship Manager contact information can be found on the Account Summary screen/DRS Dashboard under Associations.

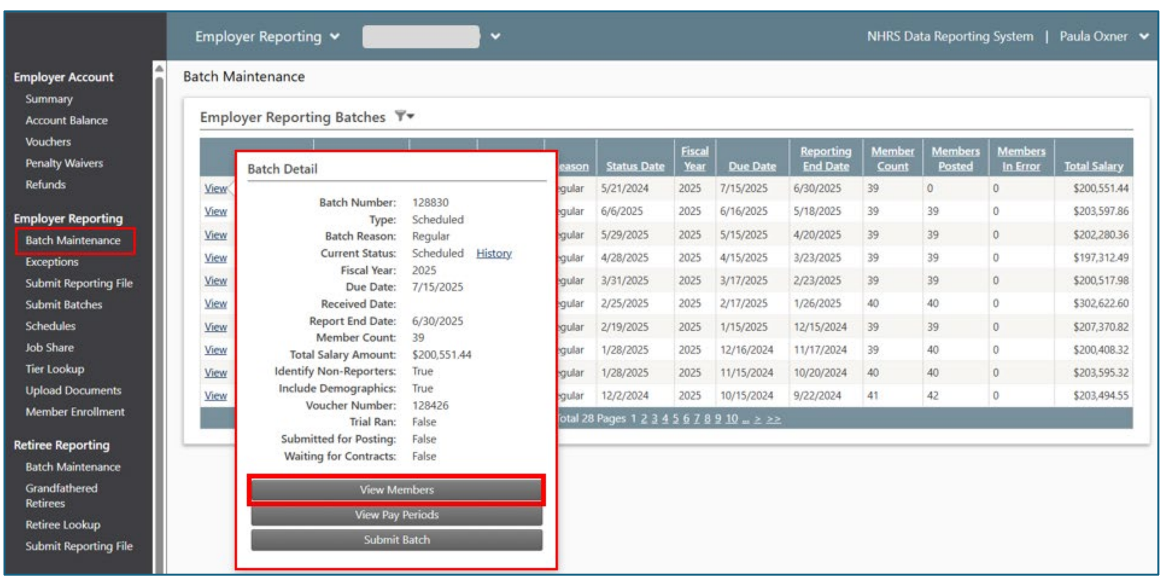
How to Modify a Member's Record

1. From the DRS Left Menu → Employer Reporting → Batch Maintenance. The **Batch Maintenance** screen displays.

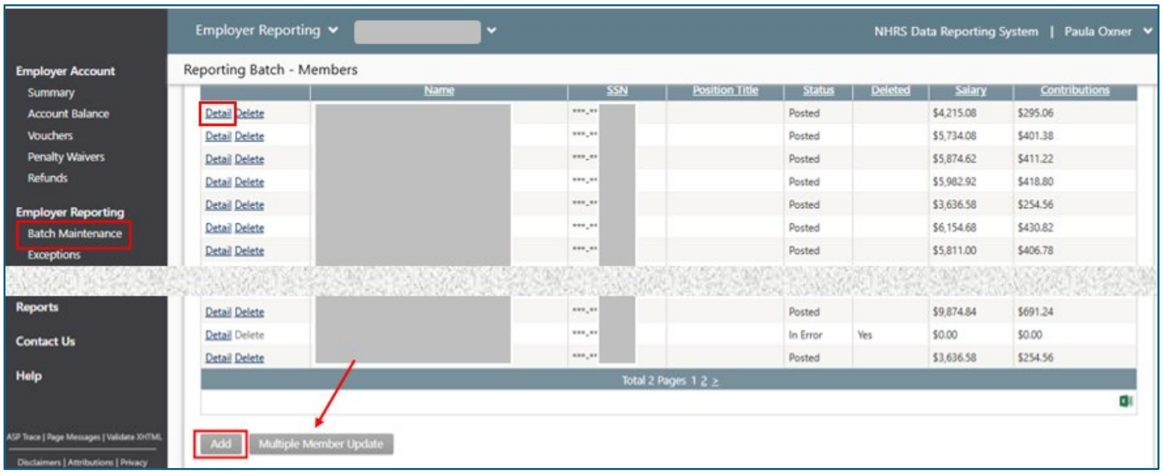


   Locate the appropriate batch containing the member whose detail record needs updating. Click **View** to the left of the Batch Number. The **Batch Detail pop-up** screen displays.

2. On the **Batch Detail pop-up** screen, click **View Members**. The **Reporting Batch – Members** screen displays.



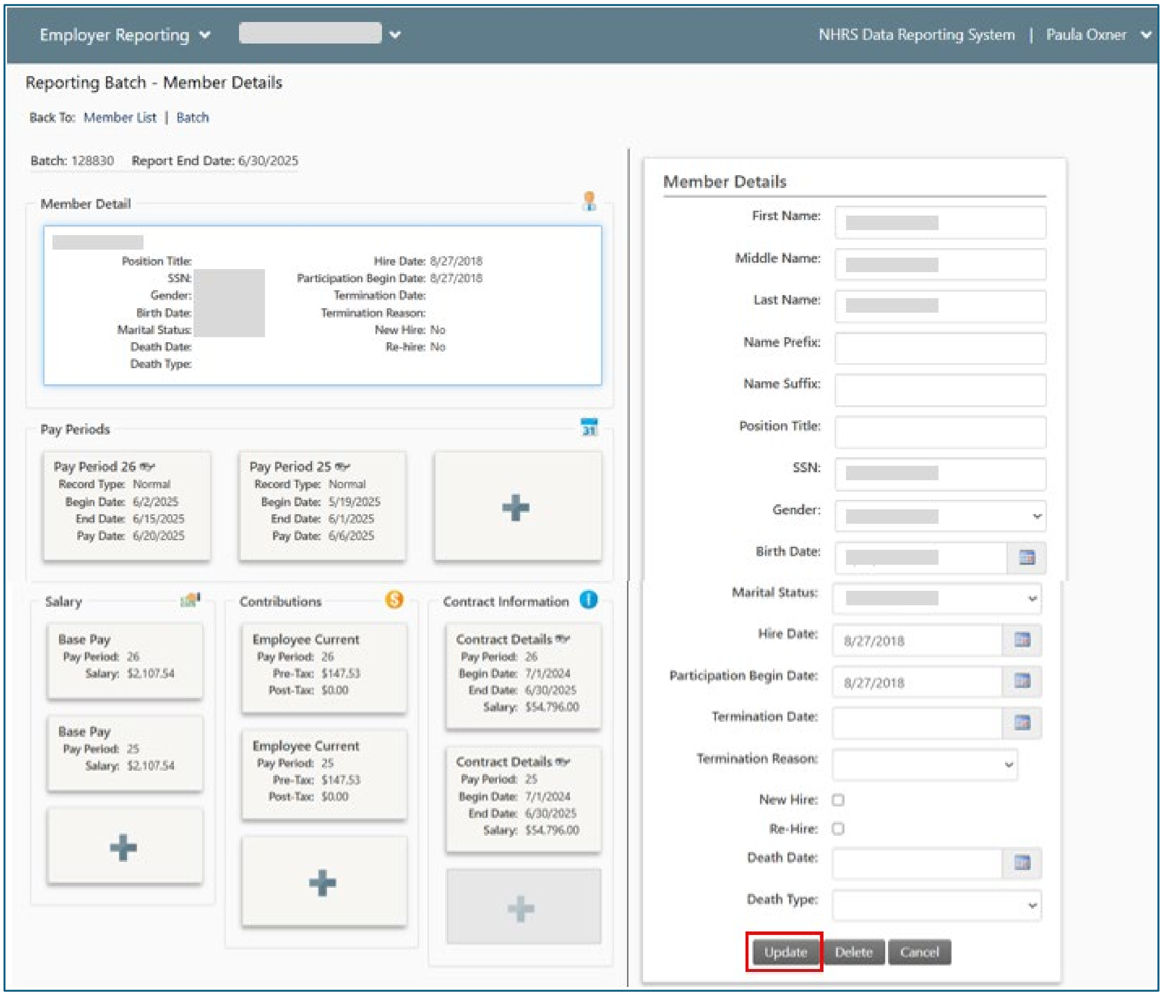
3. On the **Reporting Batch – Members** screen, you can view and update records for members already in the batch. You can also add additional members to the batch.



To **view or update** a member in the batch, click **Detail** to the left of the member's name. The **Reporting Batch – Member Details** screen displays.

To **add** additional member(s) to the batch, click **Add** at the bottom of the screen and see [How to Enroll a Member](#)).

4. The **Reporting Batch – Member Details** screen is used to maintain details related to the Member, Pay Periods, Contributions, Salary, Teacher Contract Information (if applicable to a defined pay period), Comp Over Base Pay (if applicable to a defined pay period) and Demographics.

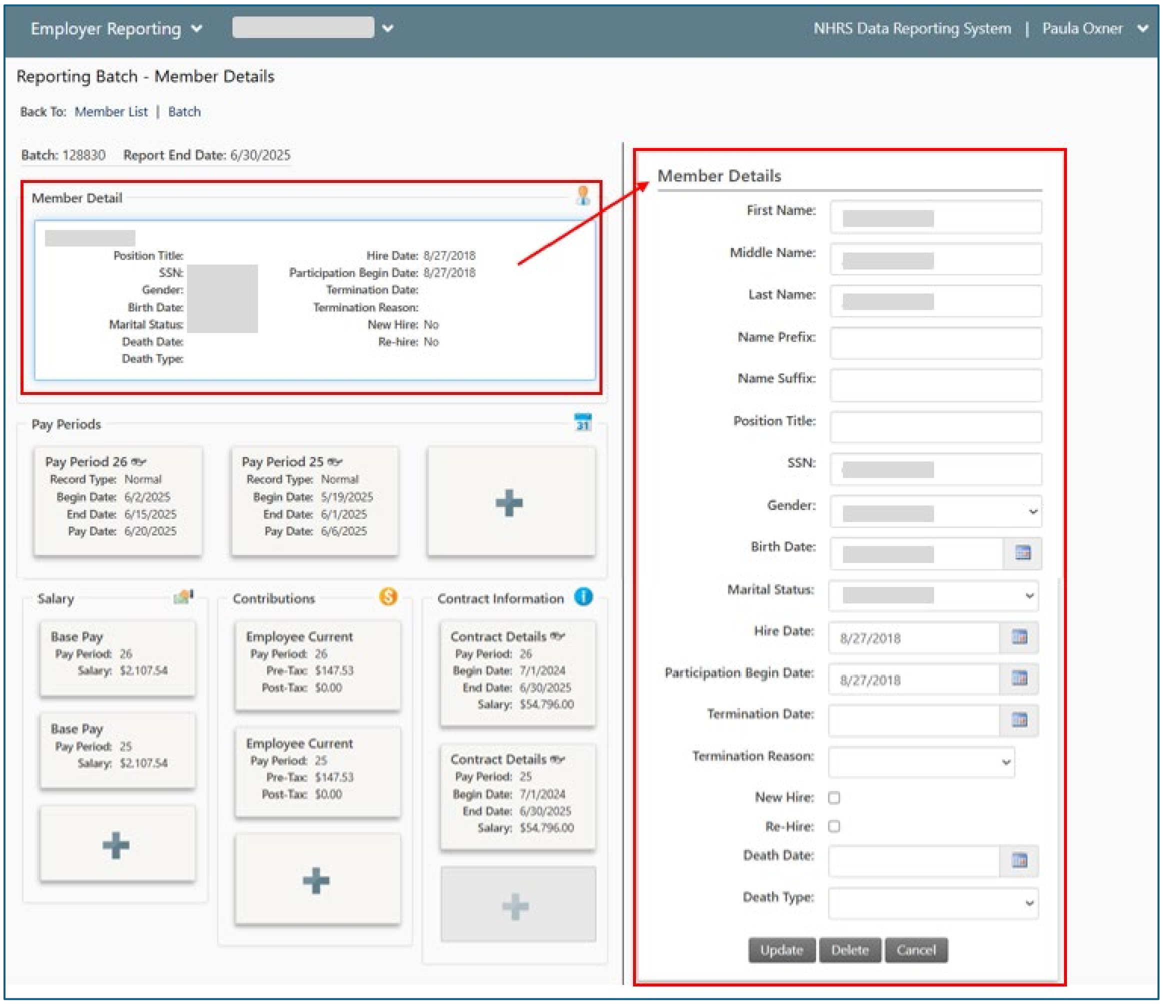


The left side of the screen displays informational tiles for Pay Periods, Salary, Contributions, etc. When a tile is selected (or the 'Add' ✚ link selected) the right side of the screen refreshes, enabling you to maintain information related to the tile clicked.

The informational tiles can be selected and modified in any order. When done modifying any information, click **Update** at the bottom of the right panel to save your changes. For details on each tile, see below:

Member Details Tile

5. The **Reporting Batch – Member Details** screen defaults to highlight the **Member Detail** tile on the left and the corresponding Member Details fields on the right. Use these fields to update/maintain the member's record in the selected batch:



- **First Name – Required**
- **Middle Name**
- **Last Name – Required**
- **Name Prefix**

- **Name Suffix**
- **Position Title**: This field is optional but encouraged. The Position Title field helps provide clearer insight into each employee's role and helps ensure accurate reporting records. This is the job title or position to be held. This is a free-text field.
  Note: A list of all employees and their position titles is available on the Employee List Report.

  Report by Web Entry employers may add the Position Title via the above **Reporting Batch – Member Details** screen.

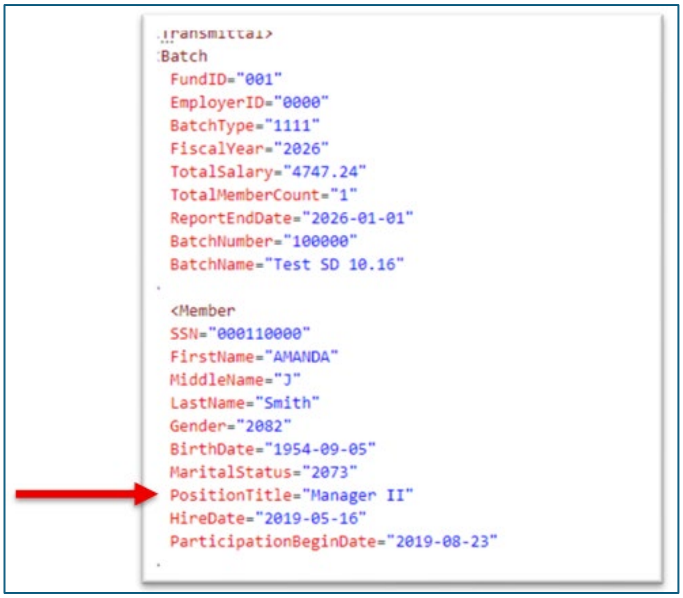
  Report by File Upload (XML Upload) employers may add the Position Title to their file as follows:

  1. The **PositionTitle** element is located under the **Member** tag in your XML submission.
     a. The **Member** tag is nested under the **Batch** tag and contains the following fields.
     b. At least one **Member** tag is required to be present per file when using the **Validate XML Schema** option when submitting the file.

Member

The Member tag is nested under the Batch tag and contains the following fields. At least one Member tag is required to be present per file when using the 'Validate XML Schema' option when submitting the file.

Field Name	Description	Field Value	Required or Optional	Default if not provided	XML Schema Definition
SSN	The Social Security Number for the member	Varchar(9), no dashes	Required		Optional
Prefix	The name prefix for the member	Varchar(10)	Optional		Optional
FirstName	The first name of the member	Varchar(25)	Required		Optional
MiddleName	The middle name of the member	Varchar(25)	Optional		Optional
LastName	The last name of the member	Varchar(25)	Required		Optional
Suffix	The name suffix of the member	Varchar(25)	Optional		Optional
BirthDate	The birth date of the member	Date, format: YYYY-MM-DD	Required		Optional
Gender	The gender code for the member	2082 = Female 2079 = Male 2077 = Unknown	Required		Optional
MaritalStatus	The marital status code for the member	2075 = Divorced 573 = Domestic Partner 2071 = Married 2073 = Separated 2068 = Single 2077 = Unknown 3470 = Widowed	Optional		Optional
PositionTitle	Position Title of the Employee	Use Position Title of the Employee, must be less than 60 characters	Optional		Optional
HireDate	The hire date of the member for this specific employment	Date, format: YYYY-MM-DD	Required		Optional
ParticipationBeginDate	The participation begin date of the member for this specific employment	Date, format: YYYY-MM-DD	Required		Optional
EmploymentTerminationDate	The date of employment termination, if applicable. Not applicable if a DeathDate is reported.	Date, format: YYYY-MM-DD	Optional		Optional
TerminationReason	The termination reason if a member is terminating	30000312 = Terminated Employment 30000311 = Settlement 4 = Death	Required if Employment Termination Date reported		Optional
DeathDate	The date of death of the member, if applicable	Date, format: YYYY-MM-DD	Required if Death Type reported		Optional
DeathType	The death type code, if applicable	2419 = Duty 2422 = Non-Duty 2424 = Violent	Required if Death Date reported		Optional
NewHire	Indicates if the member is a new hire as of the pay period being reported	1 = True 0 = False	Required	0	Optional
ReHire	Indicates if the member is a rehire as of the pay period being reported	1 = True 0 = False	Required	0	Optional



```
Transmittal>
Batch
 FundID="001"
 EmployerID="0000"
 BatchType="1111"
 FiscalYear="2026"
 TotalSalary="4747.24"
 TotalMemberCount="1"
 ReportEndDate="2026-01-01"
 BatchNumber="100000"
 BatchName="Test SD 10.16"

 <Member
 SSN="000110000"
 FirstName="AMANDA"
 MiddleName="J"
 LastName="Smith"
 Gender="2082"
 BirthDate="1954-09-05"
 MaritalStatus="2073"
 PositionTitle="Manager II"
 HireDate="2019-05-16"
 ParticipationBeginDate="2019-08-23"
```

- **SSN – Required:** Must be 9 numeric digits; it cannot already exist in the batch.
- **Gender – Required:** Options are:
  - Female (XML Value = 2082)
  - Male (XML Value = 2079)
  - Not Specified (XML Value = 2077)
- **Birth Date – Required:** The member's date of birth.
- **Marital Status:** Options are:
  - Divorced (XML Value = 2075)
  - Domestic Partner (XML Value = 573)
  - Married (XML Value = 2071)
  - Not Specified (XML Value = 2077)
  - Separated (XML Value = 2073)
  - Single (XML Value = 2068)

   - Widowed (XML Value = 3470)

- **Hire Date – Required:** The date when the member was hired.

- **Participation Begin Date – Required:** Must be greater than or equal to the Hire Date. This is **not** always the member's Hire Date; its purpose is to record the date when the member officially **begins participating** (making contributions) in the New Hampshire Retirement System (NHRS).

  In some cases, the Participation Begin Date may align with the member's Hire Date, which is fine. Please verify **Hire** and **Participation Begin** dates before entering them. This can be a future date.

  When the **Participation Begin Date** is a future date, it enables employers to upload documentation ahead of the members first payroll period, while the member's status is Pending. This reduces the administrative load associated with employee onboarding. Uploading documentation early is especially beneficial for FT-10 employers. See **Teacher Tip** below:

Teacher Tip – Upload Documentation Early

When the Participation Begin Date is set in the future, FT-10 employers can upload documentation ahead of the members first payroll period, which is helpful when many individuals will begin working at approximately the same time. For example, many teachers may have a Hire Date of mid-June but do not begin work until the end of August. The Participation Begin Date for those teachers should be the August date. The ability to upload documentation at a leisurely pace, versus having to wait until after the first pay period in September, is a lifesaver for many NH SAUs.

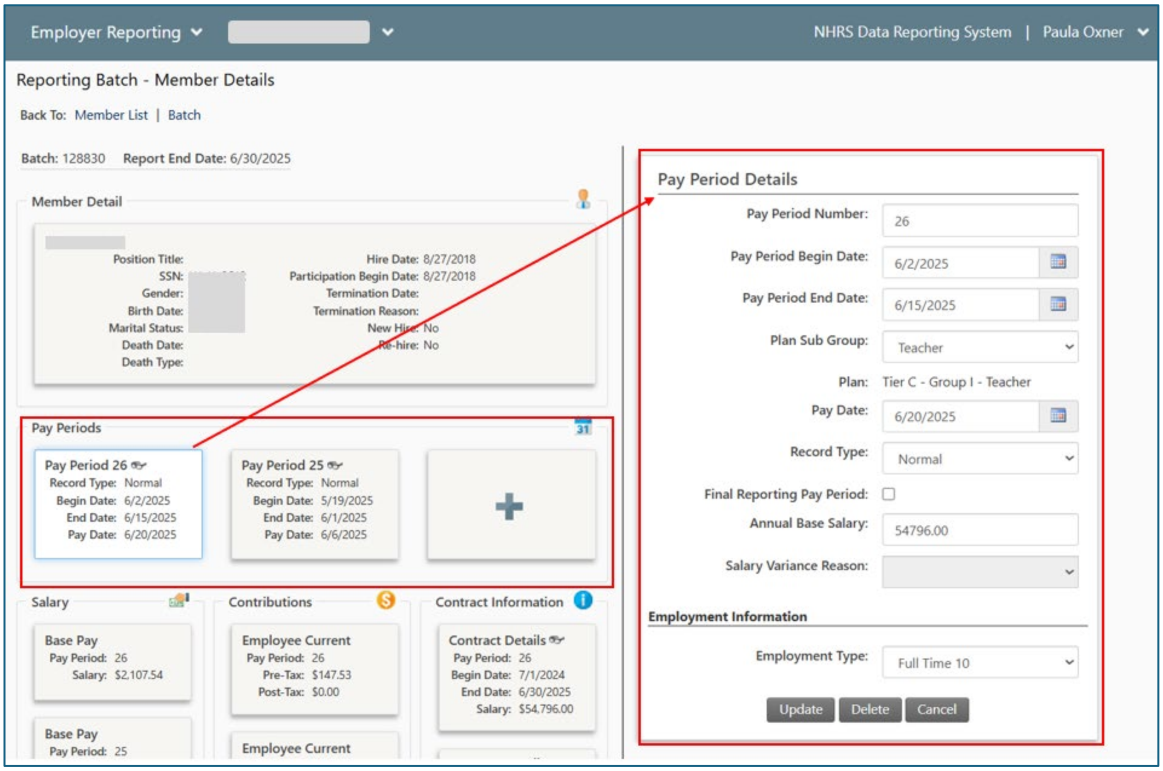
- **Termination Date:** Required if Termination Reason is selected below, or if one of the member's Pay Period tiles is flagged as the Final Reporting Pay Period.
- **Termination Reason:** Required if Termination Date is entered. Options are:
  - Terminated Employment (XML Value = 30000312)
  - Death (XML Value = 4)
- **New Hire:** This field is used by NHRS for tracking purposes. The New Hire checkbox is used to identify an individual who has had **no previous connection** to the New Hampshire Retirement System, in other words, it identifies an individual who is *new to NHRS* and will become a member during their first pay period.
  If the individual has *never* been a member of NHRS, click the **New Hire** checkbox. (XML Values: 1 = True, 0 = False)
  Hint: To identify whether the individual is an existing NHRS member, see Using Tier Lookup.
- **Re-Hire:** This field is used by NHRS for tracking purposes. The Re-Hire checkbox is used to identify an individual who **has a current connection** to the New Hampshire Retirement System, in other words, it identifies an individual who *has a member record with NHRS*.
  If the individual is currently a member of NHRS, click the **Re-Hire** checkbox. (XML Values: 1 = True, 0 = False)
  Hint: To identify whether the individual is an existing NHRS member, see Using Tier Lookup.
- Death Date – Required if Death Type is selected.
- Death Type – Required if Death Date is entered and/or Termination Reason is Death. Options are:

- Duty (XML Value = 2419)
- Non-Duty (XML Value = 2422)
- Violent (XML Value = 2424)

6. When done modifying Member Details, click **Update** to save changes.

Pay Period Details Tile

7. Clicking a Pay Period tile on the left, displays the corresponding Pay Period Details fields on the right:



- **Pay Period Number:** Cannot be more than 9 digits.
- **Pay Period Begin Date – Required**
- **Pay Period End Date – Required:** Must be on or after Pay Period Begin Date
- **Plan Sub Group – Required:** Provides a drop-down list of available sub groups to which a member may belong. Use the down arrow to selection either:
    - Employee (XML Value = 3123)
    - Teacher (XML Value = 30000163)
    - Fire (XML Value = 30000164)

    - Police (XML Value = 30000165)

- **Plan – Auto-filled.** When a Sub Group is chosen above, the system automatically displays the appropriate Plan (Tier and Group) defined for the employer. See Glossary / Plan for more details.
- **Pay Date – Required**
- **Record Type – Required:** Options are:
    - Normal, the default (XML Value = 2544)
    - Pay Period Adjustment (XML Value = 2547)
- **Final Reporting Pay Period:** The Termination Date must be set if one of the reporting pay periods is the Final Reporting Pay Period.
- **Annual Base Salary – Required if Record Type is Normal.** The member's Annual Base Salary. Must be greater than 0.

- **Salary Variance Reason:** The explanation for a salary variance. This is only enabled when the salary variance has occurred during trial or posting processing and the exceptions are being processed, and it is only enabled on the pay period for which the variance occurred. Below is a list of the Salary Variance Reasons. For additional details and a PDF listing of the reasons, see Salary Variance Reasons Including Potential Scenarios on the NHRS website for full details. Variance options are:
  - **Annual Salary Increase**
    - Change in Annual Salary due to pay increase that will be ongoing (Step increase, pay increment, promotion/position change).
  - **COLA Increase**
    - One time Cost-of-Living Adjustment increase.
  - **Disability Supplemental Wages**
    - Unpaid/reduced hours due to a non-work-related disability and not covered by Employer Sponsored Disability plan (Within same pay period).
    - Unpaid or low wages due to FMLA (Within same pay period).
  - **Extra-Curricular/Additional Duties**
    - Sports coaching, music & art activities, tutoring, GED instruction, advising and supervising student clubs and other activities that involve the direct participation of students. In addition, pay for activities that do not involve direct student participation but are related to the school's education mission. These include, but are not limited to: Mentoring, Curriculum development, workshop planning and presenting, Department Heads, Team Lead, Evaluation Committee, etc.

        - Summer wages (Teacher and Employee FT-10 members only).

- **Final Wages:** If this salary variance reason is selected, during the next trial or posting, the system validates that the pay period/member is associated to a Tier A plan; otherwise, another exception error occurs related to the reason not being acceptable. The employer must pick another salary variance reason or change the salary.
    - Wages owed to Termination Date.
    - Potential multiple payouts within one pay period.
- **Holiday Pay**
    - In lieu of Holiday Pay.
    - Unused Holiday pay (Tier A members only).
        - Amount paid in addition to base pay for working on a Holiday (Reported as Compensation Over Base (COB) for Tier B and Tier C members).
- **Leave of Absence Begin**
    - Start date of when a member is considered to begin the **unpaid** or **low wages** portion of the Leave of Absence period. A leave of absence must be longer than one pay period. When this salary variance reason is selected, a date-picker displays, allowing you to select the start/begin date.
      When the batch is posted:
      - A Leave of Absence record is created on the member's account for informational purposes.
      - A batch notice is created to indicate a leave began.
      - The member's Pay Status is set to **LEAVE** for the pay period.
      Notes:

- The **Leave of Absence Begin** reason may be applied to members who are on a sabbatical if employer reporting detects a salary variance. If no salary variance for reduced pay is detected, then leave of absence does not apply to the sabbatical.
- Members on a leave of absence with zero reported pay will not receive service credit.
- Members with a valid **Leave of Absence Begin** date do not generate non-reporter exceptions.

- **Leave of Absence End**
  - Return to regular wages, marking the end to the Leave of Absence (Leave of Absence Begin must be elected in a prior pay period). When the salary variance reason **Leave of Absence End** is selected, a date-picker displays, allowing you to select the end date of the leave.
    When the batch is posted:
    - A batch notice is created to indicate a leave ended.
    - The member's Pay Status is set to **ACT** for the pay period.
- **Longevity Pay:** If this salary variance reason is selected and a Termination Date is reported, a batch notice occurs at posting for the member; otherwise, no further action occurs.
  - Longevity Pay (Reportable for all tiers).
  - End of Career Longevity Pay (Reportable for Tier A Only).

- **Military Differential Wages**
  - Member who was called to active military duty, change in wages that represent the difference from regular pay and their military pay.
- **Other-Contact NHRS**
  - If no other reason is acceptable, provide an additional explanation why the variance is occurring to your dedicated NHRS Relationship Manager. If this field is selected, DRS generates a warning exception to force NHRS to review the variance.
- **Overtime**
  - Overtime.
  - Compensation Time payout (Tier B and Tier C report as COB).
- **Remaining Contract Payout**
  - Remainder of Contract paid.
    - Pay period frequency that accounts for balloon payment not able to be elected.
    - Teacher Member that terminates mid-year.
- **Retirement Incentive**
  - Incentive pay for retiring - (Only reportable for Tier A members).
- **Retro Adjustment**
  - Pay owed to the member for prior time period not paid until current reporting period.
  - A batch notice is generated for the Retro Adjustment.

- **Salary Continuance**
  - Reporting Employer Sponsored Short-Term or Long-Term Disability payments. A completed Salary Continuance Reporting Form referencing batch number is also needed. In this instance, the pay period is removed from the scheduled batch, and the member and the pay are moved into a new unscheduled batch with the same pay period information. Additionally, a Salary Continuance record is generated for the member.
- **Settlement**
  - If selected as the reason, settlement paperwork should be emailed to the NHRS Relationship Manager.
- **Shift Differential**
  - Additional Pay for working a specific shift (2nd, 3rd shift, etc.).
- **Stipend**
  - Annual Attendance stipend or bonus.
  - Additional compensation that is not "additional pay for extracurricular instructional activities" only if it is properly designated by the Employer as part of the Base Compensation in accordance with NHRS policy and guidance.
  - Many employers pay a wide variety of stipends to members who perform extra duties. For further guidance on whether a stipend is reportable, please review the Statutory Interpretive memos notated above.

- **Teacher Development Pay**
  - Teacher Development pay that is not part of the contracted annual salary. (Teacher Member only). This should be reported as COB for Tier B and Tier C Teacher members.
- **Unpaid Leave Time/Reduced Hours**
  - Reduced wages due to unpaid leave or reduced pay due to school vacation, no accrued available to be used, etc.
  - Unpaid Leave of Absence (Begin and End dates are within the same pay period).
- **Unused Sick/Unused Vacation Pay:** If this salary variance reason is selected, during the next trial or posting, the system validates that the member is on a Tier A plan for the pay period.
  - Accrued (unused) leave time paid out (Sick, vacation, floating holiday, etc.).
  - Terminal Pay (Unclassified State Employees).
- **Workers' Comp**
  - Change in wages due to being on Workers' Compensation.
    - Pay from Accrued Leave time (Report as Base Pay.)
    - Supplement pay paid by ER per Collective Bargaining Agreement (Tier B and Tier C – report as COB).
    - Pay for working a reduced schedule (Report as Base Pay).

- **Employment Type – Required if Record Type is Normal.** Provides a dropdown of employment type codes associated with the employer:
    - Full Time 10 (XML Value = FT10)
    - Full Time 12 (XML Value = FT12)

Teacher Tip – Employment Type

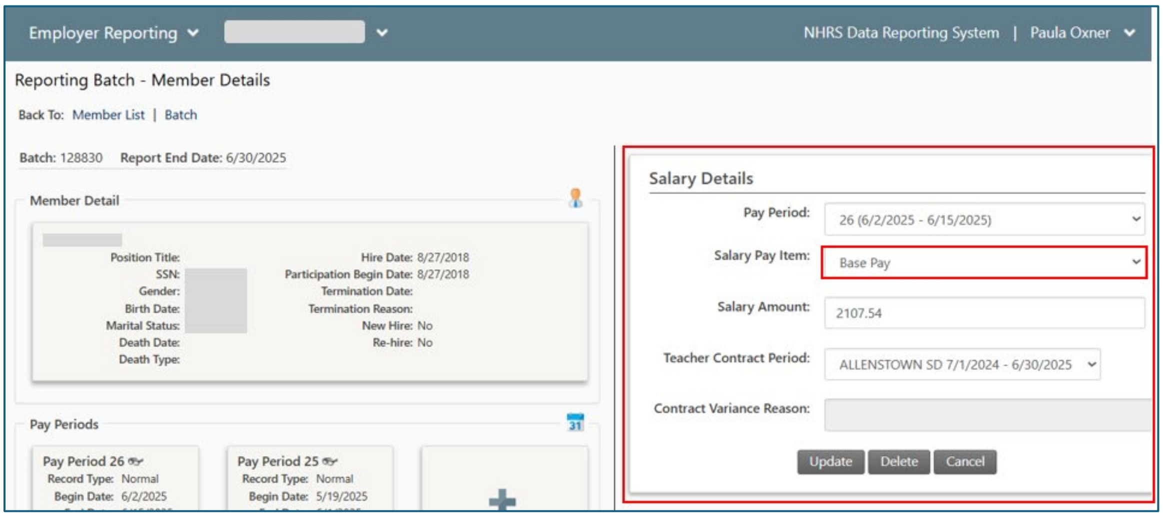
Employers with teachers must select the Full Time 10 option; otherwise, if a teacher is reported with an Employment Type of Full Time 12, the following exception message occurs: *“The value FT12 is not a valid value for the employment type.”*

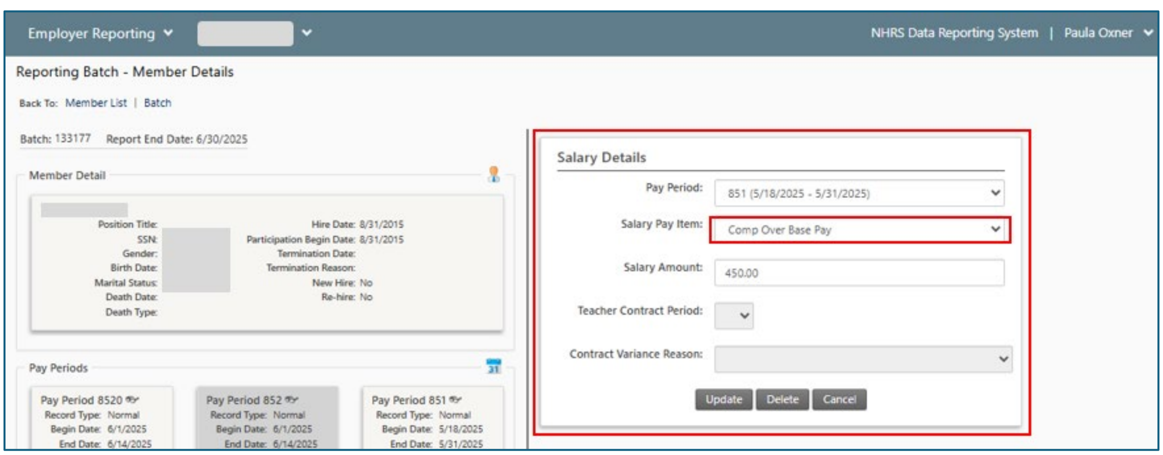
8. When done modifying Pay Period Details, click **Update** to save changes.

Salary – Base Pay Details Tile

Salary – Comp Over Base Pay Details Tile

9. On the left side of the **Reporting Batch – Member Details** screen, under the heading Salary, there are two possible tiles to select: **Base Pay** and **Comp Over Base Pay** (if applicable). Both tiles include the same fields listed below, the only difference is the Salary Pay Item field, which is either Base Pay or Comp Over Base Pay:



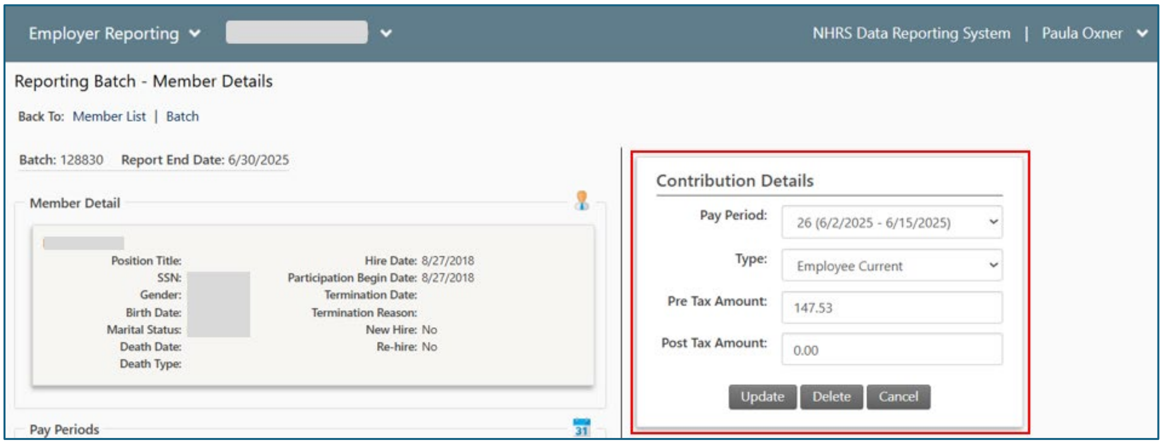


- **Pay Period – Required:** This field displays a pay period number followed by the corresponding pay period begin/end dates. This is the pay period to which the salary is associated. The dropdown lists current and prior pay periods.
- **Salary Pay Item – Required:** Salary Pay Items associated with the employer and the plan reported on the select Pay Period. Multiple Salary records with the same Salary Pay Item cannot exist for the same pay period. Dropdown options are:
    - Base Pay
    - Comp Over Base Pay (COB)
    - Extra Duty Pay (EDP) (For Tier A, Group 2 only)
- **Salary Amount:** Must be a non-zero amount.
- **Teacher Contract Period – Required if the reported plan is a teacher plan:** Provides a dropdown list of Teacher Contract Periods associated to the member's account. Defaults to the current contract period. The dropdown selections are limited to the *current* contract period and the *previous* contract period.
- **Contract Variance Reason – Required and displayed if the Contract Variance exception is triggered on the salary record.** A dropdown list of reasons the user may select to process the variance.
    - Prior Contract Pay
    - Teacher Summer Wages/Contract Payout
    - Other

10. When done modifying Salary Details, click **Update** to save changes.

Contribution – Employee Current Details Tile

11. Clicking the **Contributions** tile on the left, displays the corresponding fields on the right:



- **Pay Period – Required:** This field displays a pay period number followed by the corresponding pay period begin/end dates. This is the pay period to which the contribution is associated. The dropdown lists current and prior pay periods.
- **Type – Required:** Contribution Types defined to the fund. Multiple contribution records with the same Contribution Type cannot exist for the same pay period. Dropdown options are:
    - Employee Current (XML Value = 501)
    - Additional Annuity (XML Value = 503)
- **Pre Tax Amount:** Cannot be negative if the associated Pay Period Record Type is Normal.
- **Post Tax Amount:** Cannot be negative if the associated Pay Period Record Type is Normal.

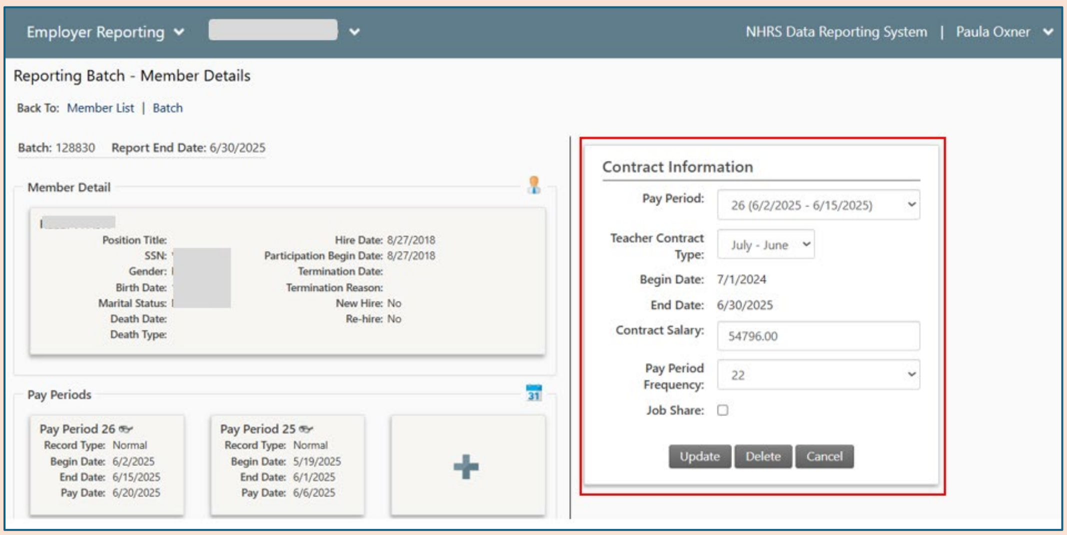
12. When done modifying Contribution Details, click **Update** to save changes.

Contract Information Tile

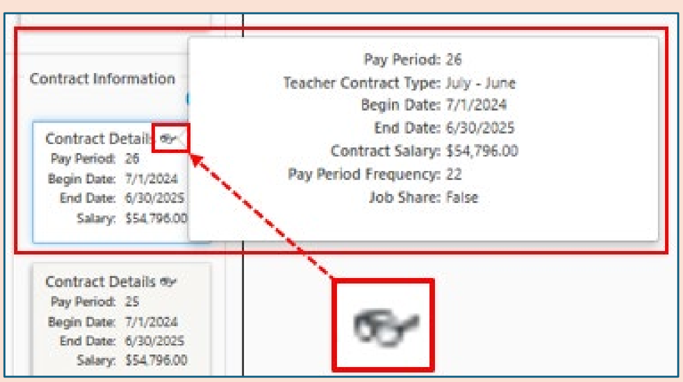
Teacher Tip – Contract Information

When a member is working for a plan that has contracts, the Contract Information tile is available.

Clicking a Contract Details tile on the left, displays the corresponding fields on the right:



Note: The Contract Details tile includes an eyeglass icon. Clicking the icon displays the details of the selected contract.



- **Pay Period – Required:** The Pay Period Number and Pay Period Begin and End Dates from the Pay Periods defined to the member in the batch. Identifies the pay period to which the salary is associated.
- **Teacher Contract Type:** The contract type associated to the Teacher Contract Period. The list displays all configured Contract Types for the employer.
- **Begin Date – Required:** The begin date of the contract.
- **End Date – Required:** The end date of the contract. Must be greater than the contract Begin Date.
- **Contract Salary – Required:** The total contract salary for the contract period defined. Must be greater than 0.
- **Pay Period Frequency – Required:** The rate at which the member is paid, based on the Pay Period Frequency values defined for the employer, Typically, this is 12 or 26.
- **Job Share:** A checkbox to indicate the member is working under a job share. Additional fields appear if selected. See Maintaining Job Share Positions for more details.

13. When done modifying Contract Information, click **Update** to save changes.

Demographics Tile

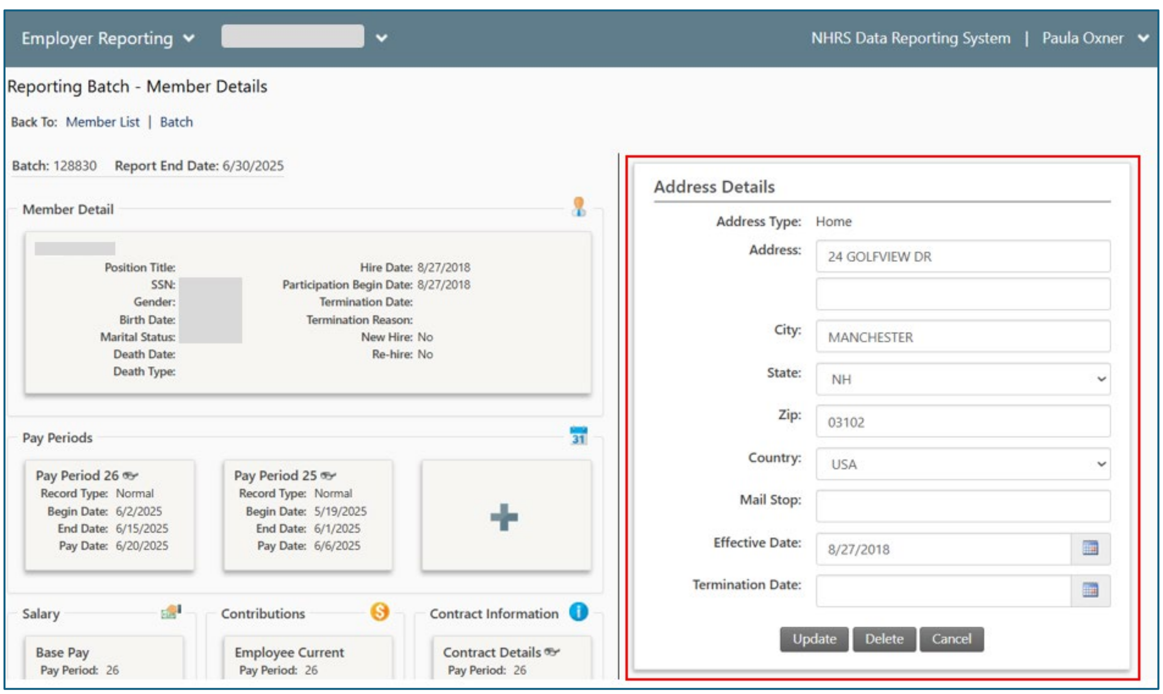
14. The information tiles in the Demographics group are enabled after a member record has been added. This group is used to add and update Address, Email, and Phone records for the member. To add a new Address, Phone, or Email record, select the 'Add' ✚ link (or the tile itself if no record exists) and the record details can be entered in the section to the right. The 'Insert' link is used to save the details and then the details appear in the tile. Populated tiles can be updated by clicking on them, making changes as needed, and clicking Update.

15. Address, phone, or email information can be removed from the batch by clicking the **Delete** link for the appropriate information.

Address Details Tile

16. Address Details are only required for New Hires.

    Clicking the **Address** tile on the left, displays the corresponding fields on the right:

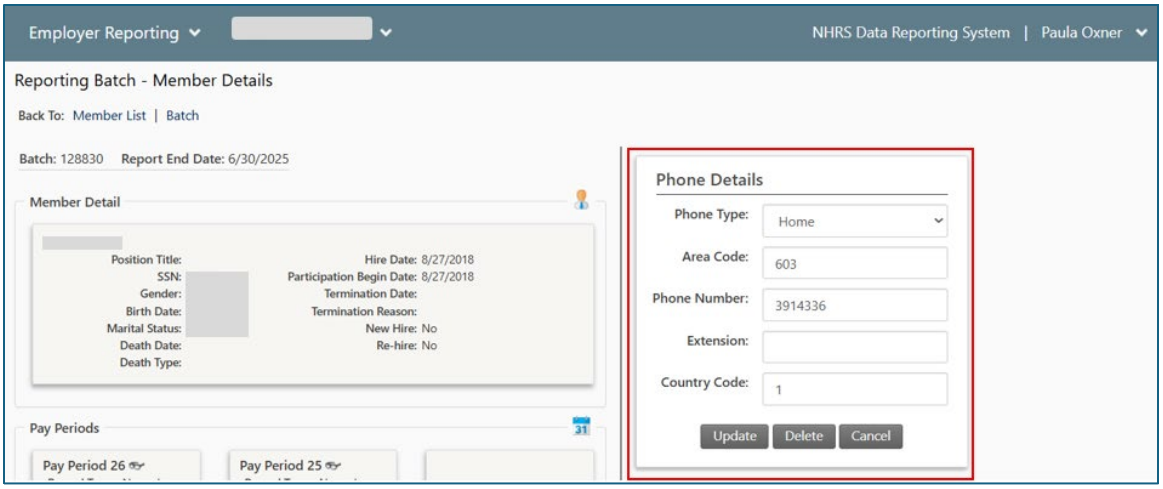


- **Address Type – Required:** Auto-filled with Home, which is the only Address Type allowed. (XML Value = 2203)
- **Address – Line 1 Required.**
- **City – Required.**
- **State – Required if Country is USA.** Dropdown options include abbreviations for all 50 US states, plus military and territory abbreviations as well.
- **Zip – Required if Country is USA:** Must be 5 or 9 digits.
- **Country – Required:** Defaults to USA. (XML Values: USA = 481, Mexico = 335, Canada = 107)
- **Mail Stop**
- **Effective Date – Required.**
- **Termination Date:** If entered, it must be greater than the effective date.

17. When done modifying Address Details, click **Update** to save changes.

Phone Details Tile

18. Clicking the Phone tile on the left, displays the corresponding fields on the right:



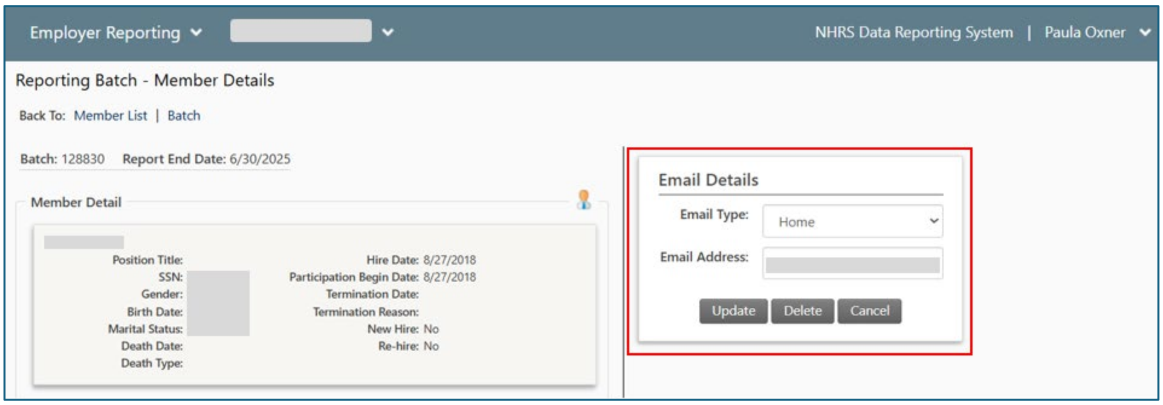
- **Phone Type – Required:** Multiple phone records with the same type not allowed. Options are:
  - Cell (XML Value = 2245)
  - Fax (XML Value = 2247)
  - Home (XML Value = 2203)
  - Main (XML Value = 2016)
  - Pager (XML Value = 2249)
  - Work (XML Value = 2205)
- **Area Code – Required if Country Code is 1 (USA):** If Country Code is 1, must be 3 digits and cannot begin with 0 or 1.
- **Phone Number – Required if Country Code is 1 (USA):** If Country Code is 1, must be 7 digits.
- **Extension**

- **Country Code – Required:** Defaults to 1 for USA.

19. When done modifying Phone Details, click **Update** to save changes.

Email Details Tile

20. Clicking the Email tile on the left, displays the corresponding fields on the right:

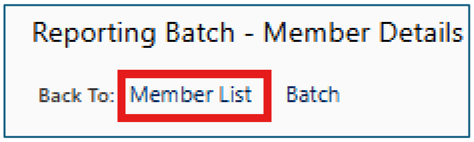


- **Email Type – Required:** Multiple email records with the same type not allowed. Options are:
    - Home (XML Value = 2203)
    - Main (XML Value = 2016)
    - Other (XML Value = 619)
    - Work (XML Value = 2205)
- **Email Address – Required:** The email address format is validated during the trial and posting process.

21. When done modifying Email Details, click **Update** to save changes.

Next Step:

When a member's complete detail has been added, you can return to the **Reporting Batch – Members** screen or the batch record by clicking the **Member List** or **Batch** links at the top of the screen.



How to Modify Multiple Member Records at Once

DRS includes a **Multiple Member Update** link that is extremely handy for situations where many members in a batch require similar updates before processing. This option is available for batches in a status of Scheduled, Unscheduled, or Submitted.

To access the Multiple Member Update feature:

1. From the DRS Left Menu → Employer Reporting → Batch Maintenance.
2. On the **Batch Maintenance** screen, click **View** to the left of your desired batch.
3. On the Batch Detail pop-up screen, click View Members.
4. On the bottom of the **Reporting Batch – Members** screen, click the **Multiple Member Update** button. The **Multiple Member Update** screen displays. From here:
    a. Select one or more **Update Types** (Member Details, Pay Period, Salary, Contribution, SPC [Service Purchase Contract], Address, Phone, Email) to include in the review cycle. For example, if only contribution amounts need to be changed, then only the **Contribution** option should be checked, and only contribution detail records are included when cycling through records for each selected member.
    b. Next, select the members to be updated using one of the following:
        - To include all members in the cycle, click the **Review All** link.

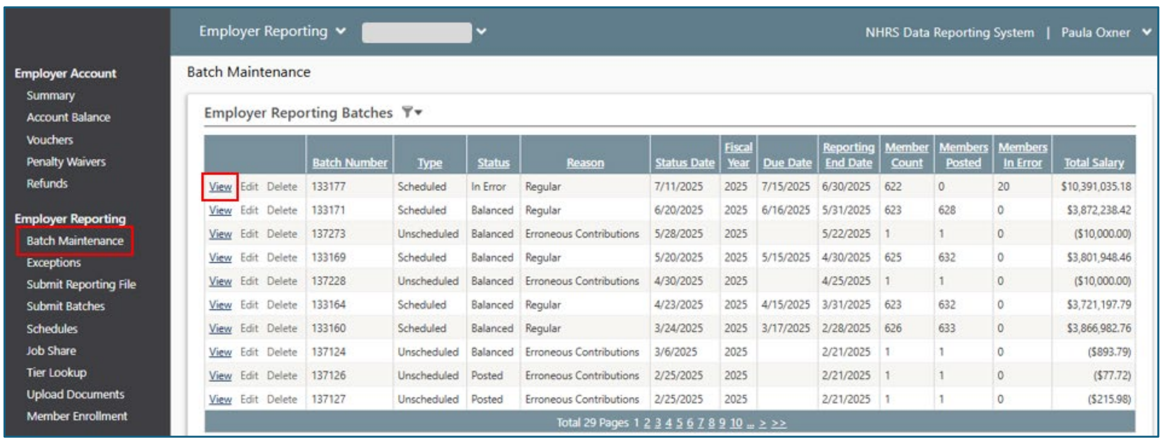
- To include only a subset of the batch members in the cycle, select the box next to each desired member record, then click the **Review Selected** link.

When a selected member's Member Detail screen displays, make the necessary updates. To advance or return to a record, use the **Previous Record** and **Next Record** buttons at the bottom of the Member Detail screen.

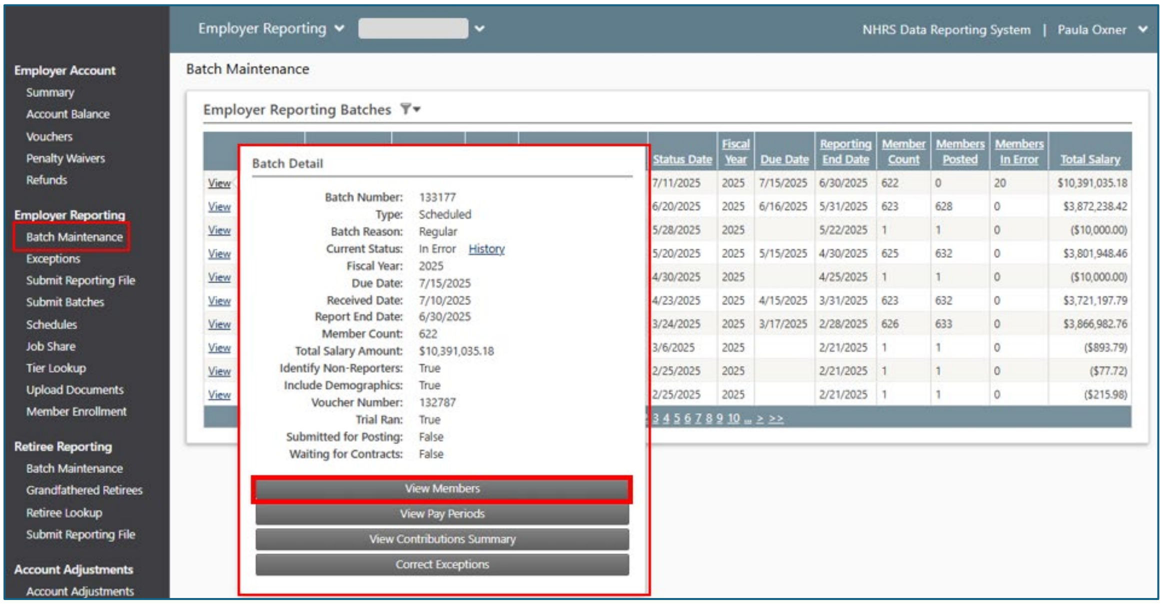
How to Process an Annual Salary Increase

Salary increases may be due to a variety of reasons, such as an annual pay increment, promotion or position change, or step increase. A member's new annual base salary is entered on their Member Details screen, using he Pay Period Details tile as explained below:

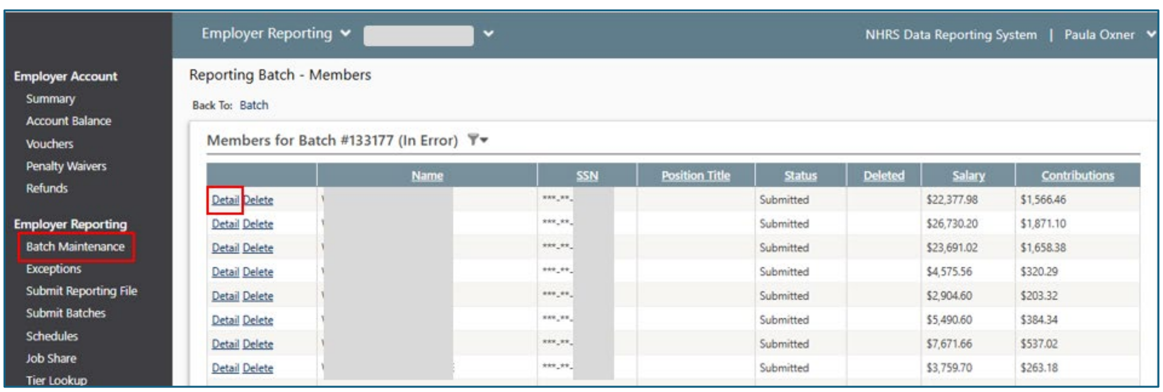
1. From the DRS Left Menu → Employer Reporting → Batch Maintenance. On the **Batch Maintenance** screen, locate the appropriate batch and click **View** to the left. The **Batch Detail** screen displays.



2. On the Batch Detail screen, click View Members. The Reporting Batch – Members screen displays.

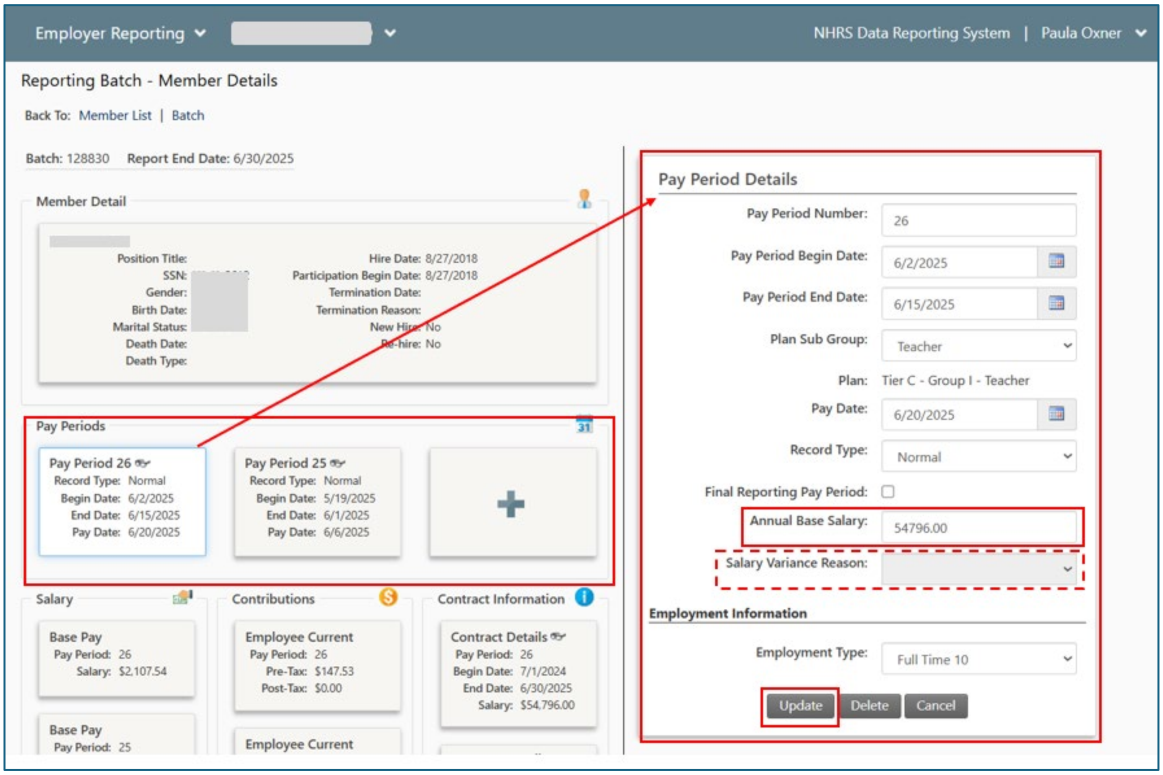


3. On the **Reporting Batch – Members** screen, locate the member receiving an annual salary increase and click **Detail** to the left. The **Reporting Batch – Member Details** screen displays.



4. On the **Reporting Batch – Member Details** screen, select the Pay Period tile of the pay period when the member's increased salary will take effect. In the Pay Period

Details panel on the right, update the **Annual Base Salary** field as explained below:



- **Annual Base Salary** – Overtype the displayed Annual Base Salary with the member's new, increased salary amount. This becomes the member's salary for all future pay periods. Click **Update** to save your changes.

Note Regarding Salary Variance Exceeded Exception Errors:

When the batch containing this updated pay period is submitted for Trial Processing, a salary variance exceeded exception may be identified. This exception occurs when a member's **currently reported wages** are significantly higher (exceeds the established variance tolerance) than what had been **previously reported** for them.

To correct the exception error, return to the screen above, use the **Salary Variance Reason** down arrow and select the reason that best explains why there is a wage variance; in this case, select reason **Annual Salary Increase**. Also see

How to Correct Salary Variance Exceeded Exceptions for additional details on the exception error.

How to Terminate a Member

Member terminations can be completed through the reporting file or manually, with the ability to indicate a "final pay" for the terminated member in the **last** pay period the member is reported in. Employers may add a future termination date if it is known but must continue to report the same termination date for all pay periods up to and including the member's final pay.

Terminate by File Upload

The XML file schema contains fields to report a termination date and indicate the final pay.

EmploymentTerminationDate	The date of employment termination, if applicable. Not applicable if a DeathDate is reported.	Date, format: YYYY-MM-DD	Optional		Optional
TerminationReason	The termination reason if a member is terminating	30000312 = Terminated Employment 30000311 = Settlement 4 = Death	Required if Employment Termination Date reported		Optional
DeathDate	The date of death of the member, if applicable	Date, format: YYYY-MM-DD	Required if Death Type reported		Optional
DeathType	The death type code, if applicable	2419 = Duty 2422 = Non-Duty	Required if Death Date		Optional
FinalReportingPayPeriod	Indicator to denote the member's final pay period with the associated employer.	1 = True 0 = False	Optional	0	Optional

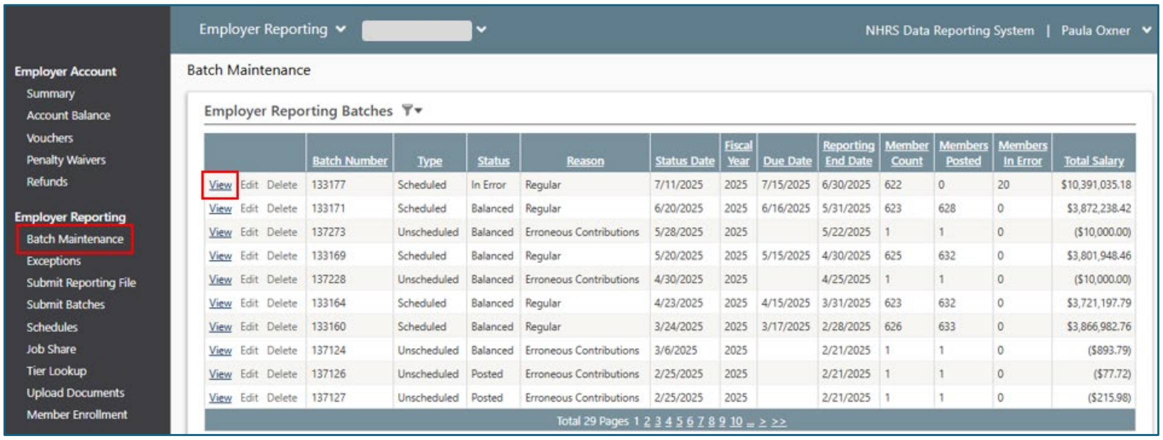
If your payroll software vendor was unable to program this feature in your software, or if you report via web entry, terminations can be done manually by following the steps below.

Terminate by Web Entry

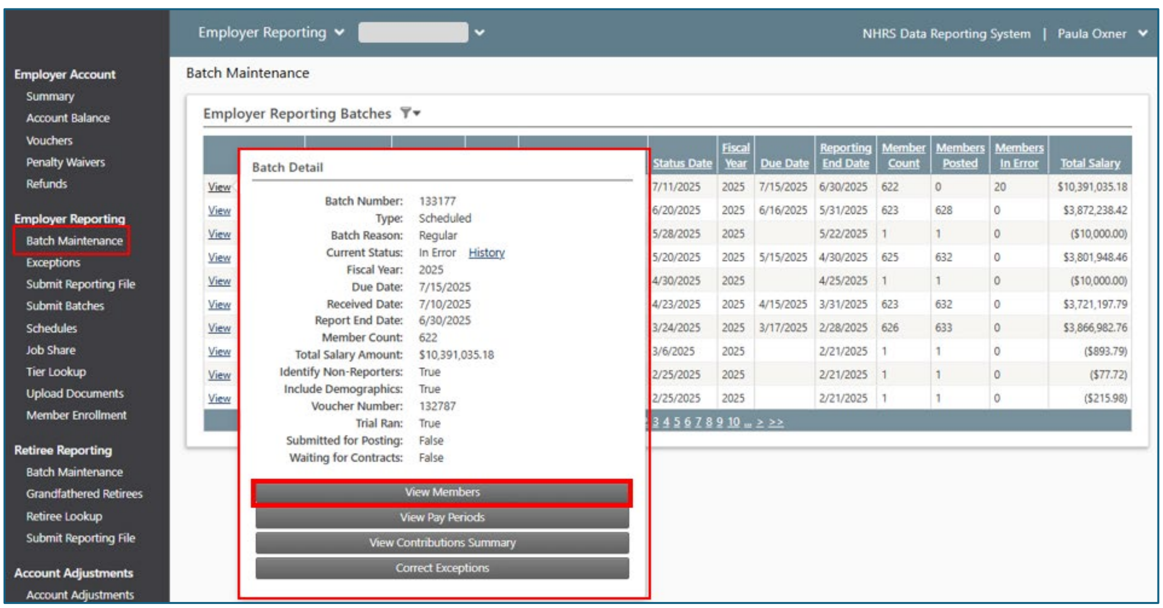
Note: You cannot mark the member as terminated without first having all the member data in the batch.

1. To terminate a member, from the DRS Left Menu → Employer Reporting → Batch Maintenance. On the **Batch Maintenance** screen, locate the appropriate batch and

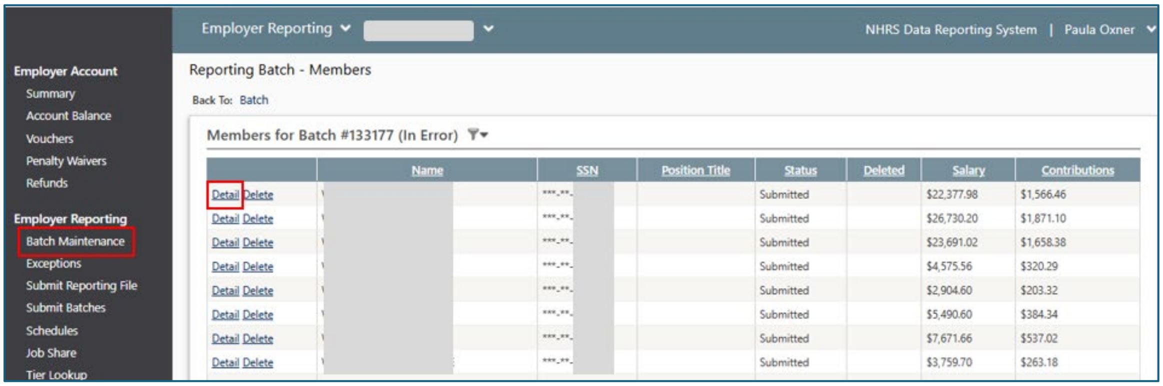
click **View** to the left. The **Batch Detail** screen displays.



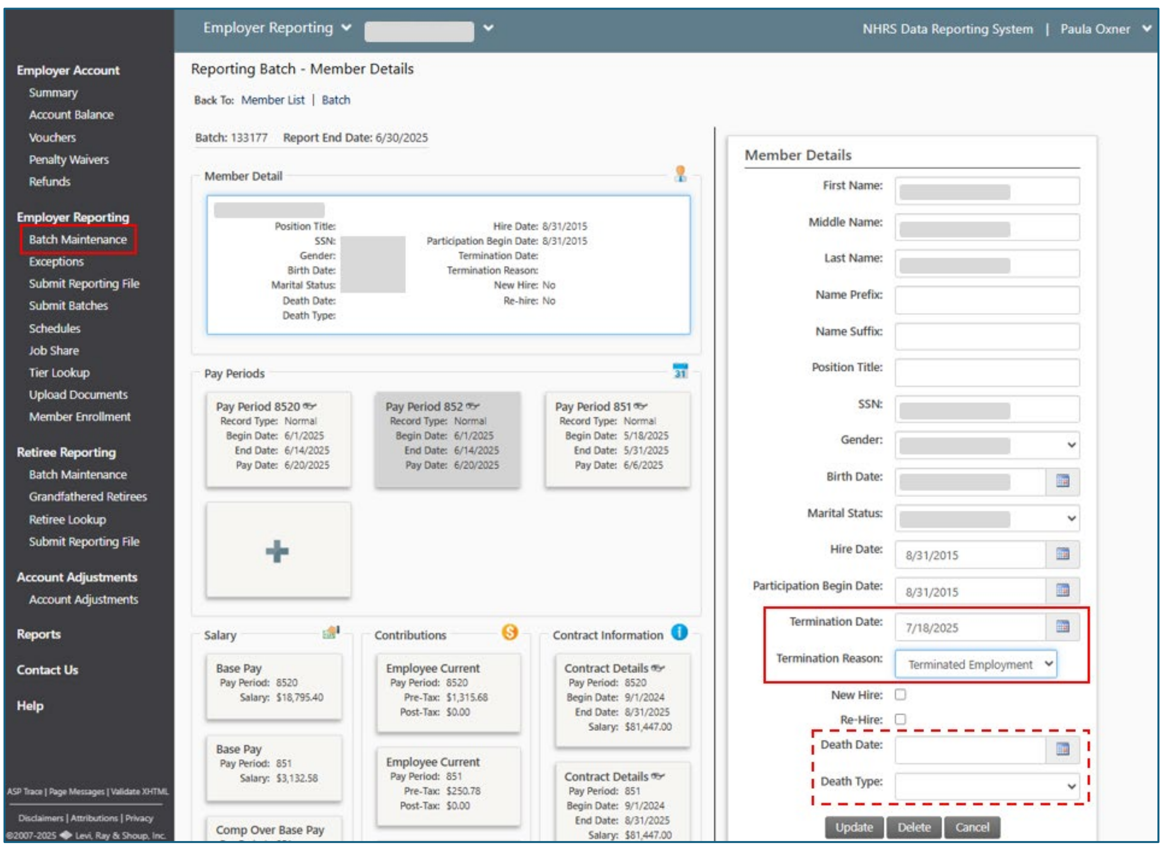
2. On the Batch Detail screen, click View Members. The Reporting Batch – Members screen displays.



3. On the **Reporting Batch – Members** screen, locate the member being terminated and click **Detail** to the left. The **Reporting Batch – Member Details** screen displays.



4. On the **Reporting Batch – Member Details** screen, complete the fields below:



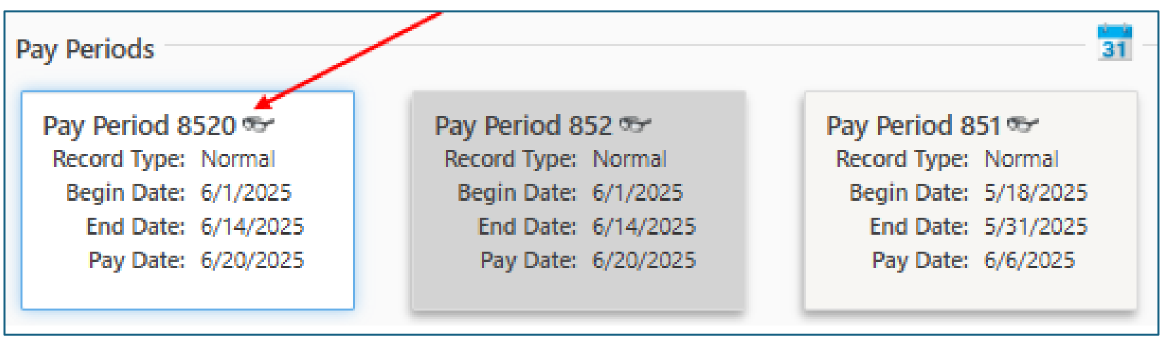
- **Termination Date** – Required if Termination Reason is selected.
- **Termination Reason** – Required if Termination Date is entered. Options are:

- Terminated Employment
- Death – If the reason is Death:

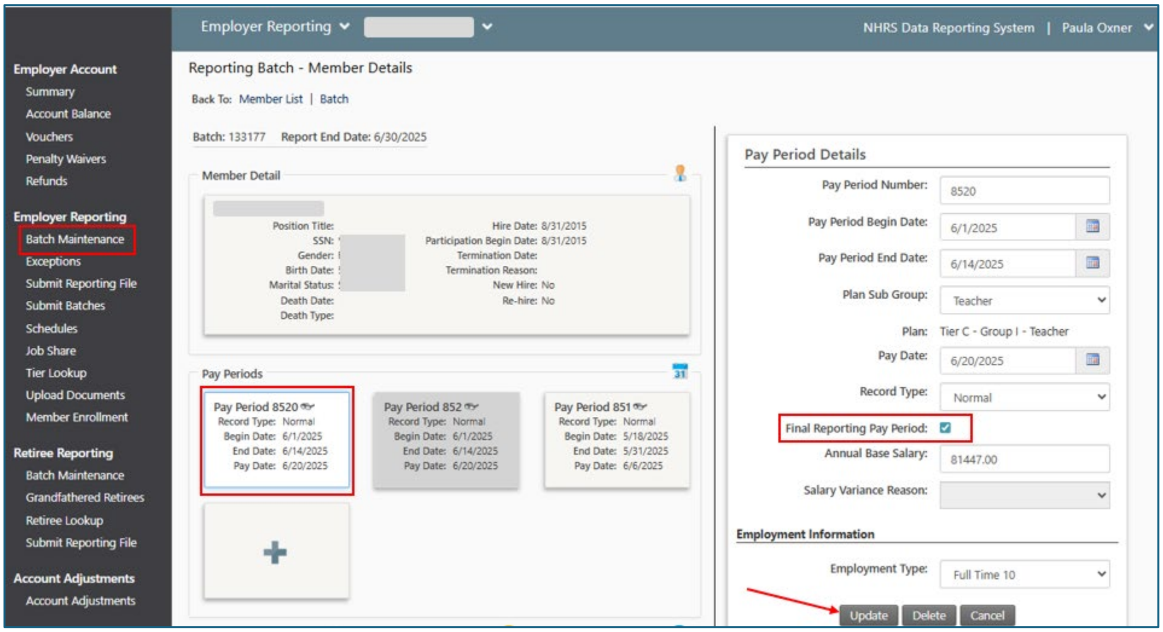
- **Death Date** – Required if Death Type is selected.
- **Death Type** – Required if Death Date is entered and/or Termination Reason is Death. Options are:
  - Duty
  - Non-Duty
  - Violent

5. Continue to report the **same** termination date for all trailing pay periods following the termination date.

Next, activate the *final reporting pay period flag* in the **last** pay period in which the member is reported. Click on the last Pay Period card to open it.

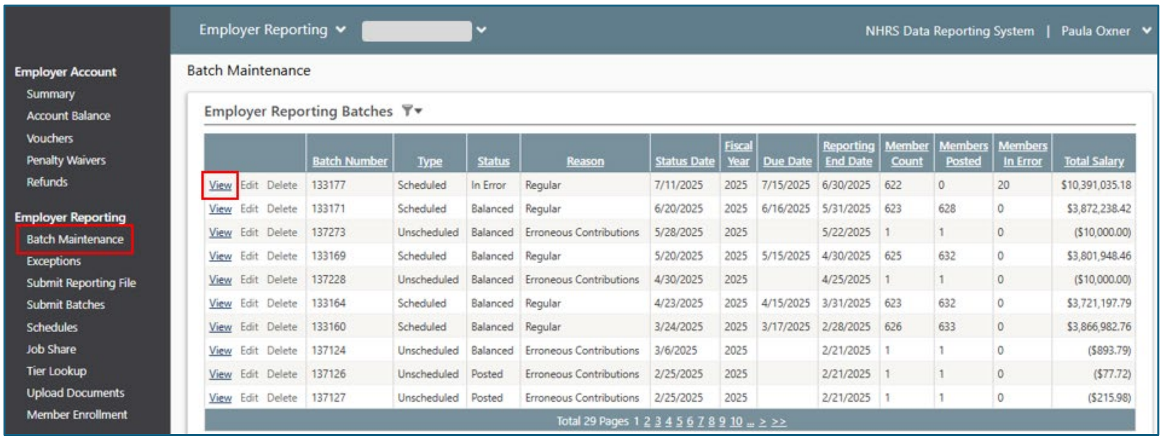


Click the **Final Reporting Pay Period** checkbox, then click **Update**.

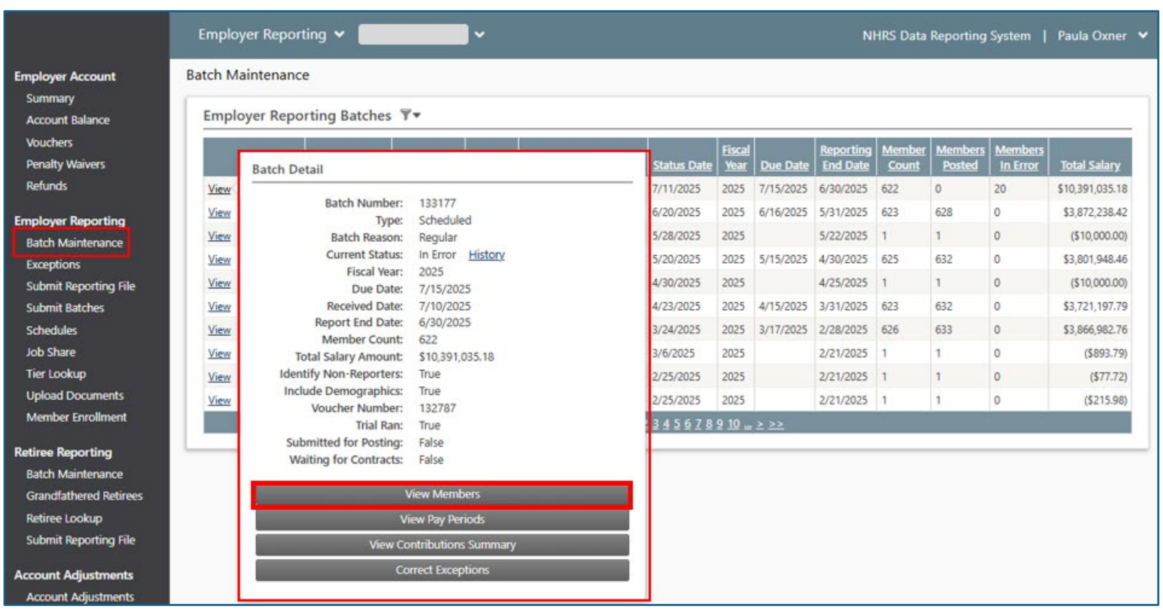


How to Flag a Member as Deceased

1. To flag a member as deceased, from the DRS Left Menu → Employer Reporting → Batch Maintenance. On the **Batch Maintenance** screen, locate the appropriate batch and click **View** to the left. The **Batch Detail** screen displays.

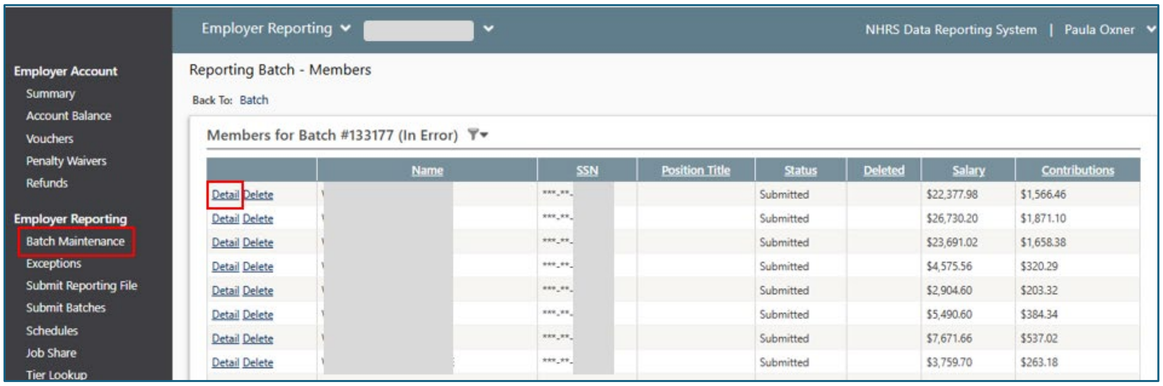


2. On the Batch Detail screen, click View Members. The Reporting Batch – Members screen displays.

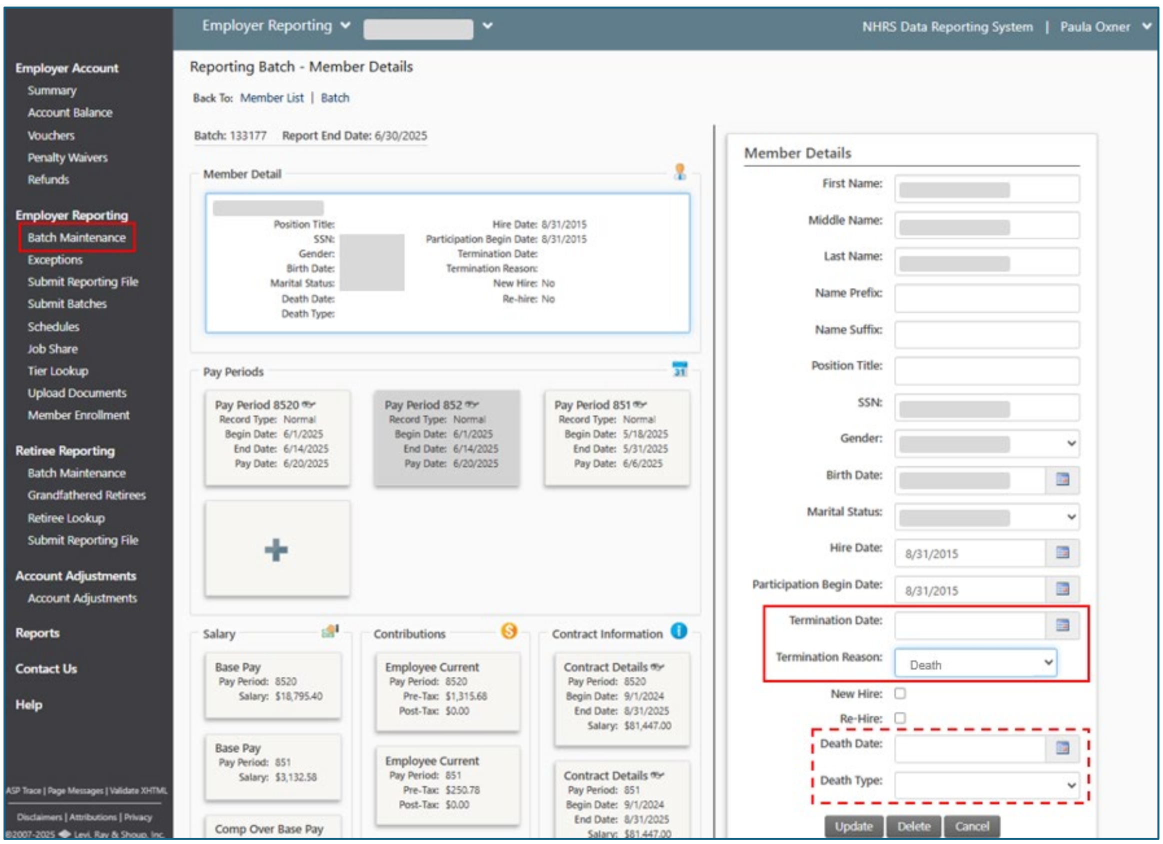


3. On the **Reporting Batch – Members** screen, locate the member to be flagged as deceased and click **Detail** to the left. The **Reporting Batch – Member Details**

screen displays.



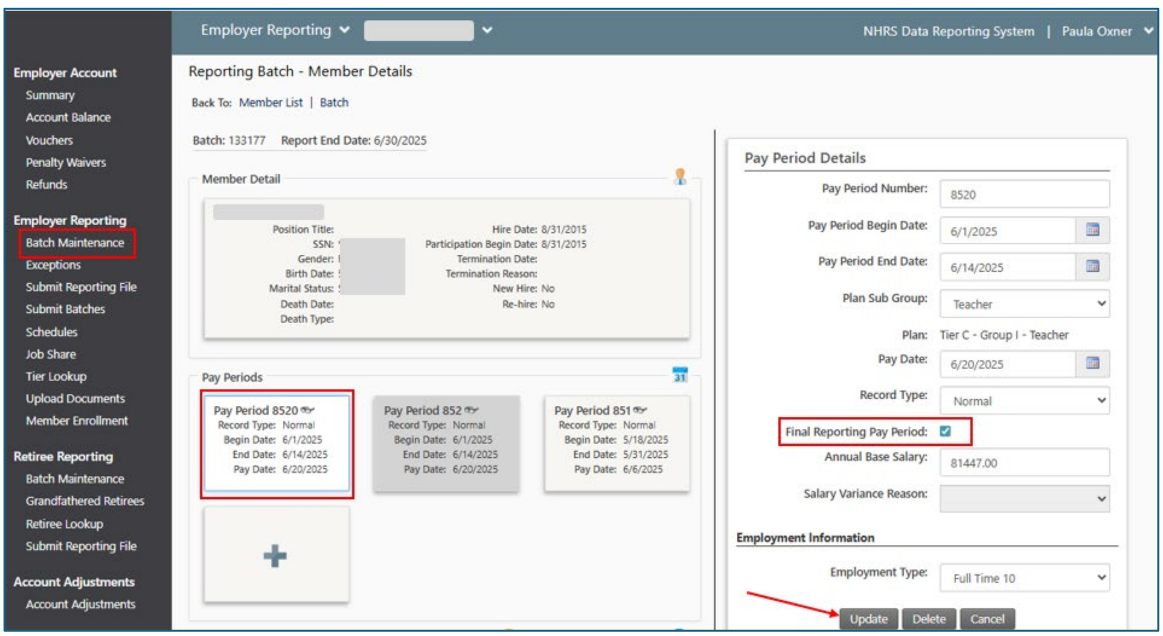
4. On the **Reporting Batch – Member Details** screen, complete the fields below:



- **Termination Date:** Required.
- **Termination Reason:** Required, select **Death**.
- **Death Date:** Required.

- **Death Type:** Required. Options are:
  - **Duty:** The member died while performing their job under normal circumstances.
  - **Non-Duty:** The member's death was unrelated to their job.
  - **Violent:** The member died while performing their job under violent conditions.

5. Next, identify the member's **Final Reporting Pay Period** by selecting the member's final **Pay Periods** card.



Click the **Final Reporting Pay Period** checkbox. When done, click **Update** to save changes.

MAINTAINING JOB SHARE POSITIONS

Teacher Tip – Job Share

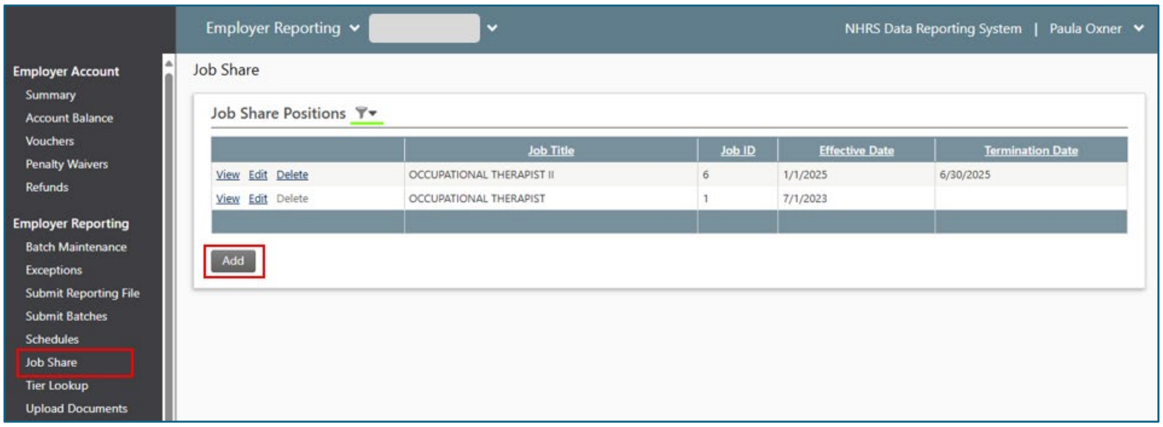
Job Share functionality is only available for Employers associated with at least one plan that has a Sub Group of 'Teacher'. For questions about qualifications and eligibility for teacher job share positions, please contact NHRS' Audit Team at ERAuditEducation@nhrs.org or (603) 410-3681.

A Job Share Position is a position held in a "Teacher" based plan that is treated as full time, but is "shared" by two members, no more or less. Job Share is a component of a contract. Job Share is not indicated by Employment Type; it is indicated per pay period within the contract information. Members under the same Job Share position may be earning different salaries.

Job Share Positions are added and maintained from the **Job Share** screen, which lists all defined Job Share Positions for the employer, if any, with their Job Title, Job ID, Effective Date, and Termination Date.

How to Add a Job Share Position

1. To add a new Job Share Position, from the DRS Left Menu **>** Job Share. The **Job Share Positions** screen displays:

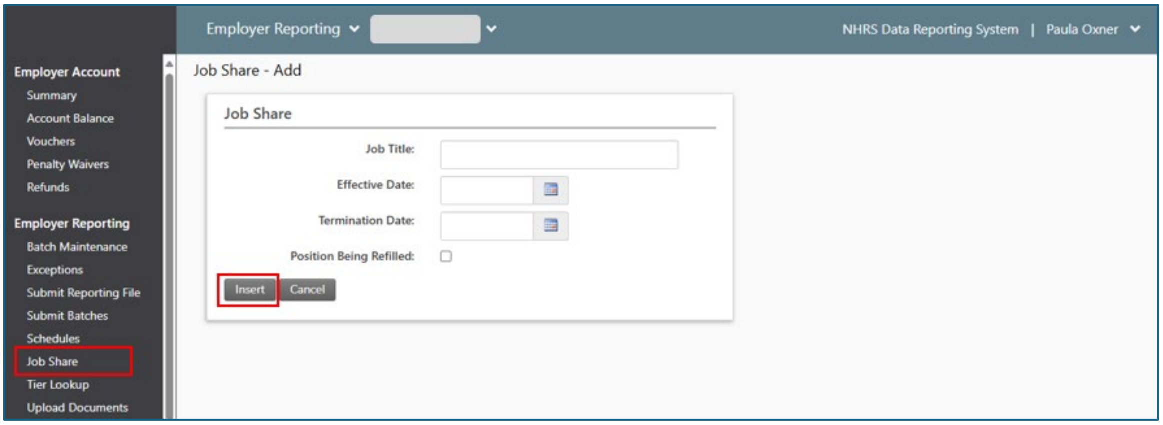


About the Grid:

- The grid defaults to display jobs effective as of the current date, but the date filter can be cleared to view all jobs.
- The grid is initially sorted by Effective Date in descending order but can be sorted by each column by selecting the column name.
- The grid includes 'View', 'Edit', and 'Delete' links next to each job share.

2. To add a new job share position, click **Add** below the grid. The **Job Share – Add** screen displays.

3. On the **Job Share – Add** screen, enter the fields as described below:



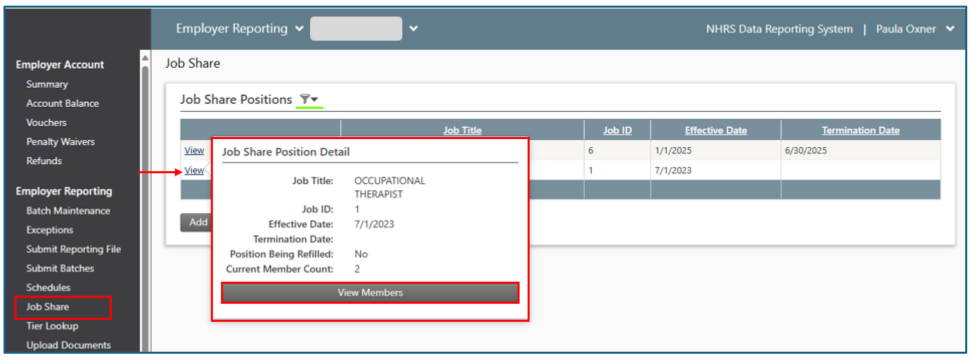
- **Job Title – Required**: The description of the position the members are filling. This is a free-form text box that must be 50 characters or less.
- **Effective Date – Required:** The date the job share position became offered and when two people should be working under it.
- **Termination Date:** The date the job share position was terminated and no longer in effect. No one can be working in the position after this date. If entered, it must be greater than the Effective Date.
- **Position Being Refilled:** Two members must be working in a Job Share at a time, unless this checkbox is selected. If this checkbox is selected, that indicates for the employer reporting batch being processed (or for the next batch that will be processed if one is not currently being processed), that it is acceptable for a member to be reported under the job share even though there is not a second member working under it. The employer is actively searching for a replacement.

  Note Regarding Exception: This flag is reset after the employer reporting batch is posted, so that during the next reporting batch the necessary exceptions occur, and you must come to this screen and check the flag again if it is still being refilled.

4. To save the new Job Share Position, click **Insert**. The position is automatically assigned a unique Job ID.

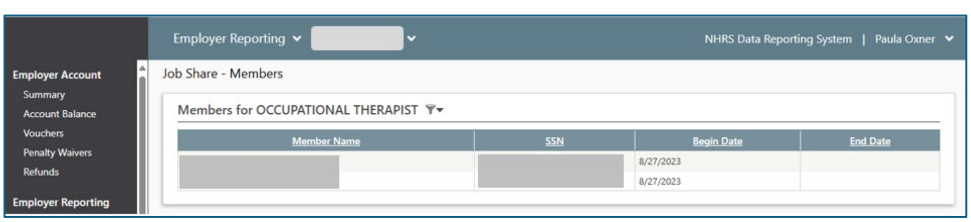
How to View Members Under a Job Share

1. To view the members currently under a job share, from the DRS Left Menu **>** Job Share. On the **Job Share** screen, click **View** next to a job share position. A **Job Share Position Detail pop-up** screen displays:



The pop-up details include the Job Title, Job ID, Effective Date, Termination Date, whether the position is being refilled, and Current Member Count (that are active with the position). The bottom of the pop-up provides a View Members button. To view the members associated with the position, both past and present, click **View Members**. The **Job Share – Members** screen displays

2. The **Job Share – Members** screen defaults to showing all associated members to the job, sorted with actively working members first (no End Date), then alphabetically, then by Begin Date descending, but can be filtered to show members effective as of a certain date. The member's SSN can be temporarily unmasked by hoovering over it.

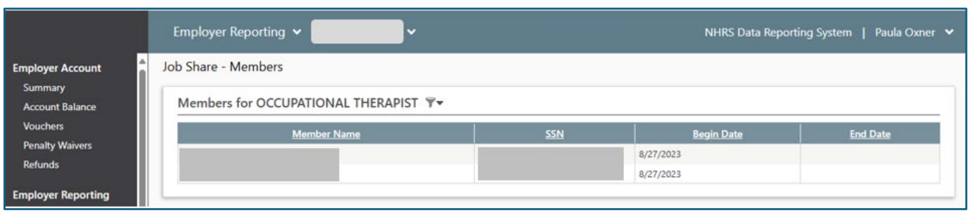


How to Maintain a Job Share

The members working under a job share are derived based on members reported under the position during employer reporting. You do not have to define the specific members.

Adding/Terminating Members

You cannot add or terminate members under a specific job share position. The members on the **Job Share – Members** screen (below) are derived based on Job Share information on the person's non-cancelled Account Transactions.

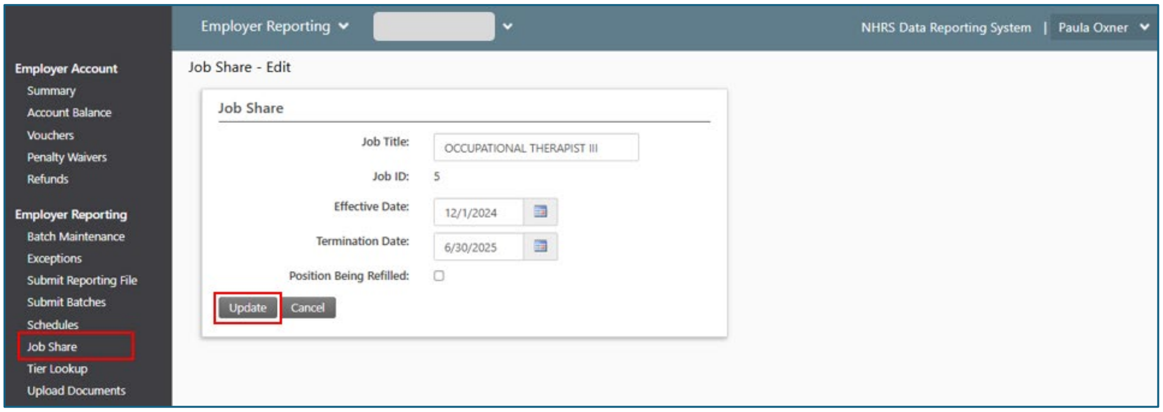


The Begin and End Dates are set based on the Pay Period dates the member began working a job share and when they ended working in a job share. The End Date is set once a Normal account transaction exists on the member's account under that employer/plan and the contract information does not contain that job share position, or if the member employment record for that employer/plan has a termination date after the most recent Normal account transaction for that employer/plan.

Editing a Job Share

Eventually, a job share position will likely end, or a replacement may be needed when one person in a job share stops working under it.

To edit the job share position, from the Left Menu → Job Share → click **Edit** next to a position. The **Job Share – Edit** screen displays:

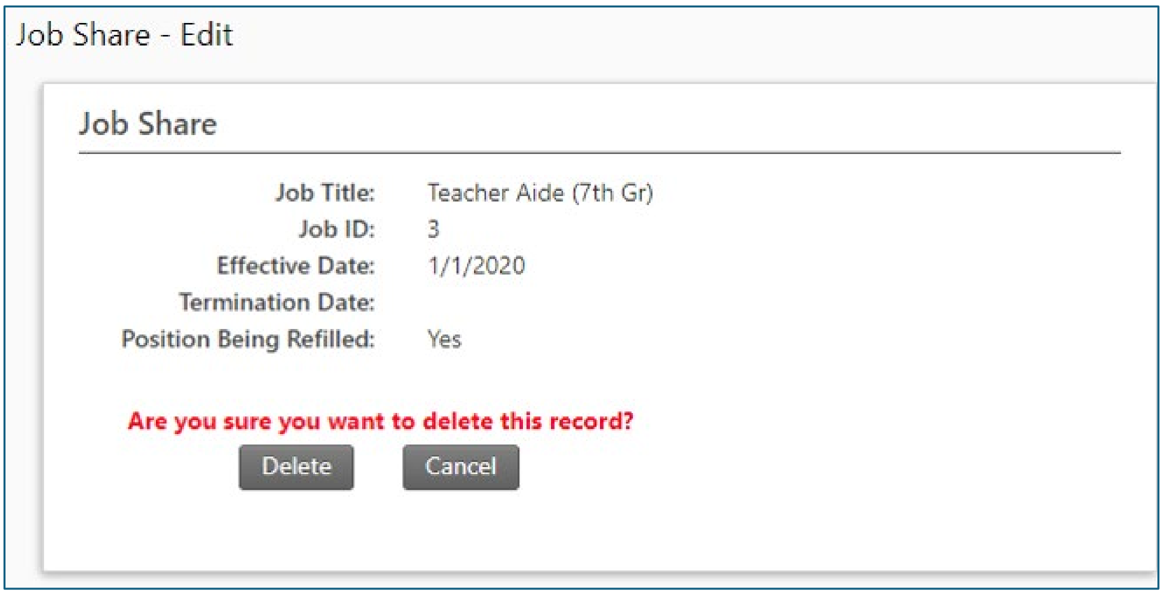


You can revise the position Job Title, add a Termination Date to the job position, or indicate the position is currently open and intended to be filled while one person still works under it. Make changes as needed and click **Update**.

- If the Job Title or Effective Date were changed, you will get an error if it was already used in some way by the fund (by NHRS). In that case, the update cannot be saved, and you should instead create a new job share position.
- If the Termination Date is added or edited, then a validation occurs that there were no members working the job share after the entered Termination Date (based on the End Date on the account transaction), otherwise the update is not saved and the following error message displays, *"Based on the normal account transactions, there were members working after the entered Termination Date. Termination Date must be greater than or equal to the Pay Period End Date the position was most recently associated with."*

Deleting a Job Share

In the event a job share was added by mistake, the job share position can be deleted. **Note:** The Delete link is only enabled for job positions that do not have any members listed under them. You are prompted to confirm a deletion on the **Job Share – Edit** screen as shown below. Upon confirmation, the job share is deleted.



Using Tier Lookup

As a result of legislative changes to NHRS statutes in 2011, benefit eligibility, pension calculations, and whether certain types of pay are reportable to NHRS vary based on a member's vested date or hire date.

Member Tiers

All members fall into one of three "tiers" depending on their vested date or hire date, as follows:

- Tier A: Members vested prior to 1/1/2012
- Tier B: Members in service prior to 7/1/2011 but not vested prior to 1/1/2012
- Tier C: Members hired on/after 7/1/2011

Member Groups

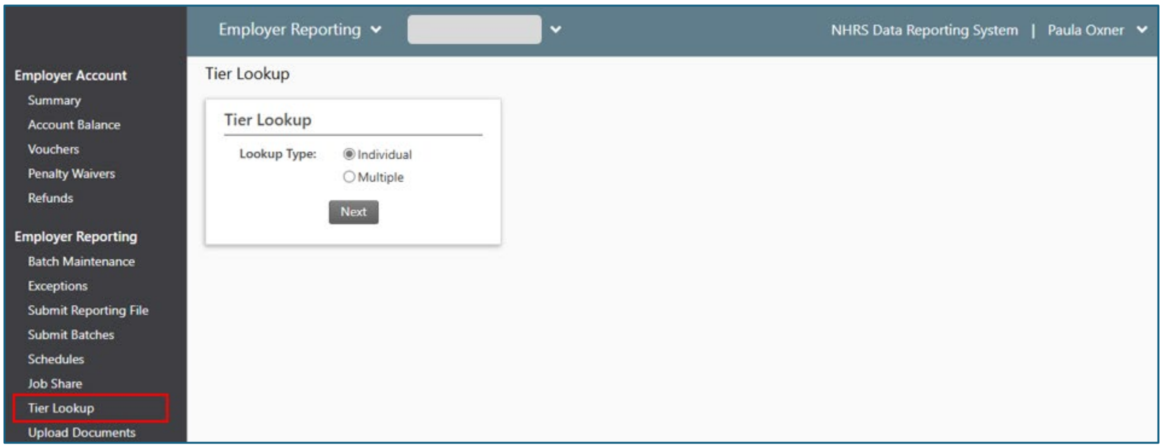
- Group I: Employee and Teacher
- Group II: Police and Fire)

Examples of how a member is classified

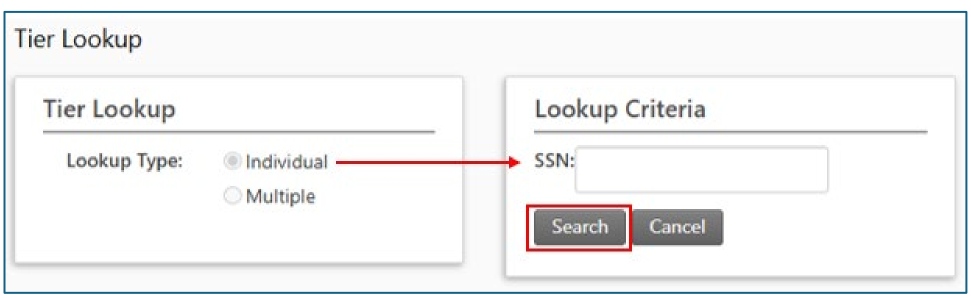
- A police officer who commenced service on 2/15/03 is .... Group II, Tier B
- A teacher who commenced service on 9/1/11 is .... Group I, Tier C
- An employee who commenced service on 8/17/87 is .... Group I, Tier A

How to Lookup Member(s) Tier

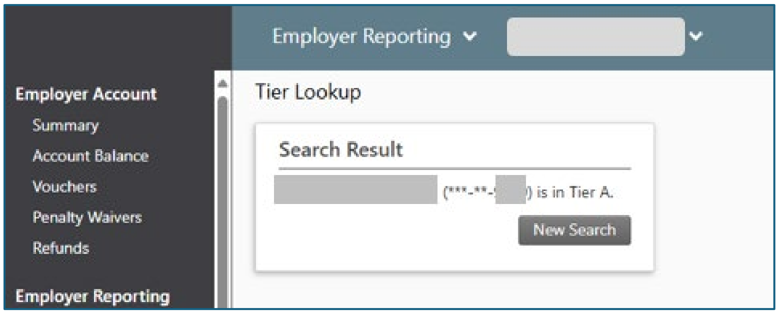
1. From the DRS Left Menu > Employer Reporting > Tier Lookup. The **Tier Lookup** screen displays. Here you can search for an **Individual** member or **Multiple** members.



- **Looking Up Individual Members:** To search for an individual member, on the **Tier Lookup** screen, click **Individual**, enter the member's full Social Security Number (SSN), and click **Search**.



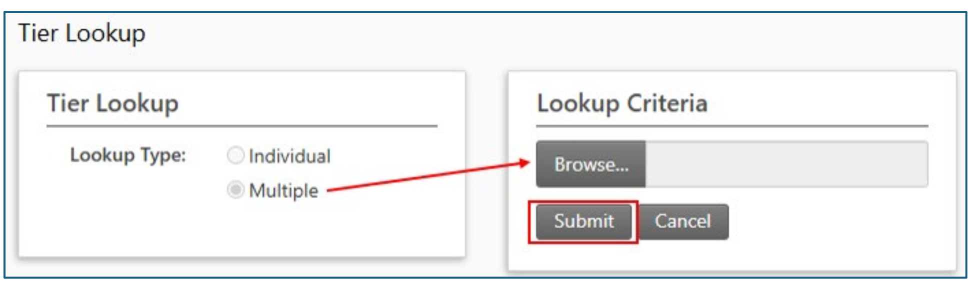
If an SSN match is found, the member's SSN, name, and tier are displayed.



You can start a new search by clicking **New Search**. This takes you back to the initial **Tier Lookup** screen.

- **Looking Up Multiple Members:** To search for multiple members, first create a .txt file and add the Social Security Numbers of the members you need to look up. The file must have a .txt extension and can only contain 9 digits per row (no dashes). Save the file on your computer.

  On the **Tier Lookup** screen, click **Multiple**, click **Browse** and locate the .txt file you created. Click **Submit**.



If the file was formatted successfully, you receive a Tier Lookup File Import Results [User Alert] in PDF format.

Uploading Documents

Documents and attachments can be uploaded for members who are either in Pending or Active status.

- **Pending** (member status): An individual who is **not yet**, nor has **ever been**, an active/contributing member of the New Hampshire Retirement System (NHRS) but is one you have ‘enrolled’ into NHRS in a ‘pending’ status and who will become ‘active’ beginning with their first pay period.
- **Active** (member status): A member who is actively contributing to the New Hampshire Retirement System (NHRS).

Documents Members are Required to Provide

- For new individuals, copies of Social Security cards, birth certificates, and beneficiary forms are required.
- For existing members who need to update their marital status/last name, a copy of their marriage certificates is required.

Document Types that can be Uploaded

- Documents: DOC, DOCX, HTM, HTML, PDF, RTF, TXT, XLS, XLSX, XPS
- Images: TIF/TIFF, JPG, JPEG, BMP, PNG, GIF
- Maximum file size to upload: 15 MB

How to Upload Documents Before Enrollment (Pending Status)

Pending Status: If you elect to upload employment documents before a member is officially enrolled in to the New Hampshire Retirement System (NHRS), you will use the DRS Member Enrollment feature (DRS Left Menu **>** Employer Reporting **>** Member Enrollment), which is a feature provided for Employers' **convenience**, but this feature is not the **official member enrollment process**.

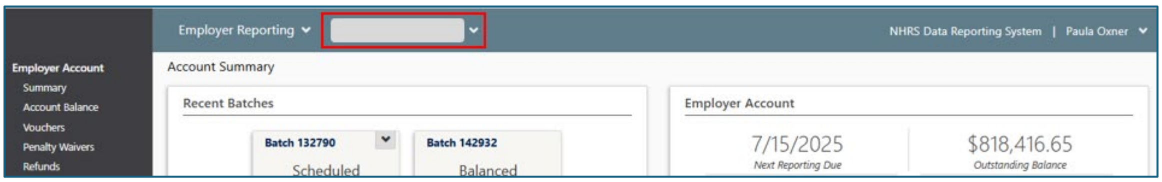
The Member Enrollment feature allows employers to enroll new hires who have never been reported to NHRS, into NHRS as members in **pending status**, which allows employers to upload documentation ahead of the member's first payroll period. If a member has previously been reported to NHRS, or has an existing NHRS account, please use the Re-Hire process or contact your NHRS Relationship Manager for assistance. To identify whether the new hire is an existing NHRS member, see Using Tier Lookup.

The DRS Member Enrollment feature can streamline onboarding in cases where many individuals begin working at approximately the same time, such as teachers who may be hired in June but do not begin work until September.

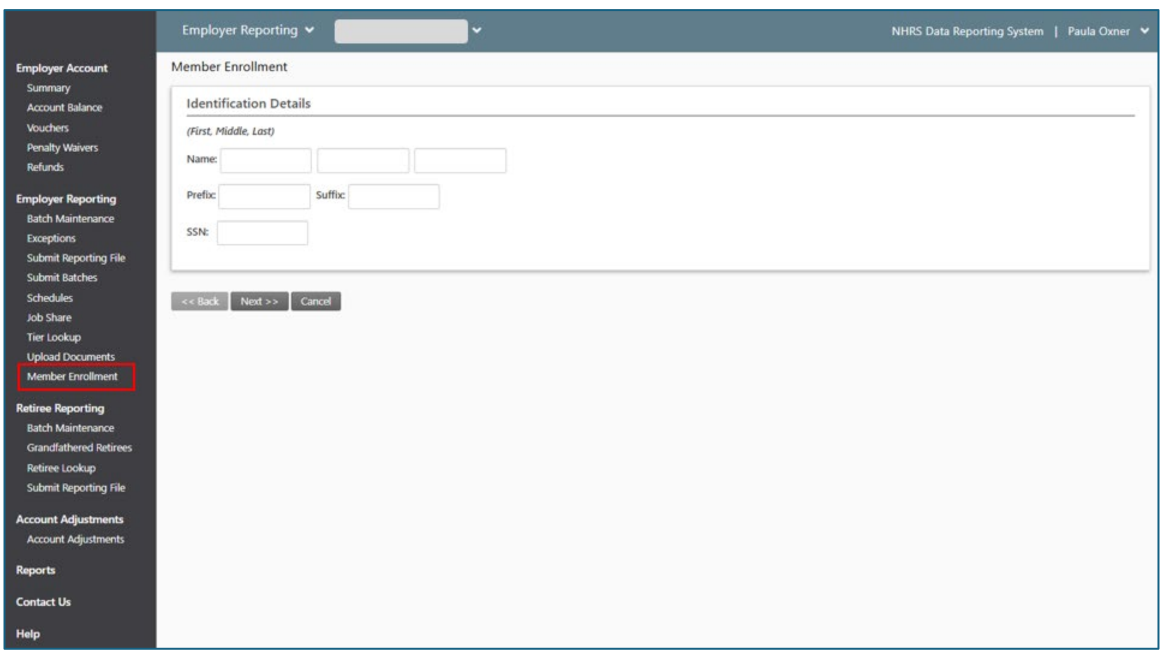
Active Status: Even if you use the DRS Member Enrollment features, the **official member enrollment process** (see How to Enroll a Member) still requires employers to report all new members as New Hires in the batch that contains their first contributions. This is required in order to change the member's status from **Pending** to **Active** in the NHRS Data Reporting System.

Uploading Documents Before Enrollment

1. **Prior to Enrolling a Member in Pending Status:** If you represent multiple employers, ensure you are accessing the correct employer account before proceeding. To select a different employer, at the top of the DRS screen, click the down arrow to the right of the displayed employer name, then scroll to and click the desired employer name.



2. From the DRS Left Menu > Employer Reporting > Member Enrollment. The **Member Enrollment** screen displays:



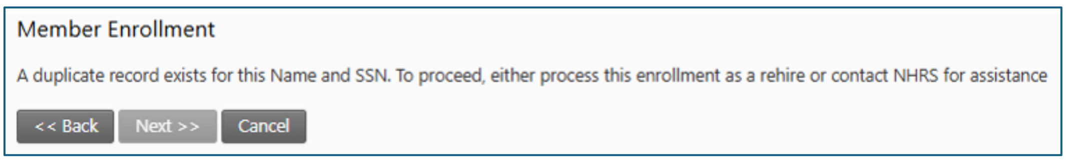
Begin by entering the individual's basic, required identification information, using ALL capital letters.

- FIRST NAME, MIDDLE NAME (optional), LAST NAME

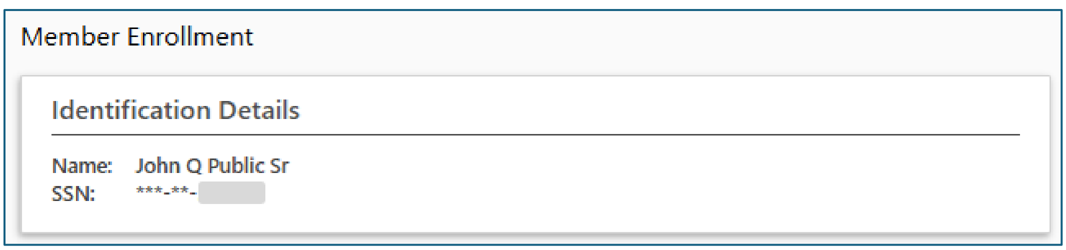
- Prefix / Suffix
- SSN (Social Security Number)

When done entering basic information, click **Next**. The system verifies whether the individual is a current NHRS member.

a. If the individual is an existing NHRS member, the message, “A duplicate record exists for this Name and SSN. To proceed, either process this enrollment as a re-hire or contact NHRS for assistance” displays:

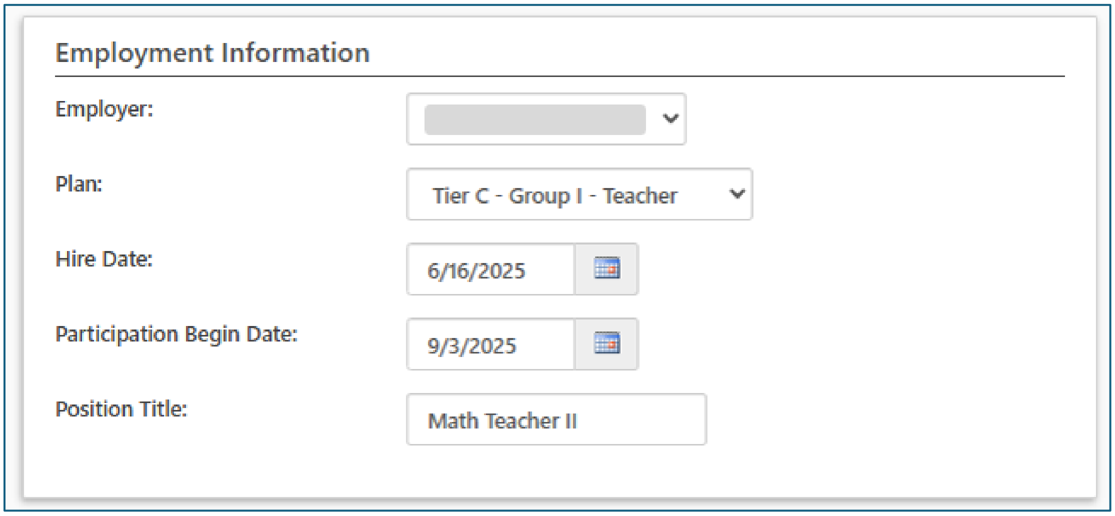


b. Otherwise, the **Identification Details** screen refreshes and expands, allowing you to enter details for the new member.



3. On the refreshed **Identification Details** screen, begin entering employment information.

Employment Information:



- **Employer:** Defaults to the employer currently displayed in the screen's Common Area bar.
- **Plan - Required:** Choose one plan. The plans displayed are specific to the employer currently displayed in the screen's Common Area bar. Below are example Plan options:
    - Tier C – Group I – Employee
    - Tier C – Group I – Teacher
    - Tier C – Group II – Fire
    - Tier C – Group II – Police
- **Hire Date - Required:** The date the member began employment with the Employer. This may be different than the Participation Begin Date.
- **Participation Begin Date - Required:** This is **not always** the same as the member's Hire Date. The purpose of the Participation Begin Date is to record the date the member began **participating** in the plan by contributing to NHRS. The Participation Begin Date must be on or after the Hire Date.

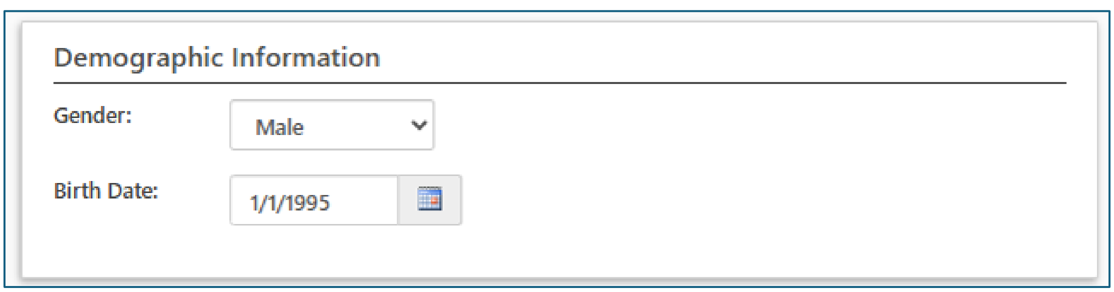
In some cases, the Participation Begin Date may align with the member's Hire Date, which is fine. Please verify **Hire** and **Participation Begin** dates before entering them. Participation Begin Date can be a future date.

Teacher Tip – Participation Begin Date

For employers of teacher members (FT-10 / 10-month members), NHRS recommends that the Participation Begin Date be the first day of the first pay period when a teacher will be paid.

- **Position Title:** This field is optional but encouraged. The Position Title field helps provide clearer insight into each member's role and helps ensure accurate reporting records. This is the job title or position to be held. This is a free-text field.
  Note: A list of all employees and their position titles is available on the Employee List Report.

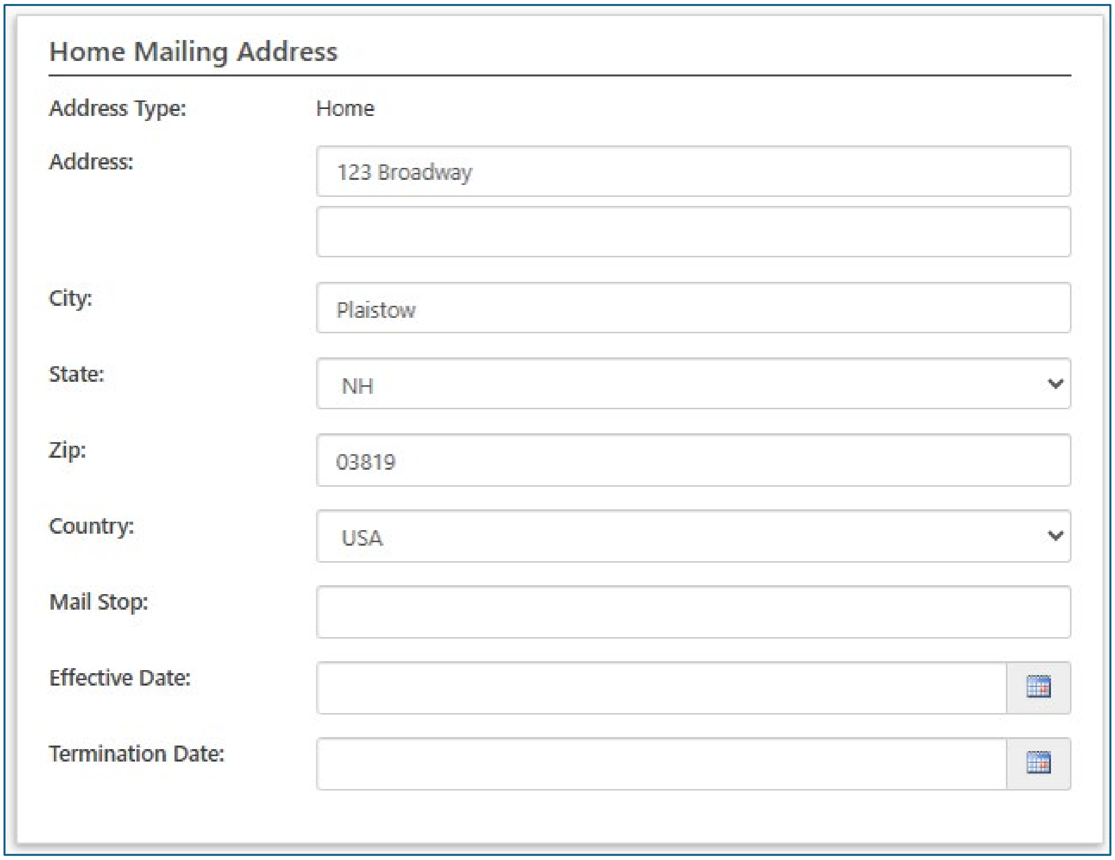
Demographic Information:



- Gender - Required: Options are:
  - Female
  - Male
  - Not Specified

- **Birth Date - Required:** The member's date of birth.

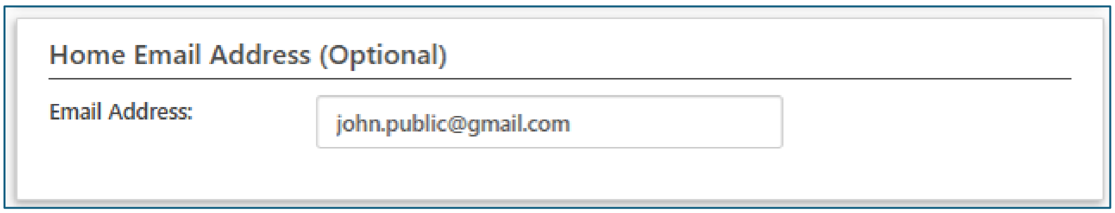
Home Mailing Address:



- **Address Type:** Defaults to Home.
- Address – Required:
- City – Required:
- State – Required:
- **Zip – Required:** Must be a valid 5 or 9 digit zip code.
- **Country:** Defaults to USA.
- **Mail Stop:** Not Required.

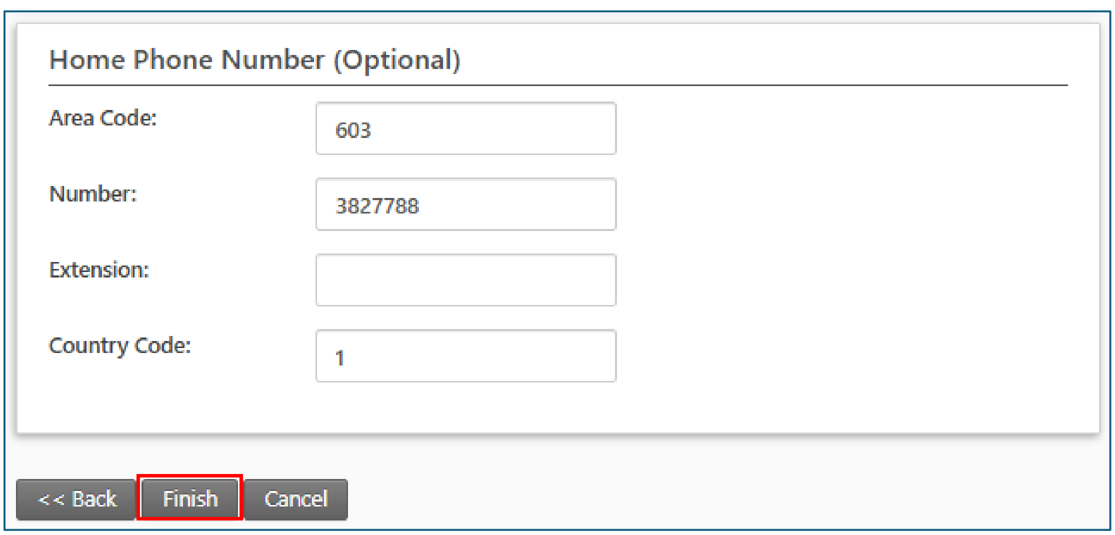
- **Effective Date:** The date when the mailing address above is valid. For example, if the member has a second home where they may spend the summer months, the effective date (the start date) may be June 1, 2025.
- **Termination Date:** The date when the mailing address above is no longer valid. For example, if the member has a second home where they may spend the summer months, the termination date (the end date) may be September 1, 2025.

Home Email Address (Optional):



- **Email Address (optional):** Enter a personal email only, which will remain tied to the member regardless of who their employer is in the future. Do not enter a work email address.

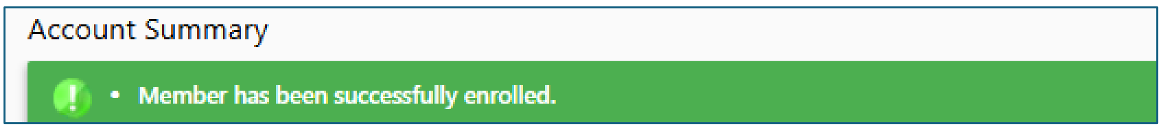
Home Phone Number (Optional):



- **Home Phone Number (Optional)**
- **Area Code:** No leading 1 or 0.

- **Number:** 7-digits, valid format.
- **Extension:** If applicable.
- **Country Code:** Defaults to USA code 1.

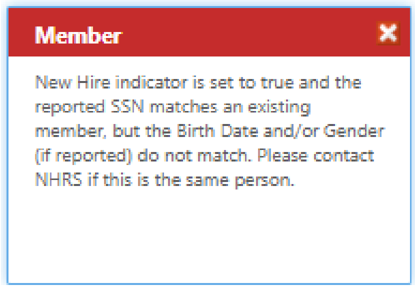
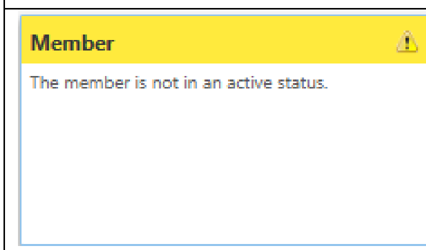
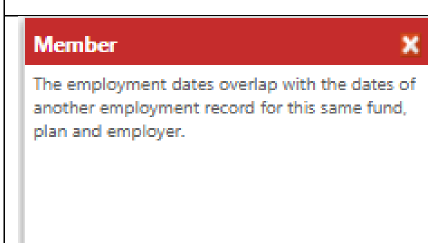
When done entering the individual's information, click **Finish**. You are returned to the **Account Summary** screen/Dashboard and a **green** successful message displays at the top of the screen stating, *"Member has been successfully enrolled."*



Note: If new employees ask about creating an NHRS [MyAccount] (the NHRS online portal that provides members and retirees with 24/7 access to their personal account information from their computer, tablet, or mobile device), please let them know that they cannot create an account while in Pending status; they must wait until they are in Active status, which aligns with their Participation Begin Date.

Enrollment Troubleshooting & Common Errors

Process	**Issue**	**Resolution**
Enrollment	I have a new member, but I'm getting an error and can't enroll them.	Members may have had previous employment with NHRS. Please reach out to your Employer Reporting Relationship Manager or enter them as a new hire.
Enrollment	I received this error "Invalid phone number"	The phone number must be 7 digits and cannot start with 1 or 0.
Enrollment	I received this error "Dates must be current or in the future"	If the date is in the past, contact your NHRS Relationship Manager.
Document Upload	No member appears when searching to upload documents	Members may not have been enrolled. Run the 'Employee List' report to see if they are in a pending status – if not you can enroll them again or contact your Relationship Manager.
General	How do I find members in pending status?	Run the 'Employee List' report. If members need to be removed, contact your Relationship Manager.

Process	**Issue**	**Resolution**
Reporting	I received an error after submitting my batch. How do I fix it? 	This error occurs when the gender, birthdate, or SSN in the batch doesn't match what was submitted during enrollment. Run the 'Employee List' report to compare values. If the batch file is incorrect, update it or update it in DRS to match the enrollment record. If the enrollment data is incorrect, contact your Relationship Manager.
		This error can occur when the member is submitted without the new hire flag. Add the new hire flag and resubmit to clear.
		This error can occur when a member was submitted through the enrollment process with a hire date that is different than the hire date submitted in the reporting batch. Please contact your

Process	Issue	Resolution
		NHRS Relationship Manager for assistance. Relationship Manager contact information can be found on the Account Summary screen/DRS Dashboard under Associations.

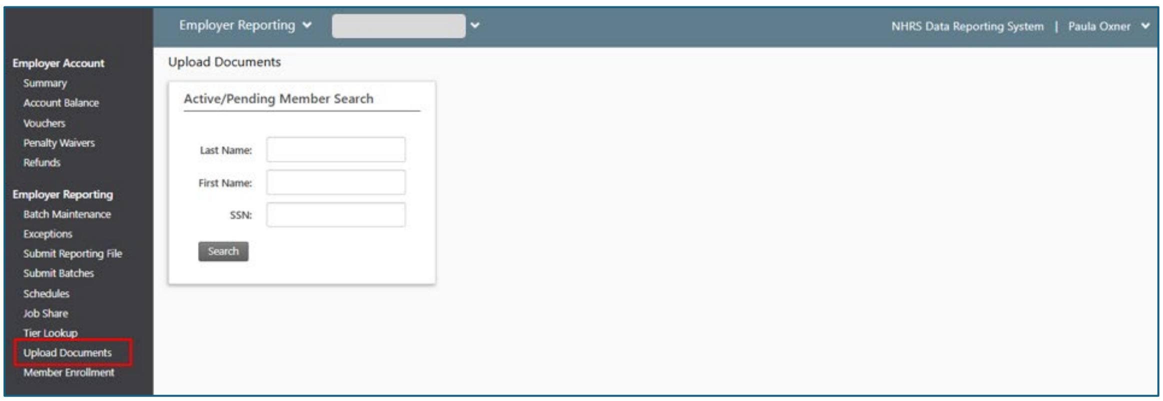
Next Steps

1. After following the steps above to enroll a member into NHRS Pending Status, you may now upload that member's supporting documents or attachments prior to their first pay cycle. See the next section, titled How to Upload Documents After Enrollment (Active Status) for step-by-step instructions.

How to Upload Documents After Enrollment (Active Status)

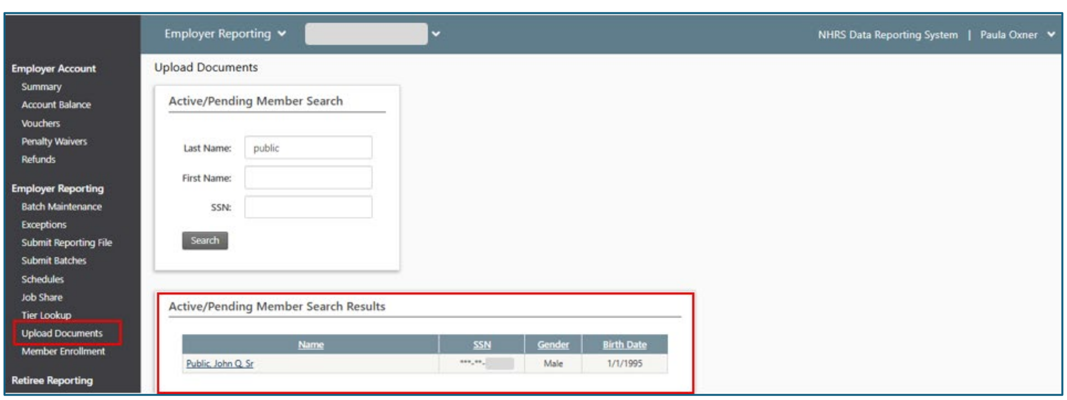
Once a member has been successfully enrolled in NHRS, you can submit supporting documents and attachments to prepare for their participation.

1. Begin by locating the member for whom you wish to upload documents. From the DRS Left Menu > Employer Reporting > Upload Documents. The **Upload Documents** screen displays:

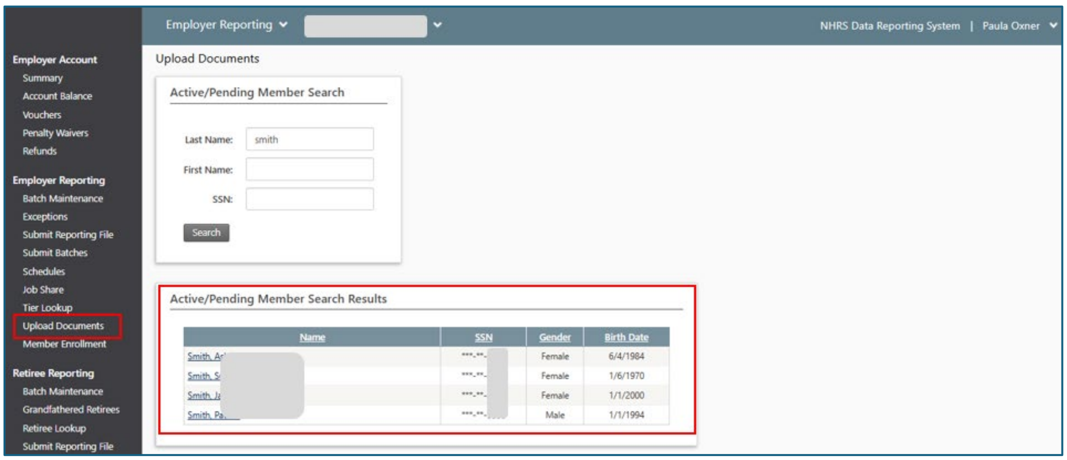


You can search by Last Name, First Name, and SSN. At least one search criterion must be used.

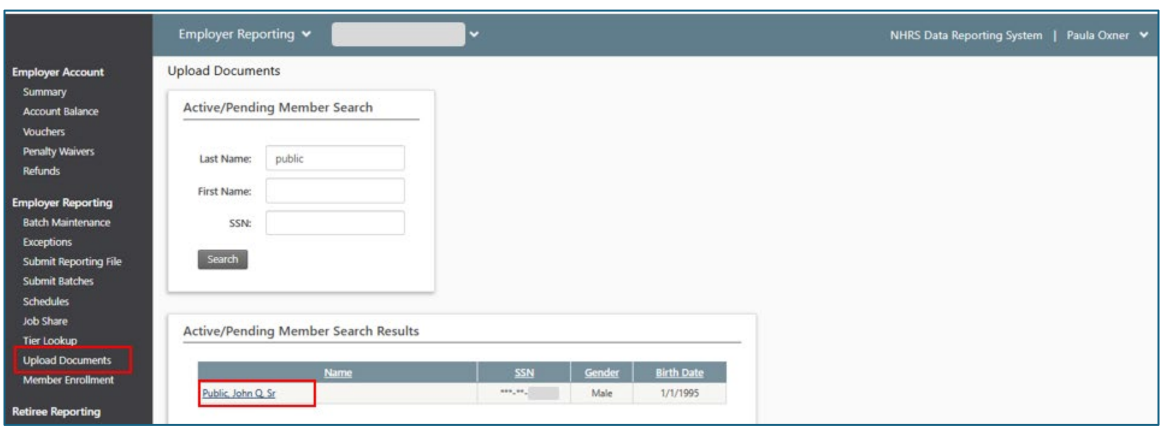
- Entering only an SSN and clicking **Search**, retrieves one unique record. The same is true if you complete all three fields: Last Name, First Name, and SSN.



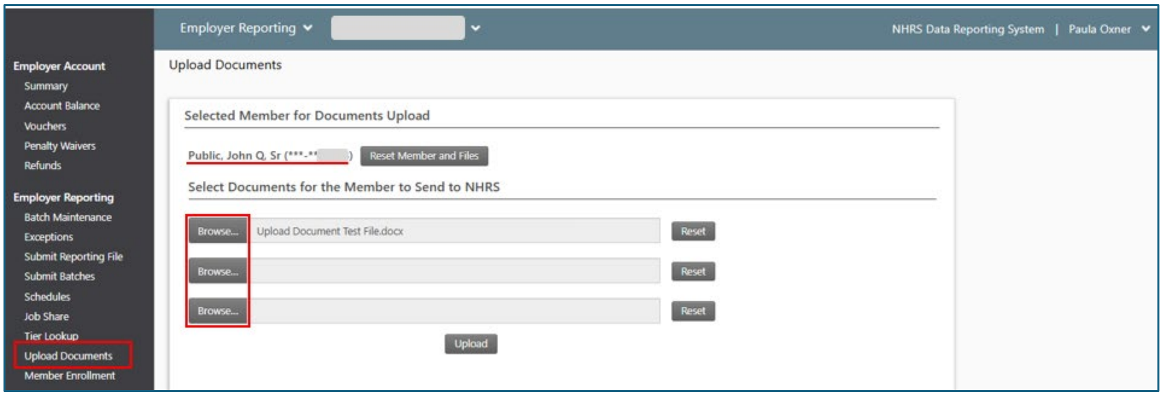
- Entering only a Last Name or only a First Name and clicking **Search**, displays a grid of matching search results if there are multiple. The search results grid identifies each member's Name, masked SSN, Gender, and Birth Date, as shown below:



2. In the Active/Pending Member Search Results grid, locate the member for whom you want to upload documents. Click the **member's name**.



3. The **Selected Member for Documents Upload** screen enables you to select up to three documents or attachments to upload.



Below are the valid file types that can be uploaded. DRS does not allow uploading of files with an unsupported extension.

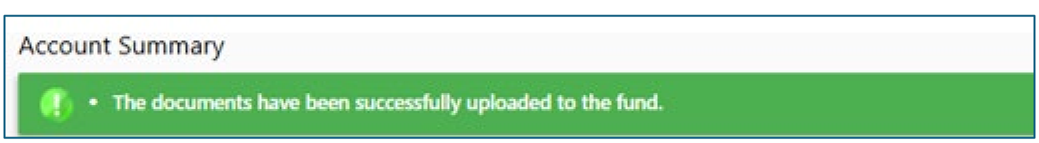
- Documents: DOC, DOCX, HTM, HTML, PDF, RTF, TXT, XLS, XLSX, XPS
- Images: TIF/TIFF, JPG, JPEG, BMP, PNG, GIF
- Maximum file size to upload: 15 MB

While you can **Browse** for files one at a time, you may upload up to three at once.

If you upload the wrong file, click **Reset**. This clears out the file and allows for another to be selected.

If the wrong member was selected, click **Reset Member and Files**. This resets all files and clears out the member selection, and you are returned to the **Active/Pending Member Search** screen.

When done selecting documents to upload for a member, click **Upload**. You are returned to the **Account Summary** screen/Dashboard and a **green** successful message displays at the top of the screen stating, *"The documents have been successfully uploaded to the fund"* where 'to the fund' means to NHRS.



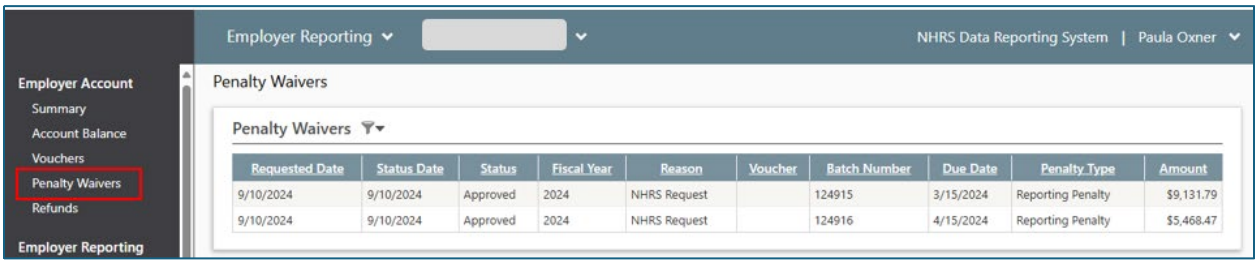
Document Upload Troubleshooting & Common Errors

Process	Issue	Resolution
Document Upload	No member appears when searching to upload documents	Members may not have been enrolled. Run the 'Employee List Report' to see if they are in a pending status – if not, you can enroll them again or contact your dedicated NHRS Relationship Manager for assistance. Relationship Manager contact information can be found on the Account Summary screen/DRS Dashboard under Associations.
Document Upload	When member is a beneficiary, employer cannot upload documents.	Contact your NHRS Relationship Manager for assistance.

Viewing Penalty Waivers

The **Penalty Waiver** screen can be used to view all penalties and penalty waivers associated with the employer you are currently viewing.

To access the **Penalty Waiver** screen, from the DRS Left Menu **>** Employer Account **>** Penalty Waivers. The screen displays:



The Penalty Waivers grid displays detail of the penalties that have been assessed, and a waiver has been requested.

- **Requested Date:** Date the waiver was requested.
- **Status Date:** Date the waiver status was last updated.
- Status:
  - **Pending** – The initial status of a waiver request. No change has been made to the employer's account relating to the penalty yet.
  - **Approved** – NHRS has approved the waiver request, and a Waived Payment Penalty Receivable or Waived Reporting Penalty Receivable has been created for the associated penalty.
  - **Denied** – NHRS has denied the waiver request. The penalty receivable still stands, and no change is made to the employer's account.

- **Fiscal Year:** Fiscal Year of the associated Voucher or Transmittal Batch Number, derived upon creation of the Penalty Waiver.
- **Reason:** The reason the penalty was waived or was requested to be waived.
  - NHRS Request
  - Other
  - Primary User – New
  - Primary User – Out of Office
  - Primary User – Resigned
  - Technical Issue
- **Voucher:** Voucher number associated with the payment penalty receivable being waived.
- **Batch Number:** Employer Reporting Batch number associated with the reporting penalty receivable being waived.
- **Due Date:** The derived Due Date from the associated Voucher or transmittal batch number that the reporting or payment penalty receivable is associated with.
- **Penalty Type:** Type of penalty being waived.
  - Reporting Penalty
  - Payment Penalty
- **Amount:** Amount of penalty being waived or being considered for waiver.

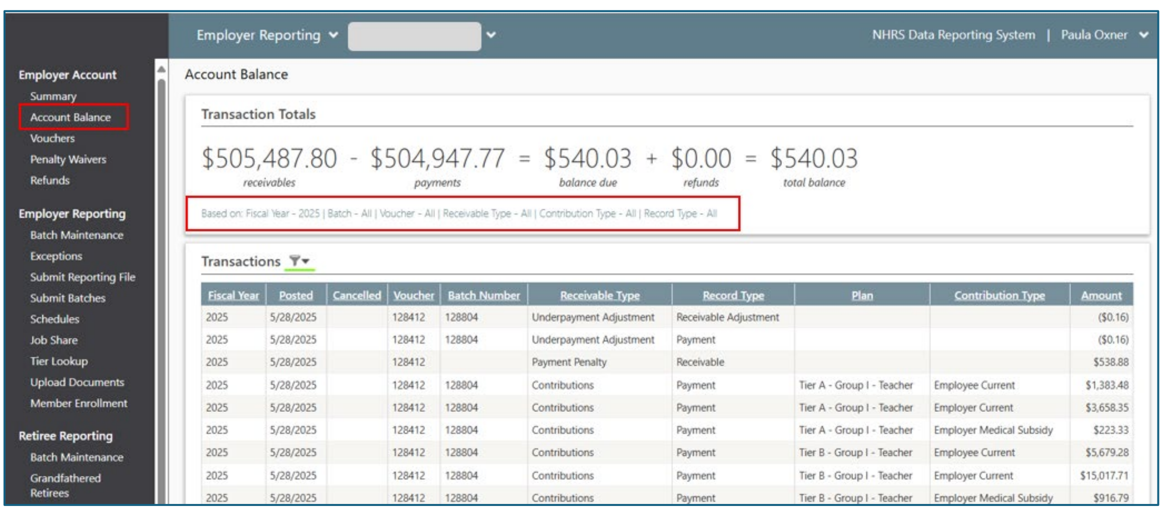
There are also notifications to the employer in the communications section of DRS to alert you that a penalty waiver has been applied.

VIEWING ACCOUNT BALANCE

The **Account Balance** screen provides a snapshot of an employer's *account balance totals* and *account transactions*, displayed in two sections of the screen:

- **The Screen Top Section:** Contains the **Transaction Totals**, which are the *account balance totals* derived from the *transaction records* in the lower grid. You can use the filter icon in the grid to limit the records displayed in the transactions grid. When filtering is applied, it dynamically updates the **transaction totals** to reflect only the total amounts for the records remaining in the grid after being filtered.
- **The Screen Lower Section:** Contains the **Transactions** grid of *Account transaction* records associated with the employer. The transactions grid data can be exported to Excel by clicking the Excel download icon in the lower right of the screen.

1. To access the **Account Balance** screen, from the DRS Left Menu > Employer Account > Account Balance. The screen displays:



The screen's top section includes Transaction Totals information:

- **Total Receivables:** Total amount of all receivables currently listed in the grid (red box).
- **Minus Total Payments:** Total amount of all payments currently listed in the grid.
- **Balance Due:** Total Receivables minus Total Payments (if a refund is owed to the employer, it is shown in parentheses).
- **Plus Refunds:** Total amount of all refunds already processed currently listed in the grid.
- **Equals Total Balance:** Balance Due plus Refunds (if a refund is owed to the employer, it is shown in parentheses).

The screen's lower section includes a Transaction grid that displays some or all the following information:

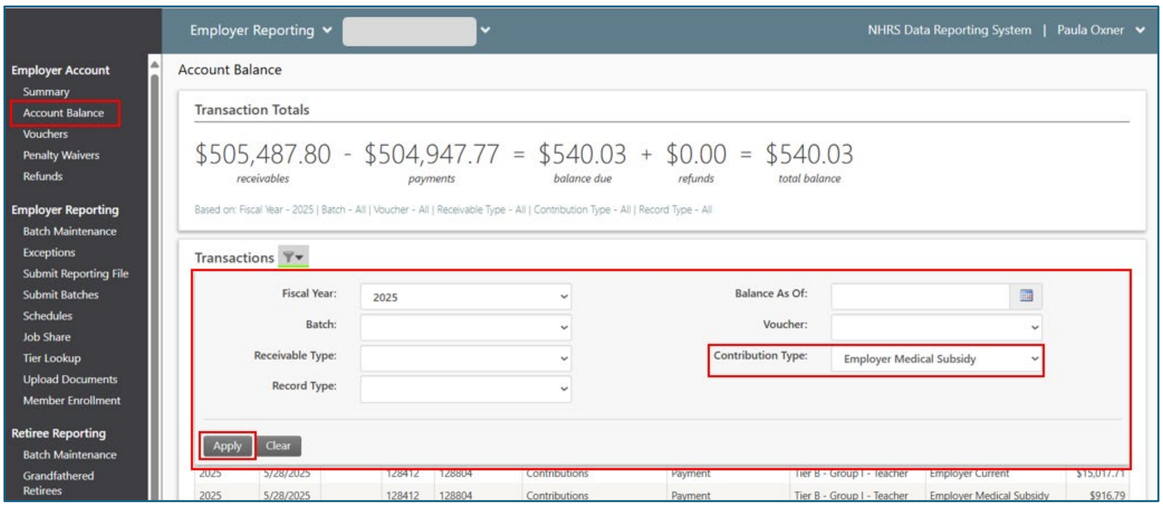
- **Fiscal Year:** Year for which the account transaction is to be applied.
- **Posted:** Date the transaction was originally entered.
- **Voucher:** Number associated with any voucher the employer may have submitted.
- **Batch Number:** Identifies a transmittal reporting batch for which the account transaction has been posted.
- **Receivable Type:**
  - None:
  - **Account Adjustment Interest:**
  - **Contributions:** Employer and member contributions to NHRS.

- **Employer SPC Payments:** Employer Service Purchase Contract Payments.
- **Other:** For NHRS use.
- **Overpayment Adjustment:** Payment received was greater than the receivable generated by the Contribution Summary. Potential refund.
- **Pay Period Correction Contributions:**
- **Payment Penalty:** Penalty for submitting payment past due date.
- **SPC Payments:** Service Purchase Contract Payment.
- **Underpayment Adjustment:** Payment received was less than the receivable generated by the Contribution Summary. This is the amount still owed.
- **Waived Payment Penalty:** Penalty for late payment was waived by NHRS.
- **Waived Reporting Penalty:** Penalty for late reporting was waived by NHRS.

- **Record Type:** Type of transaction
  - Payment
  - Payment Adjustment
  - Receivable
  - Receivable Adjustment
  - Refund
- **Plan:** Plan associated with the transaction.

- **Contribution Type:** Type of contribution for the account transaction. For a list of possible entries, see Contribution Type.
- **Amount:** Amount of the transaction.

2. To apply filter criteria, click the filter icon . The filter pop-up screen displays. Use the filter options described below to filter the data as needed, then click **Apply** to update the Transactions grid and the Transaction Totals at the top of the screen.



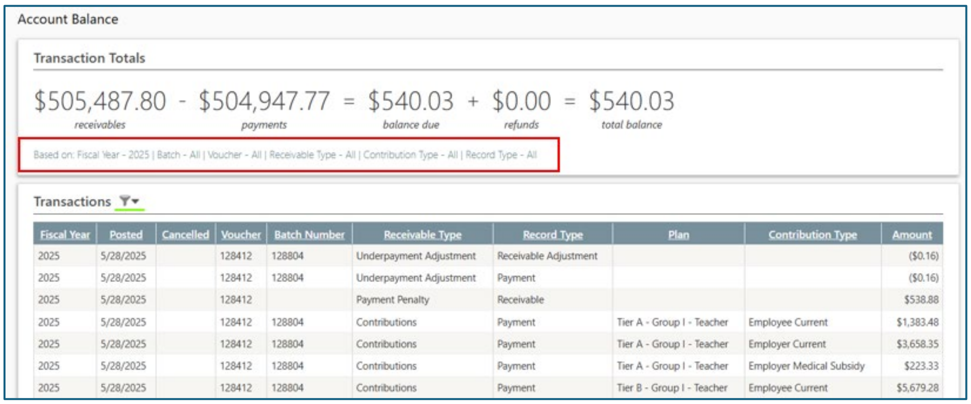
- **Fiscal Year:** Options are leave blank, or any fiscal year back to 2004.
- **Balance As Of:** Options are leave blank or select a specific past date. The returned results will be from that date to the current date.
- **Batch:** Options are leave blank, or any batch listed when the down arrow is clicked.
- **Voucher:** Options are leave blank, or any voucher listed when the down arrow is clicked.
- Receivable Type: Options are:
    - None:
    - Account Adjustment Interest:

  - **Contributions:** Employer and member contributions to NHRS.
  - **Employer SPC Payments:** Employer Service Purchase Contract Payments.
  - **Other:** For NHRS use.
  - **Overpayment Adjustment:** Payment received was greater than the receivable generated by the Contribution Summary. Potential refund.
  - Pay Period Correction Contributions:
  - **Payment Penalty:** Penalty for submitting payment past due date.
  - **SPC Payments:** Service Purchase Contract Payments.
  - **Underpayment Adjustment:** Payment received was less than the receivable generated by the Contribution Summary. This is the amount still owed.
  - **Waived Payment Penalty:** Penalty for late payment was waived by NHRS.
  - **Waived Reporting Penalty:** Penalty for late reporting was waived by NHRS.
- Contribution Type: Options are:
  - Additional Annuity (XML Value = 503)
  - Employee Current (XML Value = 501)
  - Employer Current (XML Value = 502)
  - Employer Medical Subsidy (XML Value = 504)
- **Record Type:** Options are:
  - Payment
  - Payment Adjustment
  - Receivable

- Receivable Adjustment
- Refund

A Before / After Filtering Comparison: The screens below display a comparison between the 'before' default filter criteria of ALL, versus the 'after' when new filter criteria of **Fiscal Year** = 2020 and **Contribution Type** = Employer Medical Subsidy was applied:

Before Filtering:


Account Balance

Transaction Totals

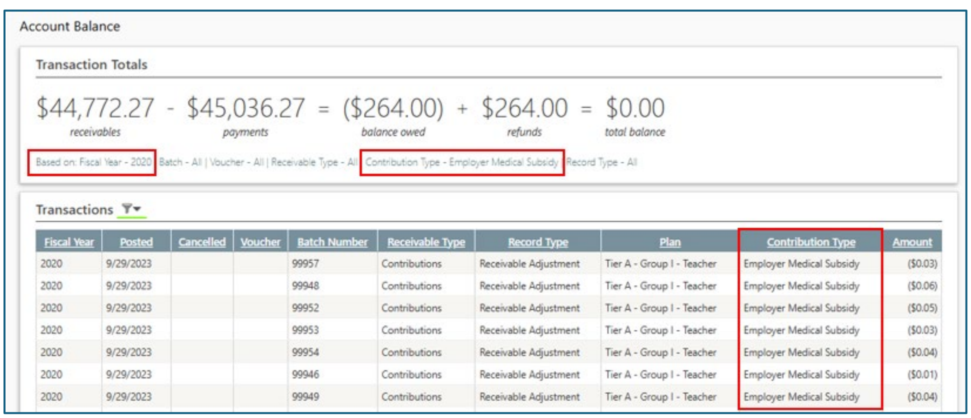
$505,487.80 - $504,947.77 = $540.03 + $0.00 = $540.03
receivables payments balance due refunds total balance

Based on: Fiscal Year - 2025 | Batch - All | Voucher - All | Receivable Type - All | Contribution Type - All | Record Type - All

Transactions

Fiscal Year	Posted	Cancelled	Voucher	Batch Number	Receivable Type	Record Type	Plan	Contribution Type	Amount
2025	5/28/2025		128412	128804	Underpayment Adjustment	Receivable Adjustment			($0.16)
2025	5/28/2025		128412	128804	Underpayment Adjustment	Payment			($0.16)
2025	5/28/2025		128412		Payment Penalty	Receivable			$538.88
2025	5/28/2025		128412	128804	Contributions	Payment	Tier A - Group I - Teacher	Employee Current	$1,383.48
2025	5/28/2025		128412	128804	Contributions	Payment	Tier A - Group I - Teacher	Employer Current	$3,658.35
2025	5/28/2025		128412	128804	Contributions	Payment	Tier A - Group I - Teacher	Employer Medical Subsidy	$223.33
2025	5/28/2025		128412	128804	Contributions	Payment	Tier B - Group I - Teacher	Employee Current	$5,679.28

After Filtering:


Account Balance

Transaction Totals

$44,772.27 - $45,036.27 = ($264.00) + $264.00 = $0.00
receivables payments balance owed refunds total balance

Based on: Fiscal Year - 2020 Batch - All | Voucher - All | Receivable Type - All Contribution Type - Employer Medical Subsidy Record Type - All

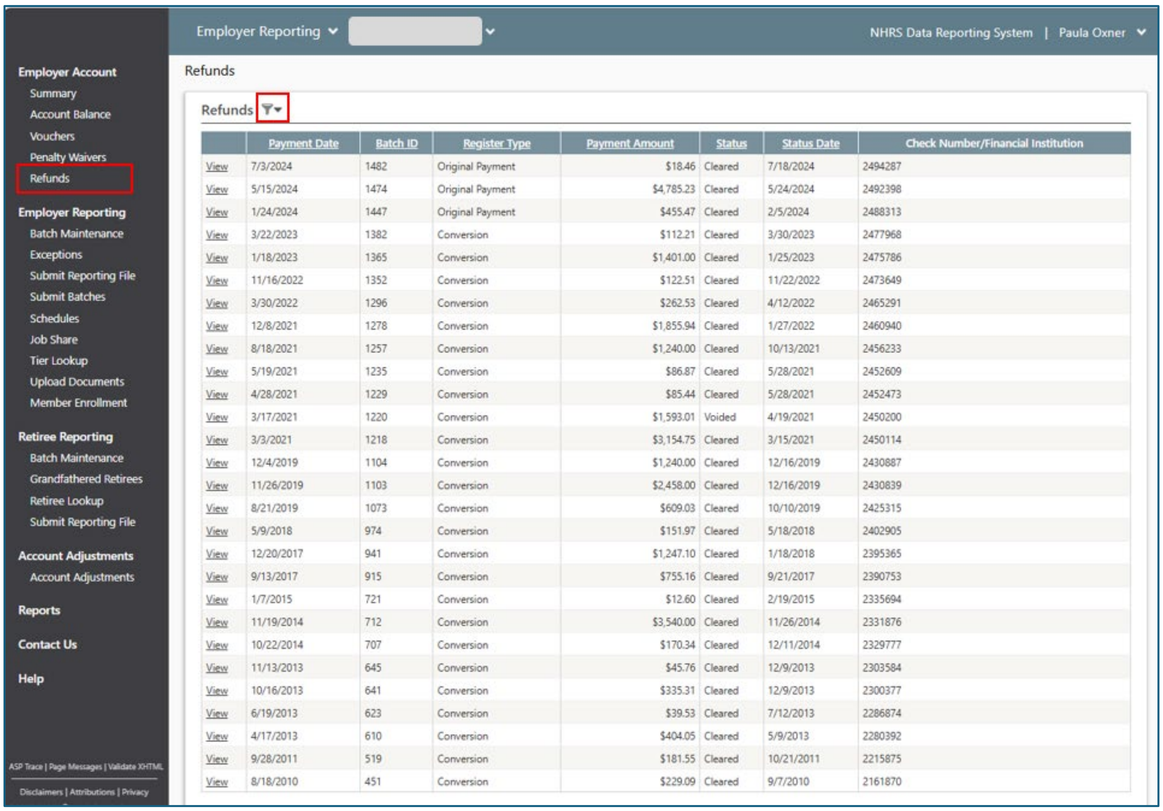
Transactions

Fiscal Year	Posted	Cancelled	Voucher	Batch Number	Receivable Type	Record Type	Plan	Contribution Type	Amount
2020	9/29/2023			99957	Contributions	Receivable Adjustment	Tier A - Group I - Teacher	Employer Medical Subsidy	($0.03)
2020	9/29/2023			99948	Contributions	Receivable Adjustment	Tier A - Group I - Teacher	Employer Medical Subsidy	($0.06)
2020	9/29/2023			99952	Contributions	Receivable Adjustment	Tier A - Group I - Teacher	Employer Medical Subsidy	($0.05)
2020	9/29/2023			99953	Contributions	Receivable Adjustment	Tier A - Group I - Teacher	Employer Medical Subsidy	($0.03)
2020	9/29/2023			99954	Contributions	Receivable Adjustment	Tier A - Group I - Teacher	Employer Medical Subsidy	($0.04)
2020	9/29/2023			99946	Contributions	Receivable Adjustment	Tier A - Group I - Teacher	Employer Medical Subsidy	($0.01)
2020	9/29/2023			99949	Contributions	Receivable Adjustment	Tier A - Group I - Teacher	Employer Medical Subsidy	($0.04)

Viewing Refunds

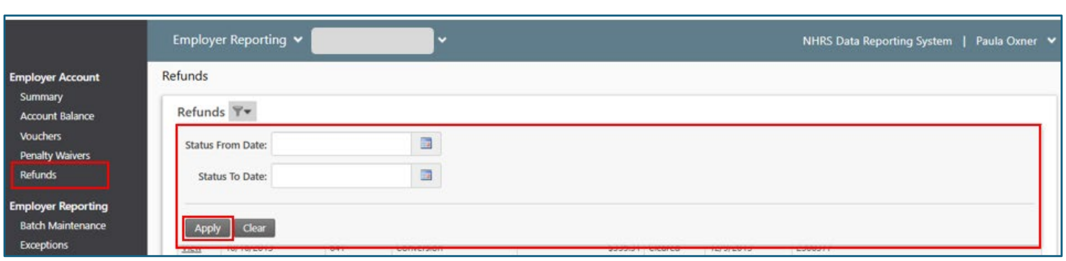
The **Refunds** screen defaults to display key information for all refund payments posted by NHRS, in descending order by Status Date.

1. To access the **Refunds** screen, from the DRS Left Menu > Employer Account > Refunds. The **Refunds** screen displays:



	Payment Date	Batch ID	Register Type	Payment Amount	Status	Status Date	Check Number/Financial Institution
View	7/3/2024	1482	Original Payment	$18.46	Cleared	7/18/2024	2494287
View	5/15/2024	1474	Original Payment	$4,785.23	Cleared	5/24/2024	2492398
View	1/24/2024	1447	Original Payment	$455.47	Cleared	2/5/2024	2488313
View	3/22/2023	1382	Conversion	$112.21	Cleared	3/30/2023	2477968
View	1/18/2023	1365	Conversion	$1,401.00	Cleared	1/25/2023	2475786
View	11/16/2022	1352	Conversion	$122.51	Cleared	11/22/2022	2473649
View	3/30/2022	1296	Conversion	$262.53	Cleared	4/12/2022	2465291
View	12/8/2021	1278	Conversion	$1,855.94	Cleared	1/27/2022	2460940
View	8/18/2021	1257	Conversion	$1,240.00	Cleared	10/13/2021	2456233
View	5/19/2021	1235	Conversion	$86.87	Cleared	5/28/2021	2452609
View	4/28/2021	1229	Conversion	$85.44	Cleared	5/28/2021	2452473
View	3/17/2021	1220	Conversion	$1,593.01	Voided	4/19/2021	2450200
View	3/3/2021	1218	Conversion	$3,154.75	Cleared	3/15/2021	2450114
View	12/4/2019	1104	Conversion	$1,240.00	Cleared	12/16/2019	2430887
View	11/26/2019	1103	Conversion	$2,458.00	Cleared	12/16/2019	2430839
View	8/21/2019	1073	Conversion	$609.03	Cleared	10/10/2019	2425315
View	5/9/2018	974	Conversion	$151.97	Cleared	5/18/2018	2402905
View	12/20/2017	941	Conversion	$1,247.10	Cleared	1/18/2018	2395365
View	9/13/2017	915	Conversion	$755.16	Cleared	9/21/2017	2390753
View	1/7/2015	721	Conversion	$12.60	Cleared	2/19/2015	2335694
View	11/19/2014	712	Conversion	$3,540.00	Cleared	11/26/2014	2331876
View	10/22/2014	707	Conversion	$170.34	Cleared	12/11/2014	2329777
View	11/13/2013	645	Conversion	$45.76	Cleared	12/9/2013	2303584
View	10/16/2013	641	Conversion	$335.31	Cleared	12/9/2013	2300377
View	6/19/2013	623	Conversion	$39.53	Cleared	7/12/2013	2286874
View	4/17/2013	610	Conversion	$404.05	Cleared	5/9/2013	2280392
View	9/28/2011	519	Conversion	$181.55	Cleared	10/21/2011	2215875
View	8/18/2010	451	Conversion	$229.09	Cleared	9/7/2010	2161870

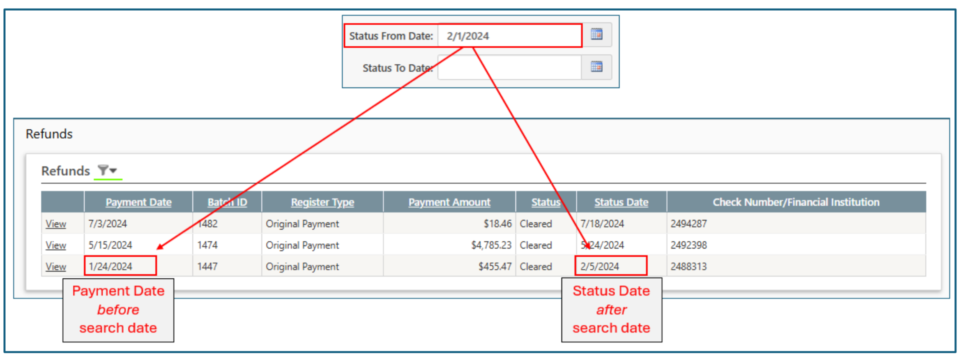
   a. To reduce the number of lines listed, use the filter icon at the top of the screen. The filter pop-up displays:



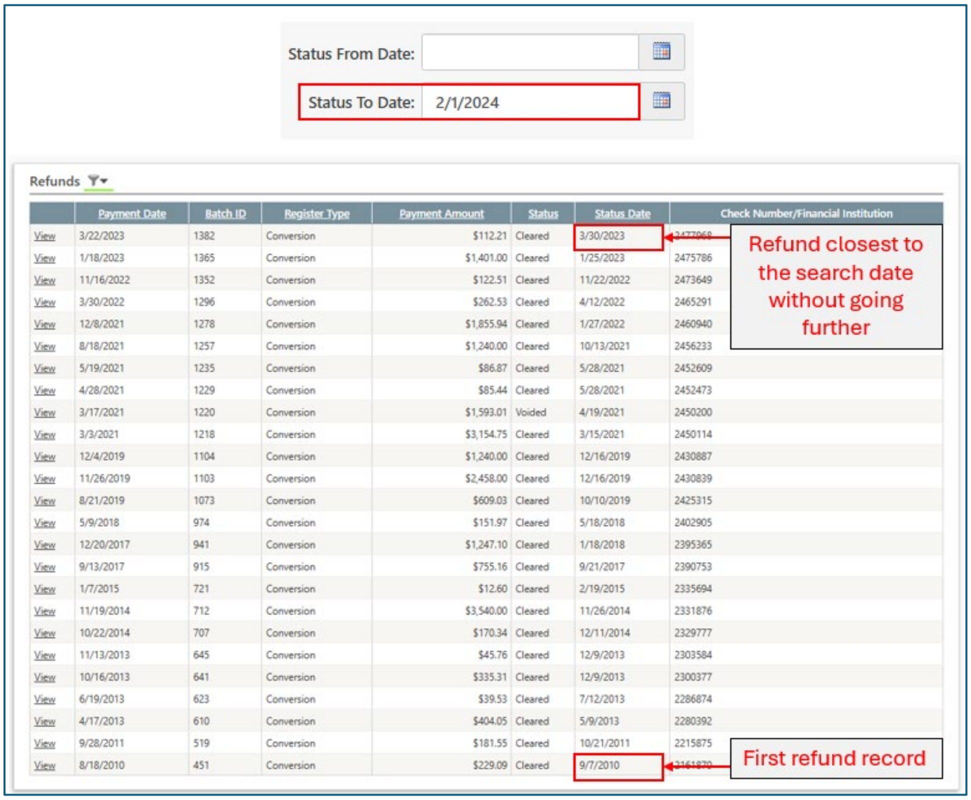
Enter a combination of **Status From Date** and **Status To Date** and click **Apply**, to achieve the desired search results; for example:

- Entering a **Status From Date** without a **Status To Date**, returns refunds starting at the Status From Date through to the most recent refund.

  Note: If there are refund records with a **Payment Date** that is *before* the search date entered and a **Status Date** that is *after* the search date entered, the filtered results include those records, along with all other records matching the filter criteria:

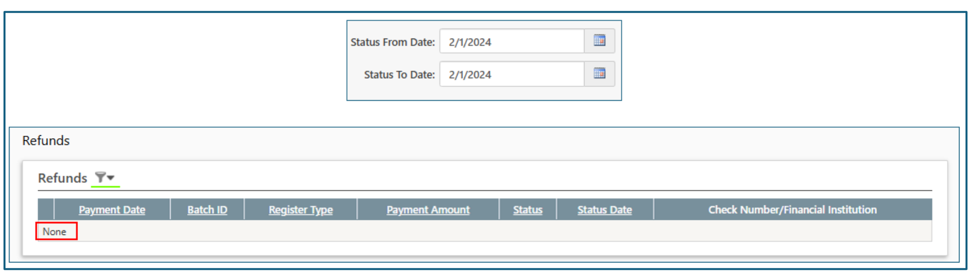


- Entering a **Status To Date** without a **Status From Date**, returns refunds starting at the first refund record created up to those records closest to the search date, without going beyond search date:

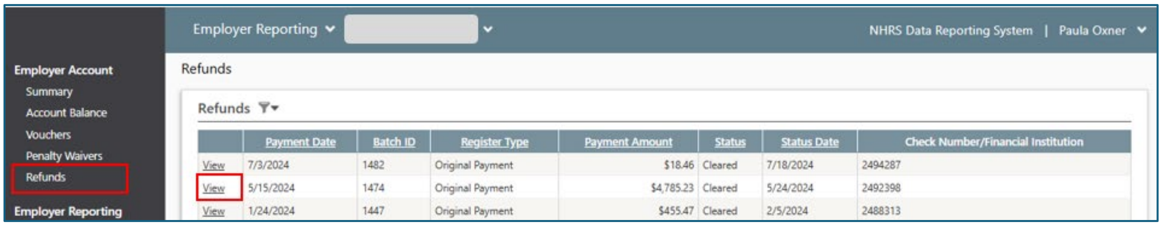


	Payment Date	Batch ID	Register Type	Payment Amount	Status	Status Date	Check Number/Financial Institution
View	3/22/2023	1382	Conversion	$112.21	Cleared	3/30/2023	2477968
View	1/18/2023	1365	Conversion	$1,401.00	Cleared	1/25/2023	2475786
View	11/16/2022	1352	Conversion	$122.51	Cleared	11/22/2022	2473649
View	3/30/2022	1296	Conversion	$262.53	Cleared	4/12/2022	2465291
View	12/8/2021	1278	Conversion	$1,855.94	Cleared	1/27/2022	2460940
View	8/18/2021	1257	Conversion	$1,240.00	Cleared	10/13/2021	2456233
View	5/19/2021	1235	Conversion	$86.87	Cleared	5/28/2021	2452609
View	4/28/2021	1229	Conversion	$85.44	Cleared	5/28/2021	2452473
View	3/17/2021	1220	Conversion	$1,593.01	Voided	4/19/2021	2450200
View	3/3/2021	1218	Conversion	$3,154.75	Cleared	3/15/2021	2450114
View	12/4/2019	1104	Conversion	$1,240.00	Cleared	12/16/2019	2430887
View	11/26/2019	1103	Conversion	$2,458.00	Cleared	12/16/2019	2430839
View	8/21/2019	1073	Conversion	$609.03	Cleared	10/10/2019	2425315
View	5/9/2018	974	Conversion	$151.97	Cleared	5/18/2018	2402905
View	12/20/2017	941	Conversion	$1,247.10	Cleared	1/18/2018	2395365
View	9/13/2017	915	Conversion	$755.16	Cleared	9/21/2017	2390753
View	1/7/2015	721	Conversion	$12.60	Cleared	2/19/2015	2335694
View	11/19/2014	712	Conversion	$3,540.00	Cleared	11/26/2014	2331876
View	10/22/2014	707	Conversion	$170.34	Cleared	12/11/2014	2329777
View	11/13/2013	645	Conversion	$45.76	Cleared	12/9/2013	2303584
View	10/16/2013	641	Conversion	$335.31	Cleared	12/9/2013	2300377
View	6/19/2013	623	Conversion	$39.53	Cleared	7/12/2013	2286874
View	4/17/2013	610	Conversion	$404.05	Cleared	5/9/2013	2280392
View	9/28/2011	519	Conversion	$181.55	Cleared	10/21/2011	2215875
View	8/18/2010	451	Conversion	$229.09	Cleared	9/7/2010	2161870

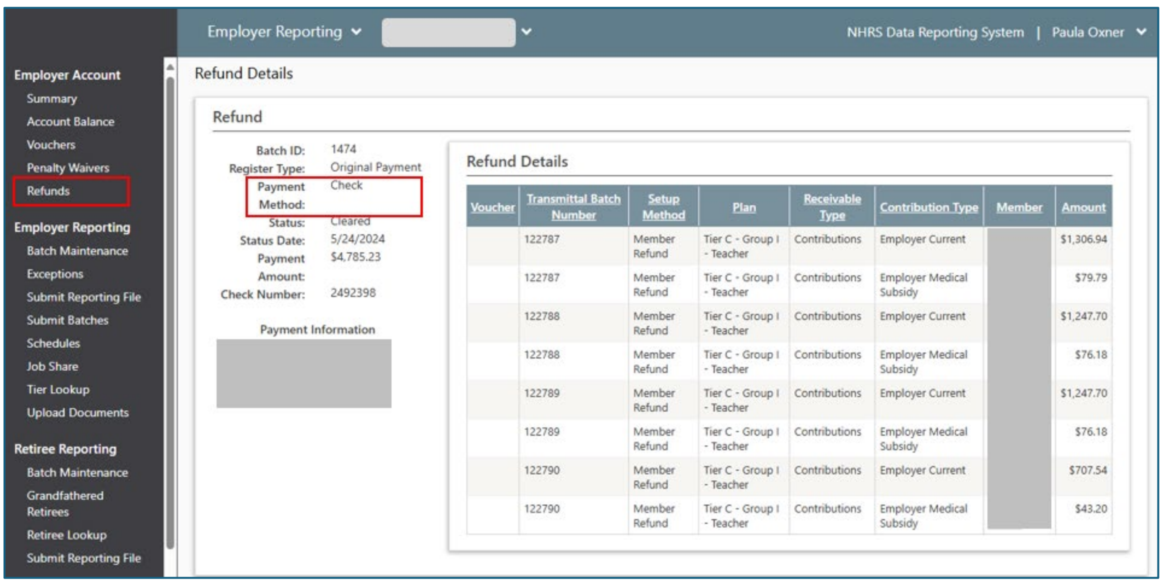
- Entering both Status **From Date** and **Status To Date**, returns refunds for that specific date only, if there are any; otherwise, the search grid displays **None**:



2. To see details for a specific refund, on the **Refunds** screen click **View** next to a record. The **Refund Details** screen displays.



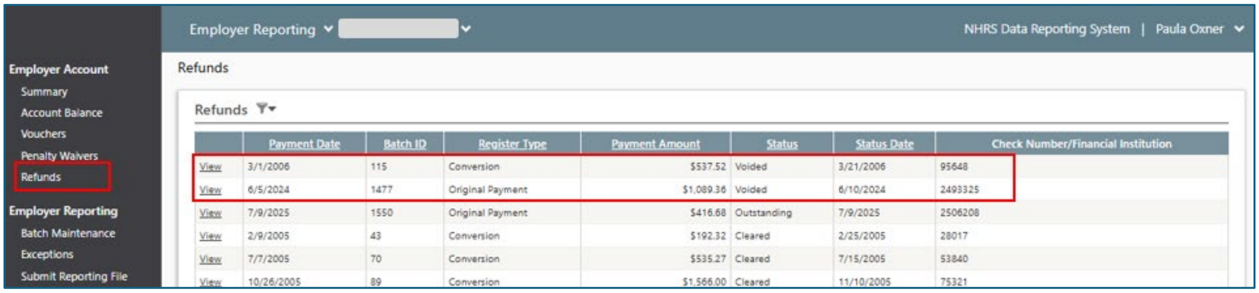
The **Refund Details** screen varies slightly based on the Payment Method of the refund, as explained below:



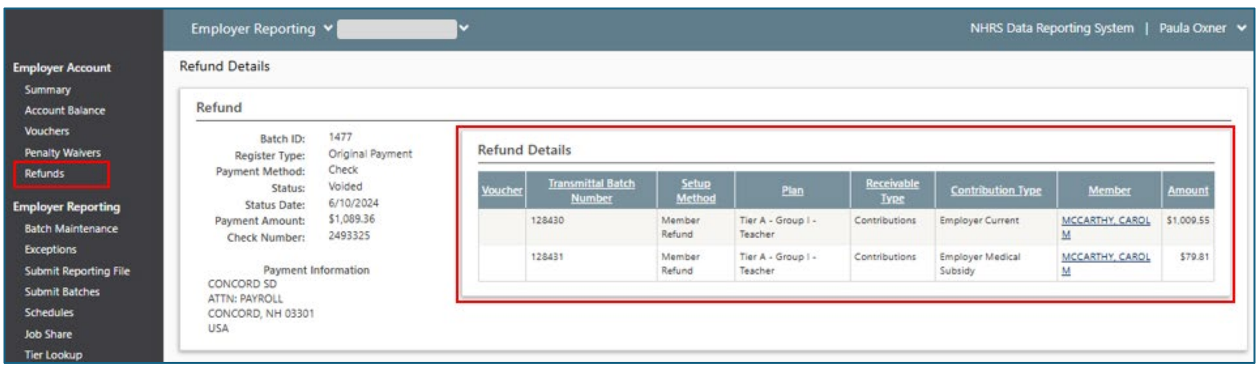
- For all payment methods, the refund detail displays all associated refund records to the employer payroll Batch ID. If the selected refund payment method is…
    - ‘ACH’, additional banking information is displayed.
    - ‘Check’, the check number and payment information are displayed.
    - ‘Manual’, refund details are displayed.

Voided Payments

Voided Payments display on the **Refunds** screen just like a posted payment.

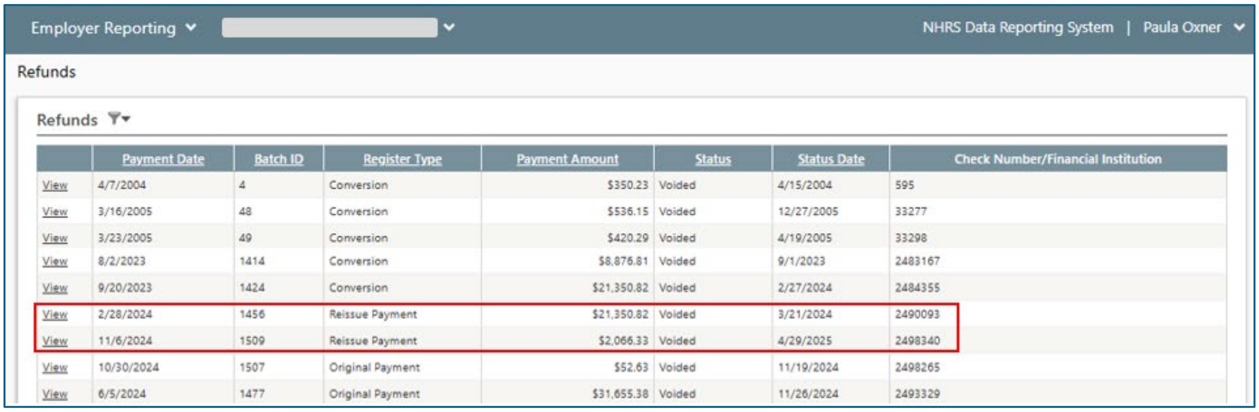


When viewed, the Refund Details are also the same as a posted payment, except the status is Voided or Voided (Reissued).



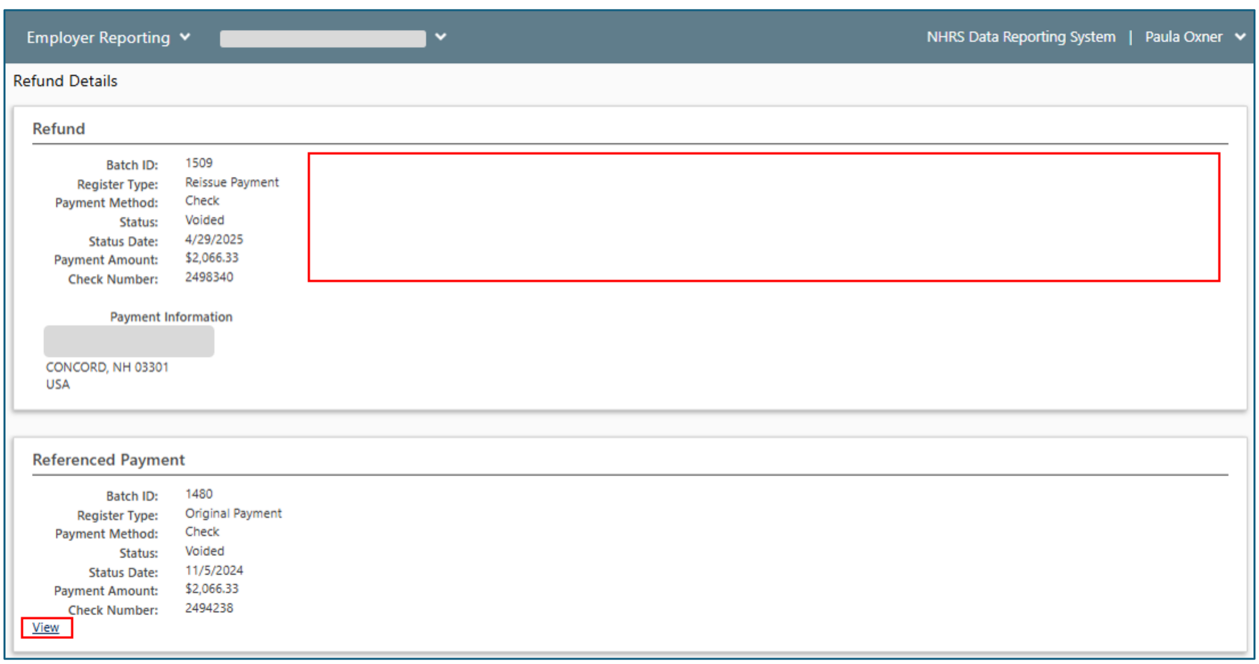
Voided and Reissued Payments

Voided and Reissued Payments display on the **Refunds** screen with a Register Type of 'Reissue Payment'.

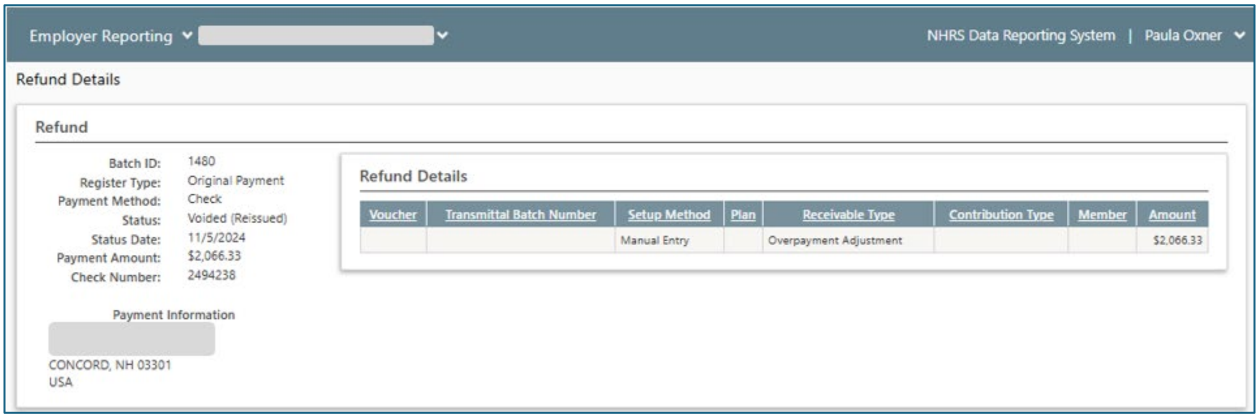


	Payment Date	Batch ID	Register Type	Payment Amount	Status	Status Date	Check Number/Financial Institution
View	4/7/2004	4	Conversion	$350.23	Voided	4/15/2004	595
View	3/16/2005	48	Conversion	$536.15	Voided	12/27/2005	33277
View	3/23/2005	49	Conversion	$420.29	Voided	4/19/2005	33298
View	8/2/2023	1414	Conversion	$8,876.81	Voided	9/1/2023	2483167
View	9/20/2023	1424	Conversion	$21,350.82	Voided	2/27/2024	2484355
View	2/28/2024	1456	Reissue Payment	$21,350.82	Voided	3/21/2024	2490093
View	11/6/2024	1509	Reissue Payment	$2,066.33	Voided	4/29/2025	2498340
View	10/30/2024	1507	Original Payment	$52.63	Voided	11/19/2024	2498265
View	6/5/2024	1477	Original Payment	$31,655.38	Voided	11/26/2024	2493329

However, when the reissued payment is viewed, the **Refund Details** screen does not have a Refund Details section but instead has a Referenced Payment section below the detail that includes the original payment information.



Click the **View** link at the bottom of the Referenced Payment section to display the original payment's refund information, where the refund details are displayed.



Making Account Adjustments

Different types of adjustments are available that enable you to adjust a member's account.

Note: If any of the account adjustments below need to be made, please contact your NHRS Relationship Manager for further instructions. Relationship Manager contact information can be found on the **Account Summary** screen/DRS Dashboard under Associations.

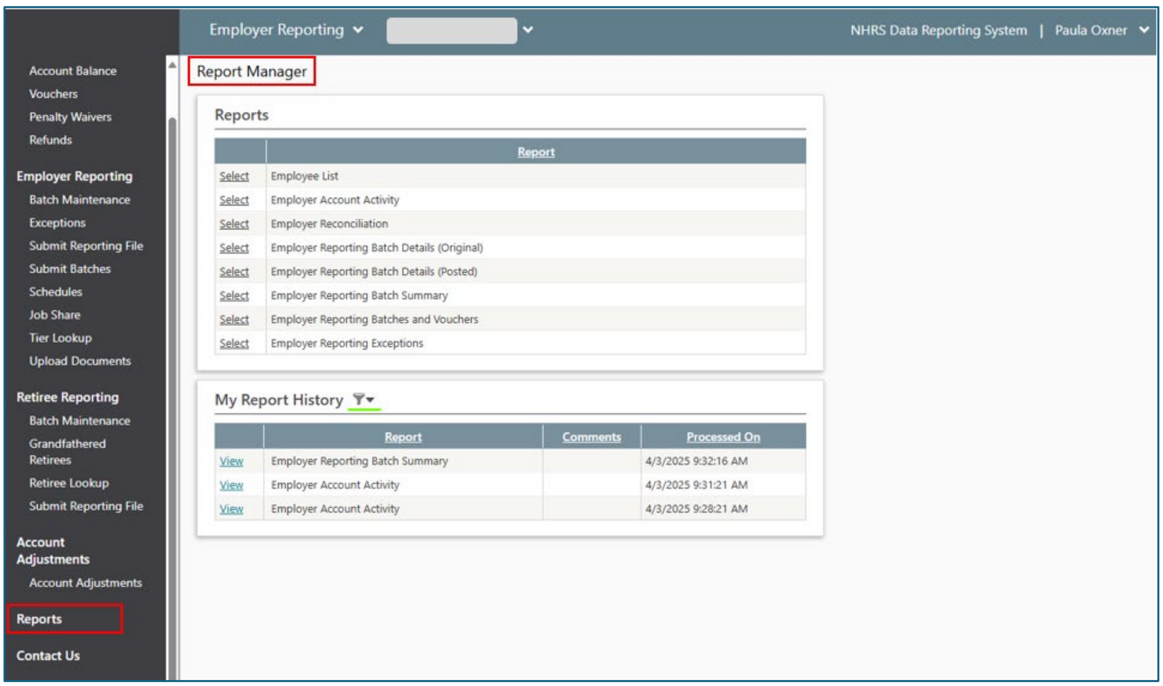
- **Erroneous Contributions** - Pay period adjustment(s) and receivable adjustment(s) to refund member and employer contributions on the member's account for a given date range that were posted erroneously or over reported.
- **Salary Continuance** - Normal or pay period adjustment(s) posted to the member's account based on adjusted salary amounts for a period because of a salary continuance.
- **Salary Pay Item Correction** - Pay period adjustment(s) posted to the member account for a given date range to move salary from one pay item to another if salary was originally reported to the incorrect pay item. Pay Items are:
  - Base Pay
  - Compensation Over Base Pay (COB)
  - Extra Duty Pay (EDP) (For Tier A, Group 2 only)

A Salary Pay Item Correction is ultimately a "net zero" adjustment to salary. Example: Base Pay to Comp Over Base Pay (COB) or vice versa.

GENERATING EMPLOYER REPORTS

Reports are beneficial in aiding employers during the monthly reporting process. Reports can assist in identifying discrepancies, viewing prior batch information, displaying member records, and more. Employer Reports are generated from the **Report Manager** screen.

1. To access the **Report Manager** screen, begin on the DRS Left Menu > Reports. The Report Manager screen displays:



The **Report Manager** screen displays a list of available reports:

- Employee List Report

  Displays current employees, including active members and payees associated with an employer. It can be run with a Hire Date range or include all currently active employees.

- Employer Account Activity Report

  Can only be run on Posted batches. Displays the receivable type, contribution type, payment amount, and refund transactions for a selected employer. Filtering can be used to limit the report to a specific plan, batch, date range, or fiscal year.

- Employer Reconciliation Report

  This report provides a listing of the posted member and pay period data for a specific employer reporting batch, used for reconciliation purposes.

- Employer Reporting Batch Details (Original) Report

  Displays the detail of all member records in a selected employer reporting batch, as well as the associated batch identification and balancing information, as it was originally reported.

- Employer Reporting Batch Details (Posted) Report

  Displays the detail of all member records in a selected employer reporting batch as it was posted, reflecting any changes made to the originally reported data prior to posting. Summary batch information is also provided.

- Employer Reporting Batch Summary Report

  Displays the progress of a selected batch through the employer reporting process. It reflects the number of member records reported as well as posted, compares the posted amounts of salary and contributions originally transmitted against the processed amounts and lists the differences, and shows a history of the batch processing statuses.
  Checking the **Include Batch History** checkbox provides a timestamp of batch processing.

- Employer Reporting Batches and Vouchers Report

  Displays batch numbers and payment voucher numbers assigned to scheduled reporting batches for the selected fiscal year. NHRS generates new fiscal year batch and voucher numbers once the schedule for the next fiscal year is available, which is typically in the month of May.

- Employer Reporting Exceptions Report
  Displays all exceptions in a selected employer reporting batch, including the Exception Status, Type, and Category, as well as a detailed Exception Message that explains the exception/error that was found. Often the Exception Message identifies how to correct the exception. This report is only available while exceptions remain in a batch. Once exceptions have been corrected and members are posted, their exceptions no longer appear on this report. This report is most helpful in Microsoft Excel format.

2. Click **Select** to the left of the desired report title. When any report is selected, a report criteria/report options screen opens. Each criteria/options screen is unique to the chosen report. Further below in this section of the guide, you will find sample criteria/option screens and sample reports for each of the available Employer Reports.

3. Before submitting any report for processing, **Report Options** section of each screen, you have the option to enter Comments and define how you would like the report formatted:

   - **Comments:** An optional description of the report. This is often used to describe what parameters were used in the generation of the report so that it can easily be referenced later when viewing from the My Reports or Report History grids. It does not appear within the actual report

   - **Format Report As:**

     - **PDF** - If selected, the report is generated as a PDF that can be opened in your default PDF reader. From there, the report can be saved to your laptop or printed.

- **Microsoft Excel** - If selected, the report is generated as an Excel file that can be opened in Microsoft Excel. From there, the report can be saved to your laptop and modified if needed.

4. After completing a selection criteria/options screen, click **Submit Report**. The report is generated for the employer or carrier currently displayed in the Common Area (blue bar) at the top of the DRS screen and the message, *"The report has been submitted"* displays at the top of the screen indicating that the report request was successfully submitted:

- **Processing:** While the report is being processed, it is listed on the **Report Manager** screen in the **In Progress** section. Other screens can be accessed while the report is running; it is not necessary to remain on the Report Manager screen while the report is being processed.

- **Ready:** When a report is ready, the user who initiated the report receives a User Alert, which is indicated by an exclamation point in a red circle next to your name in the top right corner of DRS. Click on the **down arrow** to the right of your name to open the User Alert. When you open the alert, a pop up displays with a link to the report. Click on the report title to open it.

Hint: The User Alert may take a moment to appear. Two quick ways to view your report are 1) refresh your screen or 2) click **Reports** again in the left menu. Both options refresh the **Report Manager** screen, allowing you to view the report you just generated.

- **Complete:** Each completed report can also be accessed from the **Report Manager** screen in the **My Report History** section (see View Your Report History).

Employee List Report

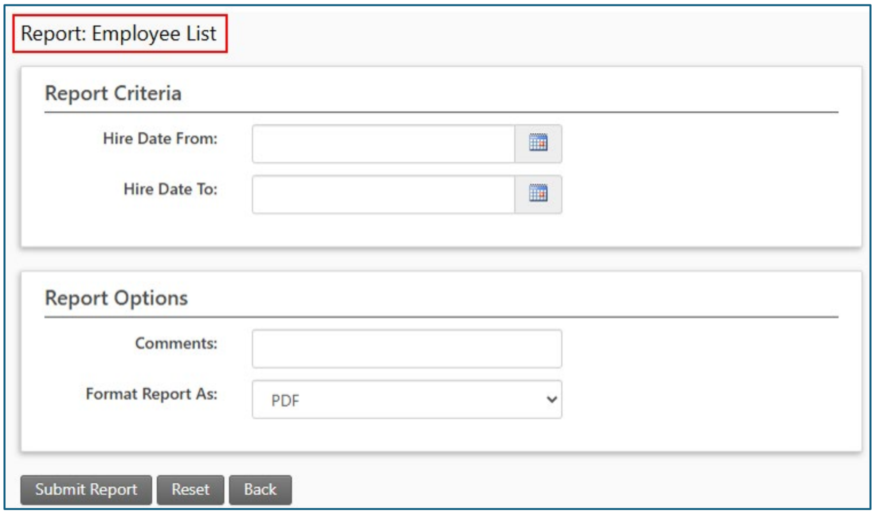
Description: The Employee List Report provides a listing of Active (Active, Pending, Active Payee) employees per Employer, and/or based on their Hire Date.

Note: As an employer, you should never see an employee with the status of **Active Payee** on this report. If Active Payee does display, please contact your dedicated NHRS Relationship Manager for assistance. Relationship Manager contact information can be found on the **Account Summary** screen/DRS Dashboard under Associations.

Status Definitions:

- **Active** (member status): A member who is actively contributing to the New Hampshire Retirement System (NHRS).
- **Pending** (member status): An individual who is **not yet**, nor has **ever been**, an active/contributing member of the New Hampshire Retirement System (NHRS) but is one you have 'enrolled' into NHRS in a 'pending' status and who will become 'active' beginning with their first pay period.
- **Active Payee:** An employee who **was** an active/contributing member of the New Hampshire Retirement System (NHRS) at one time but has since filed for retirement and later returned to full-time work.

Search Criteria:


Report: Employee List

Report Criteria

Hire Date From:

Hire Date To:

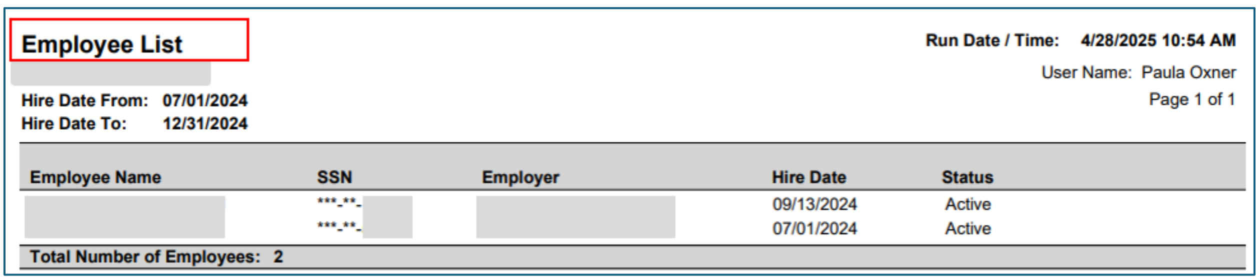
Report Options

Comments:

Format Report As: PDF

Submit Report | Reset | Back

Sample Employee List Report:


Employee List

Run Date / Time: 4/28/2025 10:54 AM

User Name: Paula Oxner

Page 1 of 1

Hire Date From: 07/01/2024

Hire Date To: 12/31/2024

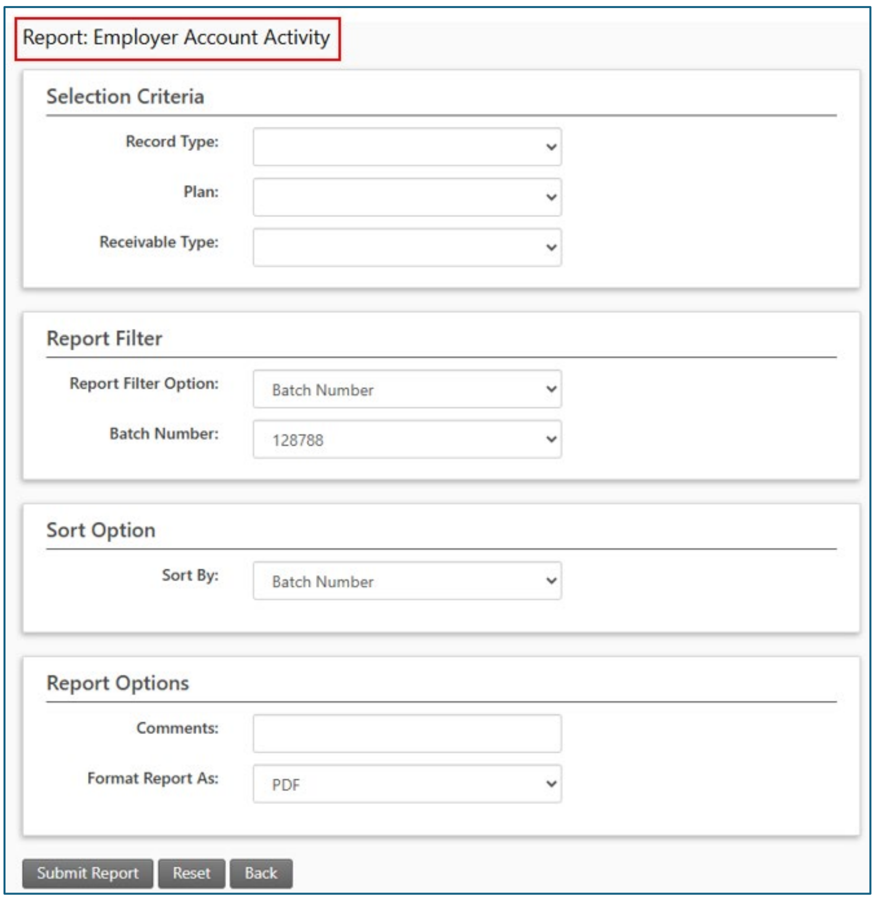
Employee Name	SSN	Employer	Hire Date	Status
	***-**-		09/13/2024	Active
	***-**-		07/01/2024	Active

Total Number of Employees: 2

Employer Account Activity Report

Description: Can only be run on Posted batches. Displays the receivable type, contribution type, payment amount, and refund transactions for a selected employer. Filtering can be used to limit the report to a specific plan, batch, date range, or a fiscal year.

Search Criteria:



- **Record Type:** Options are:

  Payment

  Payment Adjustment

  Receivable

  Receivable Adjustment

  Refund

- **Plan:** Either leave blank or select

  Tier A – Group I – Employee

  Tier A – Group I – Teacher

  Tier A – Group II – Fire

  Tier A – Group II – Police

  Tier B – Group I – Employee

  Tier B – Group I – Teacher

  Tier B – Group II – Fire

  Tier B – Group II – Police

  Tier C – Group I – Academic

  Tier C – Group I – Employee

  Tier C – Group I – PT Judges

  Tier C – Group I – Teacher

  Tier C – Group II – Fire

  Tier C – Group II – Police

- **Receivable Type:** Options are:

  None

  Account Adjustment Interest

  Contributions

  Employer SPC (Service Purchase Contract) Payments

  Other

  Overpayment Adjustment

  Pay Period Correction Contributions

  Payment Penalty

  SPC (Service Purchase Contract) Payments

  Underpayment Adjustment

  Waived Payment Penalty

  Waived Reporting Penalty

Sample Employer Account Activity Report:

Employer Account Activity

Run Date / Time: 04/28/2025 11:12 AM
User Name: Paula Oxner
Page 1 of 1

Fiscal Year	Posted Date	Batch Number	Voucher Number	Reference Number	Plan Name	Record Type	Receivable Type	Contribution Type	Amount	Status
2025	04/07/2025	128788	128404		Tier B - Group I - Teacher	Receivable	Contributions	Employee Current	$5,651.28	Posted
2025	04/07/2025	128788	128404		Tier B - Group I - Teacher	Receivable	Contributions	Employer Current	$14,943.67	Posted
2025	04/07/2025	128788	128404		Tier B - Group I - Teacher	Receivable	Contributions	Employer Medical Subsidy	$912.27	Posted
2025	04/07/2025	128788	128404		Tier C - Group I - Teacher	Receivable	Contributions	Employee Current	$6,802.37	Posted
2025	04/07/2025	128788	128404		Tier C - Group I - Teacher	Receivable	Contributions	Employer Current	$17,987.54	Posted
2025	04/07/2025	128788	128404		Tier C - Group I - Teacher	Receivable	Contributions	Employer Medical Subsidy	$1,098.16	Posted
2025	04/07/2025	128788	128404		Tier A - Group I - Teacher	Receivable	Contributions	Employee Current	$1,348.48	Posted
2025	04/07/2025	128788	128404		Tier A - Group I - Teacher	Receivable	Contributions	Employer Current	$3,565.80	Posted
2025	04/07/2025	128788	128404		Tier A - Group I - Teacher	Receivable	Contributions	Employer Medical Subsidy	$217.68	Posted
							Transactions Total for Batch:		**$52,527.25**	

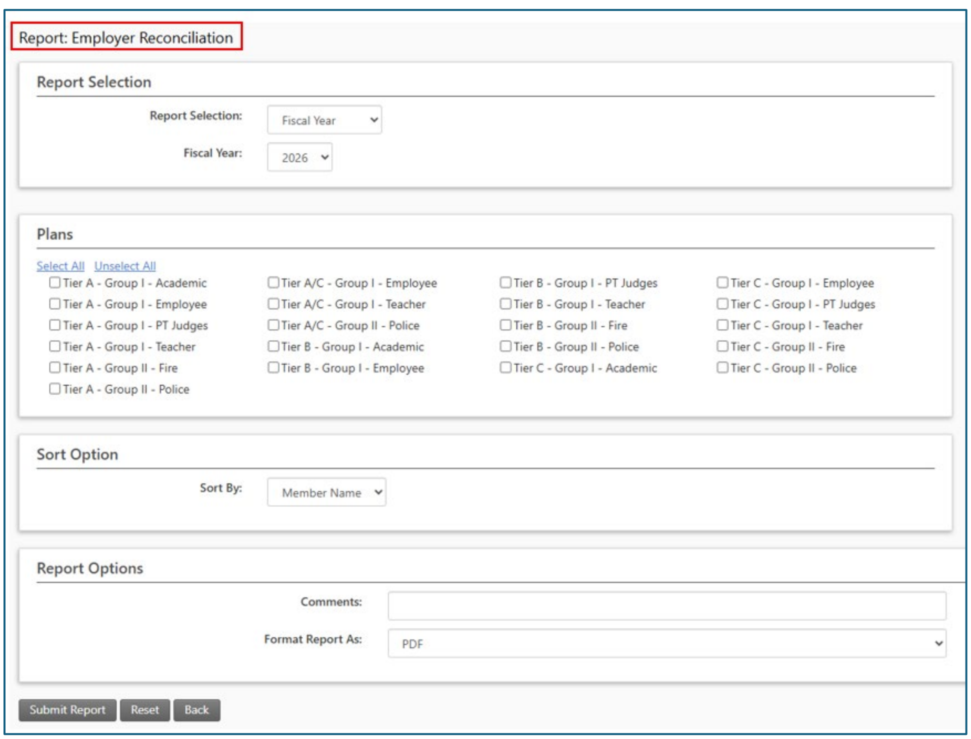
Employer Reconciliation Report

Description: This report provides a listing of the posted member and pay period data for a specific employer reporting batch used for reconciliation purposes.

Note: The Employer Reconciliation Report can only be run on **Posted** batches. This is a live report, meaning that whenever changes, corrections, or refunds are made within NHRS, this report is dynamically updated.

This report can be run by Fiscal Year (2024 and forward) or by individual Batch Number. All Plans run if none are selected. The report can be sorted by Member Name (default) or by Member SSN.

Search Criteria:



Sample Employer Reconciliation Report:

Employer Reporting Reconciliation Report

Run Date / Time: 05/27/2025 11:36 AM
User Name: Paula Oxner
Page 1 of 87

Fiscal Year 2024

***-**

Plan	Batch Number	Entry Method	From Date	To Date	Pay Date	Base Pay	COB	ESDP	Total	Employee	Additional Annuity	Pension Amount	Medical Subsidy	Employer Total
Tier C - Group I - Teacher	122784	Historic**	07/01/2023	07/30/2023	07/21/2023	$480.00	$0.00	$0.00	$480.00	$33.60	$0.00	**	**	**
Tier C - Group I - Teacher	122785	Historic**	07/01/2023	07/30/2023	08/04/2023	$0.00	$2,500.00	$0.00	$2,500.00	$175.00	$0.00	**	**	**
Tier C - Group I - Teacher	122786	Reporting	08/14/2023	08/27/2023	09/01/2023	$1,990.88	$0.00	$0.00	$1,990.88	$139.36	$0.00	$368.51	$22.50	$391.01
Tier C - Group I - Teacher	122786	Reporting	08/28/2023	09/10/2023	09/15/2023	$1,990.88	$0.00	$0.00	$1,990.88	$139.36	$0.00	$368.51	$22.50	$391.01
Tier C - Group I - Teacher	122786	Reporting	09/11/2023	09/24/2023	09/29/2023	$1,990.88	$0.00	$0.00	$1,990.88	$139.36	$0.00	$368.51	$22.50	$391.01
Tier C - Group I - Teacher	122787	Reporting	09/25/2023	10/08/2023	10/13/2023	$1,990.88	$0.00	$0.00	$1,990.88	$139.36	$0.00	$368.51	$22.50	$391.01
Tier C - Group I - Teacher	122787	Reporting	10/09/2023	10/22/2023	10/27/2023	$1,990.88	$0.00	$0.00	$1,990.88	$139.36	$0.00	$368.51	$22.50	$391.01
Tier C - Group I - Teacher	122788	Reporting	10/23/2023	11/05/2023	11/10/2023	$1,990.88	$0.00	$0.00	$1,990.88	$139.36	$0.00	$368.51	$22.50	$391.01
Tier C - Group I - Teacher	122788	Reporting	11/06/2023	11/19/2023	11/24/2023	$1,990.88	$0.00	$0.00	$1,990.88	$139.36	$0.00	$368.51	$22.50	$391.01
Tier C - Group I - Teacher	122789	Reporting	11/20/2023	12/03/2023	12/08/2023	$1,990.88	$0.00	$0.00	$1,990.88	$139.36	$0.00	$368.51	$22.50	$391.01
Tier C - Group I - Teacher	122789	Reporting	12/04/2023	12/17/2023	12/22/2023	$1,990.88	$300.00	$0.00	$2,290.88	$160.36	$0.00	$424.04	$25.89	$449.93
Tier C - Group I - Teacher	122790	Reporting	12/18/2023	12/31/2023	01/05/2024	$1,990.88	$0.00	$0.00	$1,990.88	$139.36	$0.00	$368.51	$22.50	$391.01

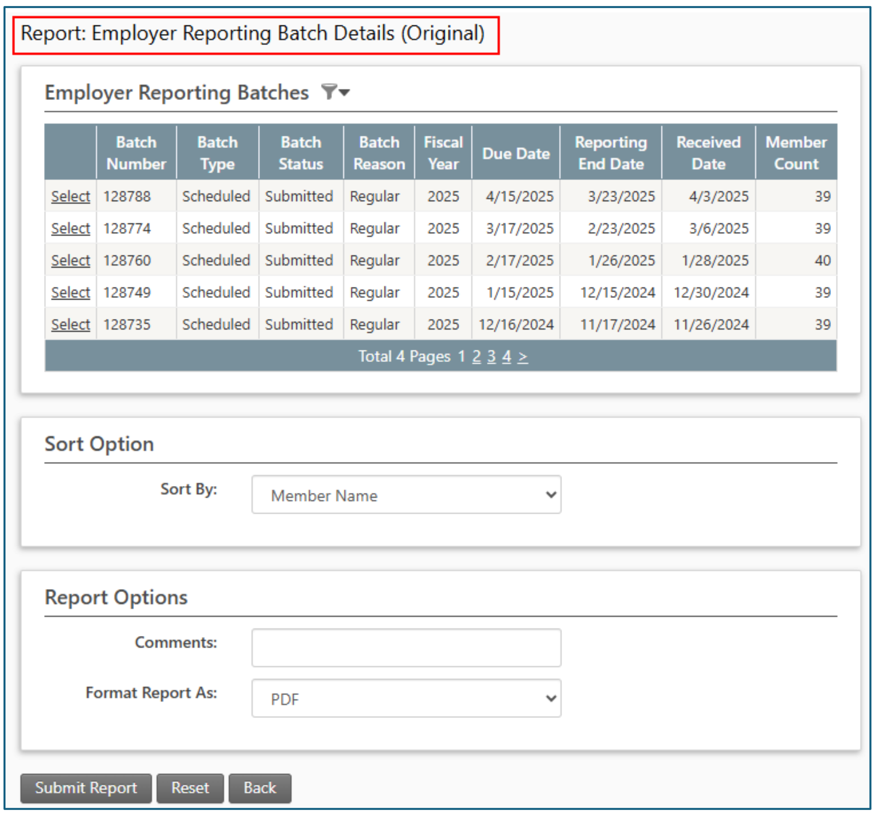
Sort: Member Name Criteria: Fiscal Year: 2024, Plans Filtered New Hampshire Retirement System

* Salary and Contributions mannually added by NHRS staff.
** Reported data from the previous system and converted.

Employer Reporting Batch Details (Original) Report

Description: Displays the detail of all member records in a selected employer reporting batch, as well as the associated batch identification and balancing information, as it was originally reported.

Search Criteria:



Report: Employer Reporting Batch Details (Original)

Employer Reporting Batches

	Batch Number	Batch Type	Batch Status	Batch Reason	Fiscal Year	Due Date	Reporting End Date	Received Date	Member Count
Select	128788	Scheduled	Submitted	Regular	2025	4/15/2025	3/23/2025	4/3/2025	39
Select	128774	Scheduled	Submitted	Regular	2025	3/17/2025	2/23/2025	3/6/2025	39
Select	128760	Scheduled	Submitted	Regular	2025	2/17/2025	1/26/2025	1/28/2025	40
Select	128749	Scheduled	Submitted	Regular	2025	1/15/2025	12/15/2024	12/30/2024	39
Select	128735	Scheduled	Submitted	Regular	2025	12/16/2024	11/17/2024	11/26/2024	39

Total 4 Pages 1 2 3 4 >

Sort Option

Sort By: Member Name

Report Options

Comments:

Format Report As: PDF

Submit Report Reset Back

- **Sort by:** Member Name or Member SSN

Sample Employer Reporting Batch Details (Original) Report:

Employer Reporting Batch Details (Original)

Run Date / Time: 05/27/2025 11:44 AM
User Name: Paula Oxner
Page 1 of 119

Batch Information

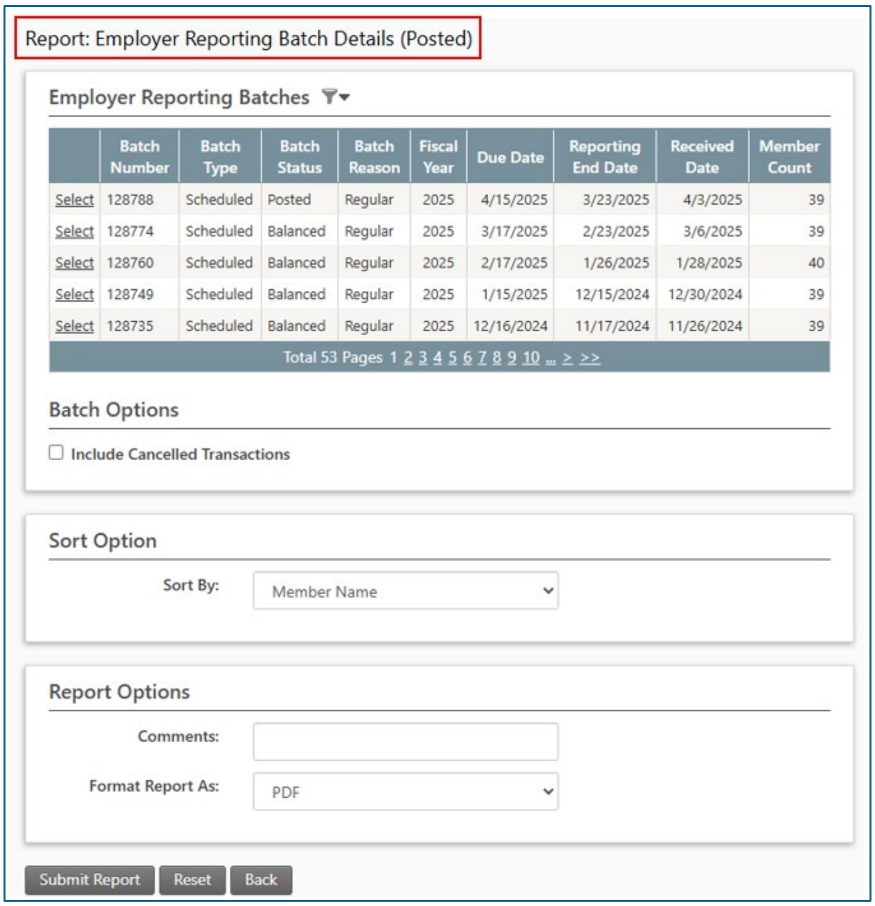
Employer Name:		**Fiscal Year:**	2025	**Total Salary Amount:**	$302,622.60
Employer ID:	1002	**Due Date:**	02/17/2025	**Total SPC Payment:**	$0.00
Batch Number:	128760	**Report End Date:**	01/26/2025	**Member Count:**	40
Batch Name:	JAN DUE FEB	**Received Date:**	01/28/2025	**Voucher Number:**	128364
Batch Type:	Scheduled	**Batch Reason:**	Regular	**Active Flag:**	True
Current Status:	Balanced			**Non Reporters Flag:**	True
Status Effective Date:	01/28/2025			**Include Demographics Flag:**	True

Criteria: Batch Number - 128760, Due Date - 02/17/2025, Received Date - 01/28/2025 New Hampshire Retirement System

Employer Reporting Batch Details (Posted) Report

Description: Displays the details of all member records in a selected employer reporting batch as it was posted, reflecting any changes made to the originally reported data prior to posting. Summary batch information is also provided.

Search Criteria:



Report: Employer Reporting Batch Details (Posted)

Employer Reporting Batches

	Batch Number	Batch Type	Batch Status	Batch Reason	Fiscal Year	Due Date	Reporting End Date	Received Date	Member Count
Select	128788	Scheduled	Posted	Regular	2025	4/15/2025	3/23/2025	4/3/2025	39
Select	128774	Scheduled	Balanced	Regular	2025	3/17/2025	2/23/2025	3/6/2025	39
Select	128760	Scheduled	Balanced	Regular	2025	2/17/2025	1/26/2025	1/28/2025	40
Select	128749	Scheduled	Balanced	Regular	2025	1/15/2025	12/15/2024	12/30/2024	39
Select	128735	Scheduled	Balanced	Regular	2025	12/16/2024	11/17/2024	11/26/2024	39

Total 53 Pages 1 2 3 4 5 6 7 8 9 10 ... > >>

Batch Options

Include Cancelled Transactions

Sort Option

Sort By: Member Name

Report Options

Comments:

Format Report As: PDF

Submit Report Reset Back

- **Sort by:** Member Name or Member SSN

Sample Employer Reporting Batch Details (Posted) Report:

Employer Reporting Batch Details (Posted)

Run Date / Time: 05/27/2025 11:48 AM
User Name: Paula Oxner
Page 1 of 10

Batch Information

Batch Number:	128788	**Fiscal Year:**	2025	**Member Count:**	39
Batch Name:		**Due Date:**	04/15/2025	**Original Exceptions:**	19
Batch Type:	Scheduled	**Report End Date:**	03/23/2025	**Members Posted:**	39
Batch Reason:	Regular	**Received Date:**	04/03/2025	**Members On-Hold:**	0
Current Status:	Balanced	**Total Salary Amount:**	$197,312.49	**Members In Error:**	0
Status Effective Date:	04/28/2025	**Total SPC Payment:**	$0.00	**Members Corrected:**	0
Voucher Number:	128404			**Members Deleted:**	1

Member Name	Member SSN	PPD	PPD Begin Date	PPD End Date	SPC Payments	Total Reported Salary	Salary Subject to Contrib.	Contributions Type	Contributions Amount
	***-**-	19	02/24/2025	03/09/2025	$0.00	$2,107.54	$2,107.54	$147.53	
								Employee Current	$147.53
		20	03/10/2025	03/23/2025	$0.00	$2,107.54	$2,107.54	$147.53	
								Employee Current	$147.53
	***-**-	19	02/24/2025	03/09/2025	$0.00	$2,867.04	$2,867.04	$200.69	
								Employee Current	$200.69
		20	03/10/2025	03/23/2025	$0.00	$2,867.04	$2,867.04	$200.69	
								Employee Current	$200.69
	***-**-	19	02/24/2025	03/09/2025	$0.00	$2,937.31	$2,937.31	$205.61	
								Employee Current	$205.61
		20	03/10/2025	03/23/2025	$0.00	$2,937.31	$2,937.31	$205.61	
								Employee Current	$205.61

Criteria: Batch Number - 128788, Due Date - 04/15/2025, Received Date - 04/03/2025, Include Cancelled Transactions - No

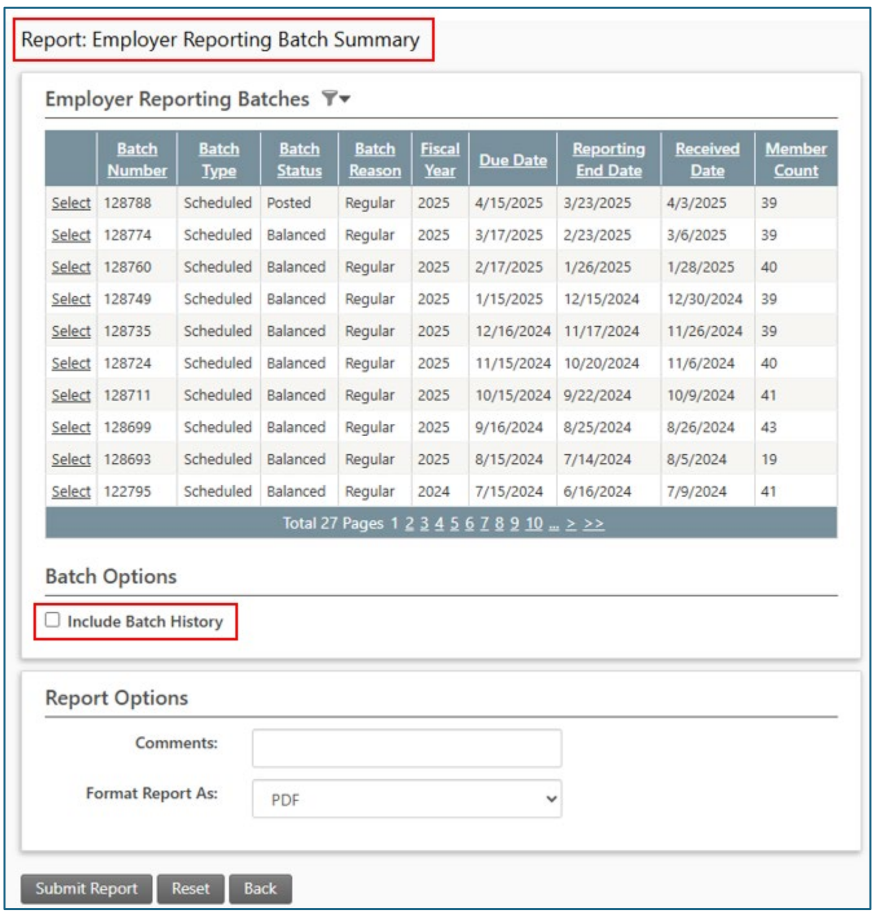
New Hampshire Retirement System

Employer Reporting Batch Summary Report

Description: Displays the progress of a selected batch through the employer reporting process. It reflects the number of member records reported as well as posted, compares the posted amounts of salary and contributions originally transmitted against the processed amounts and lists the differences, and shows a history of the batch processing statuses.

Note: Checking the **Include Batch History** checkbox provides a timestamp of batch processing.

Search Criteria:



	Batch Number	Batch Type	Batch Status	Batch Reason	Fiscal Year	Due Date	Reporting End Date	Received Date	Member Count
Select	128788	Scheduled	Posted	Regular	2025	4/15/2025	3/23/2025	4/3/2025	39
Select	128774	Scheduled	Balanced	Regular	2025	3/17/2025	2/23/2025	3/6/2025	39
Select	128760	Scheduled	Balanced	Regular	2025	2/17/2025	1/26/2025	1/28/2025	40
Select	128749	Scheduled	Balanced	Regular	2025	1/15/2025	12/15/2024	12/30/2024	39
Select	128735	Scheduled	Balanced	Regular	2025	12/16/2024	11/17/2024	11/26/2024	39
Select	128724	Scheduled	Balanced	Regular	2025	11/15/2024	10/20/2024	11/6/2024	40
Select	128711	Scheduled	Balanced	Regular	2025	10/15/2024	9/22/2024	10/9/2024	41
Select	128699	Scheduled	Balanced	Regular	2025	9/16/2024	8/25/2024	8/26/2024	43
Select	128693	Scheduled	Balanced	Regular	2025	8/15/2024	7/14/2024	8/5/2024	19
Select	122795	Scheduled	Balanced	Regular	2024	7/15/2024	6/16/2024	7/9/2024	41

Sample Employer Reporting Batch Summary Report:

Employer Reporting Batch Summary

Run Date / Time: 05/27/2025 11:54 AM
User Name: Paula Oxner
Page 1 of 1

Report Information

Batch Number:	128788	**Reporting End Date:**	03/23/2025
Batch Type:	Scheduled	**Employer ID:**	1002
Batch Reason:	Regular	**Fiscal Year:**	2025
Batch Status:	Balanced	**Date Received:**	04/03/2025
Status Effective Date:	04/28/2025	**Voucher Number:**	128404
Due Date:	04/15/2025		

Batch Totals

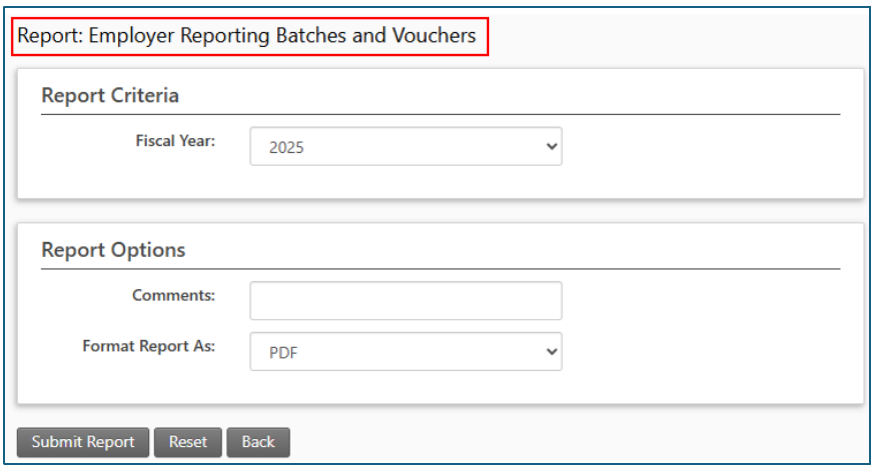
Number of Member Records Originally Reported:	39
Number of Exceptions from Initial Edit Process:	19
Number of Records Posted:	39
Number of Records Ready to Post:	0
Number of Records in Error:	0
Number of Corrected Records:	0
Number of Deleted Records:	1

	Transmitted	Processed	Difference
Total Salary:	**$197,312.49**	**$197,174.01**	**$138.48**
Total Member Mandatory Contributions:	**$13,802.13**	**$13,802.13**	**$0.00**
Total Member Voluntary Contributions:	**$0.00**	**$0.00**	**$0.00**
Total Employer Contributions:	**$0.00**	**$0.00**	**$0.00**
Total SPC Payments:	**$0.00**	**$0.00**	**$0.00**

Employer Reporting Batches and Vouchers Report

Description: Displays batch numbers and payment voucher numbers assigned to scheduled reporting batches for the selected fiscal year. NHRS generates new fiscal year batch and voucher numbers once the schedule for the next fiscal year is available, which is typically in the month of May.

Search Criteria:



Sample Employer Reporting Batches and Vouchers:

Employer Reporting Batches and Vouchers

Run Date / Time: 05/27/2025 11:58 AM
User Name: Paula Oxner
Page 1 of 2

Reporting Batches for: 2024

Batch Number	Voucher Number	Due Date	Active	Batch Type	Received Date	Status	Status Date
122784	122647	08/15/2023	Yes	Scheduled	08/03/2023	Balanced	03/06/2025
122785	122648	09/15/2023	Yes	Scheduled	09/05/2023	Balanced	03/06/2025
122786	122649	10/16/2023	Yes	Scheduled	11/28/2023	Balanced	01/03/2024
122787	122650	11/15/2023	Yes	Scheduled	12/26/2023	Balanced	01/09/2024
122788	122651	12/15/2023	Yes	Scheduled	01/05/2024	Balanced	03/20/2024
122789	122652	01/16/2024	Yes	Scheduled	04/15/2024	Balanced	04/29/2024
122790	122653	02/15/2024	Yes	Scheduled	04/25/2024	Balanced	04/30/2024
122791	122654	03/15/2024	Yes	Scheduled	04/30/2024	Balanced	05/01/2024
122792	122655	04/15/2024	Yes	Scheduled	05/01/2024	Balanced	05/28/2024
122793	122656	05/15/2024	Yes	Scheduled	05/02/2024	Balanced	07/09/2024
122794	122657	06/17/2024	Yes	Scheduled	05/28/2024	Balanced	07/01/2024
122795	122658	07/15/2024	Yes	Scheduled	07/09/2024	Balanced	08/22/2024

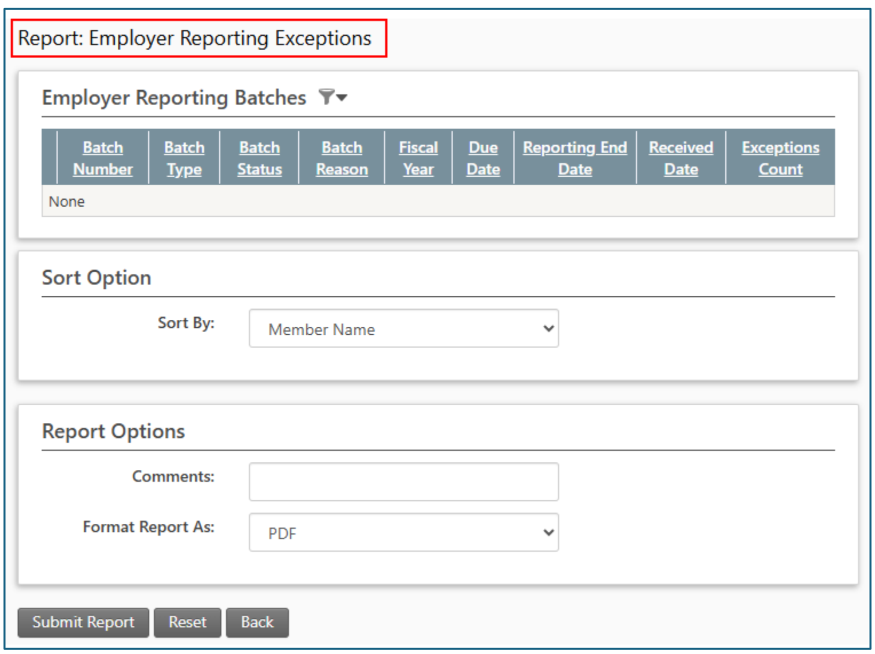
Number of Reporting Batches for Employer: 12

Employer Reporting Exceptions Report

Description: Displays all exceptions in a selected employer reporting batch, including the Exception Status, Type, and Category, as well as a detailed Exception Message that explains each exception/error that was found. Often the Exception Message identifies how to correct the exception. Once exceptions have been corrected and members are posted, their exceptions no longer appear on this report.

Note: This report is most helpful when generated in Microsoft Excel format. This format enables you to review a comprehensive list of exceptions prior to reviewing actual exceptions via DRS Left Menu → Employer Reporting → Exceptions.

Search Criteria:



Sample Employer Reporting Exceptions Report:

Employer Reporting Exceptions

Run Date / Time: 05/27/2025 12:01 PM
User Name: Paula Oxner
Page 1 of 1

128804

Member Name	Member SSN	Exception Status	Exception Type	Exception Category	Exception Message
	***-**-	Outstanding	Member	Warning	The member was identified as a non-reporter and added to the batch. Please add Pay Period details for the member, or delete the member from the batch.

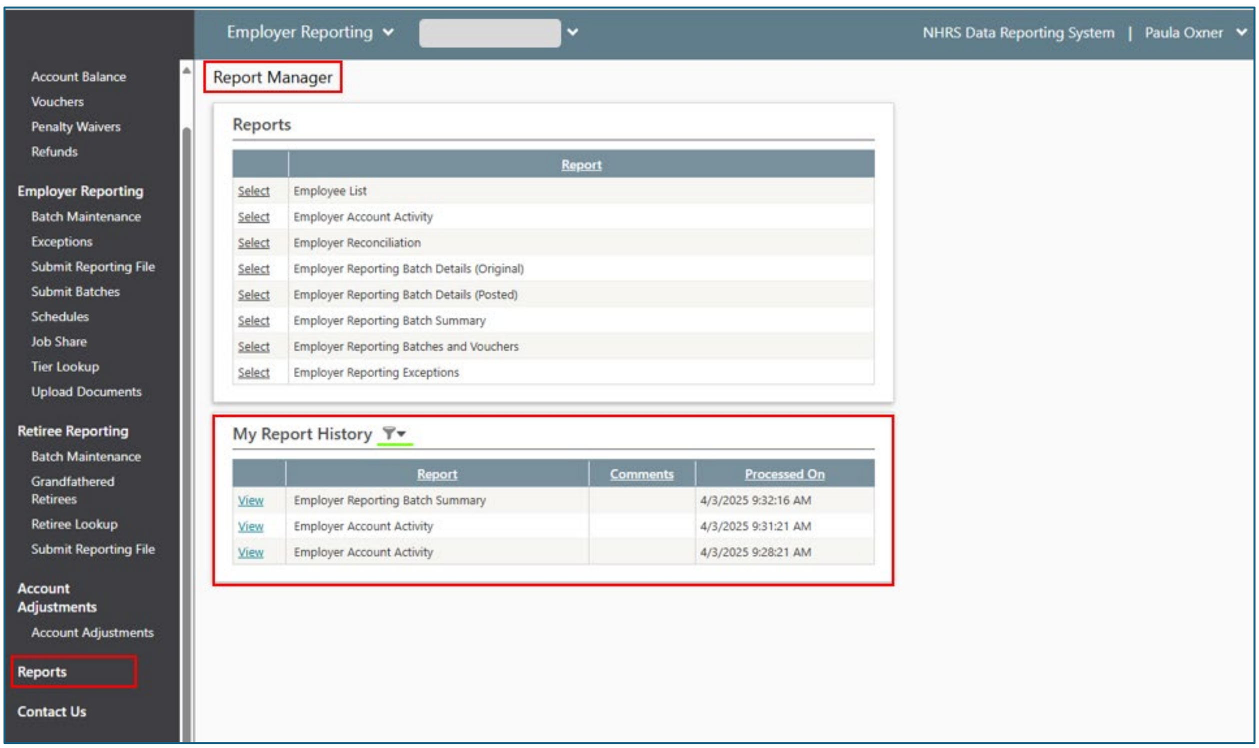
Total Number of Exceptions: 1

View Your Report History

Any reports you generate can be viewed either from the **Report Manager** screen under My Report History, or from User Alerts. Note that you cannot view reports run by other users.

From Report Manager Screen

Begin on the DRS Left Menu > Reports. Scroll to the My Report History section, which contains a list of all the reports you have generated.

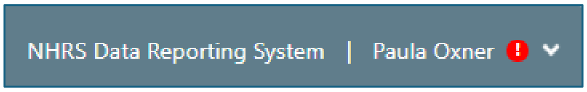


You can use the filter icon to filter by report type and date range (reports from the last 30 days automatically appear). To open a report, click **View** to the left of the desired report.

From User Alerts

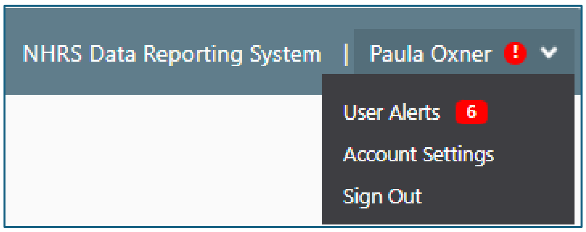
- **You have new alerts**

  A red exclamation icon to the right of your user name (upper right of screen) indicates that you have new alerts for reports and processes that completed within the last 3 days, that you have not viewed yet:

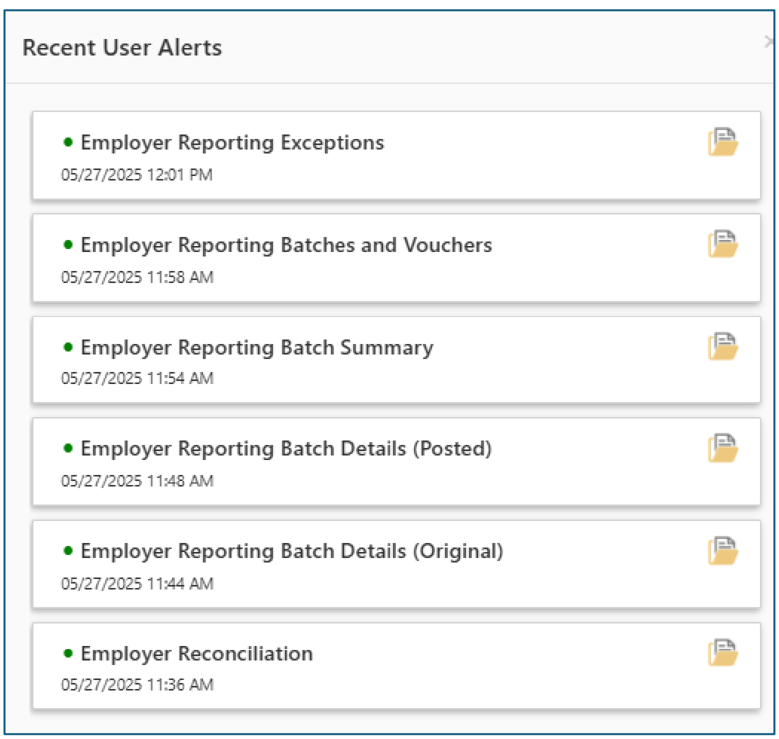


- **View your current reports and notifications**

  Click the **down arrow** next to your name. Click **User Alerts**.



A pop-up screen of the most recent non-viewed reports and/or notifications displays. Click any item that includes a Folder icon to view the associated report or notification.



- **No current reports and notifications**

  If you have not received any alters within the past 3 days, you see the message, *"You have not received any user alerts in the last 3 days."*

RETIREE REPORTING OVERVIEW

The purpose of Retiree Reporting is for employers to provide wages for all part-time retirees (employees who retired, then return to part-time work). Retiree Reporting is an annual process that all NHRS-participating employers are required to provide by law. Employers have two annual tasks, both due by February 15th each year:

- Report hours/compensation. Even employers with no retirees must also report.
- Review grandfathered list to verify a retiree remains in the same position(s) held on January 1, 2019.

Maximum Part-time Hours Allowed

- Part-time retirees are allowed to work a maximum of 1352 hours in a calendar year.
- Grandfathered retirees may work up to a maximum of 1664 hours in a calendar year.

Additional Helpful Resources:

- The NHRS website includes a guide titled **Part-time Employer of NHRS Retirees – for Employers** that provides high-level information for employers with members who have returned to work after retirement.
- This guide includes a section titled FAQs for Monthly *Employer* Reporting that includes questions and answers you may find helpful as you process your Annual Retiree Reporting.

Be Aware

Employers may be subject to a penalty of up to $25 per day for noncompliance with retiree reporting requirements.

For a full list of penalties, please review the Employer Reporting and Payment Penalties PDF on the NHRS website.

There are two ways to process annual retiree reporting to NHRS:

- **Retiree Report by Web Entry:** Begins by copying from a scheduled batch, then modifying the newly created batch to include the current month's reporting details.
- **Retiree Report by File Upload:** Many larger employers have their payroll vendor prepare a file that can be uploaded to NHRS. The fixed-length file is available on the NHRS website by clicking Retiree Reporting File Layout. Before uploading the file to NHRS, please review and verify your data. Submitting incorrect or incomplete data could have an adverse effect on retirees.

FAQs for Annual Retiree Reporting

For questions regarding retirees' eligibility for post-retirement part-time work, or administrative issues related to retiree reporting, please visit the NHRS website and view the frequently asked questions (FAQ) titled Part-time Employment of NHRS Retirees - For Employers.

Do I need to report retirees?

Employers are required by law to report to NHRS on an annual basis, no later than February 15, all hours worked, and compensation paid to any NHRS retirees employed in the prior calendar year. There is a $25 per day penalty for late or incorrect reporting of retiree data.

Are employers penalized if a retiree exceeds the part-time work threshold?

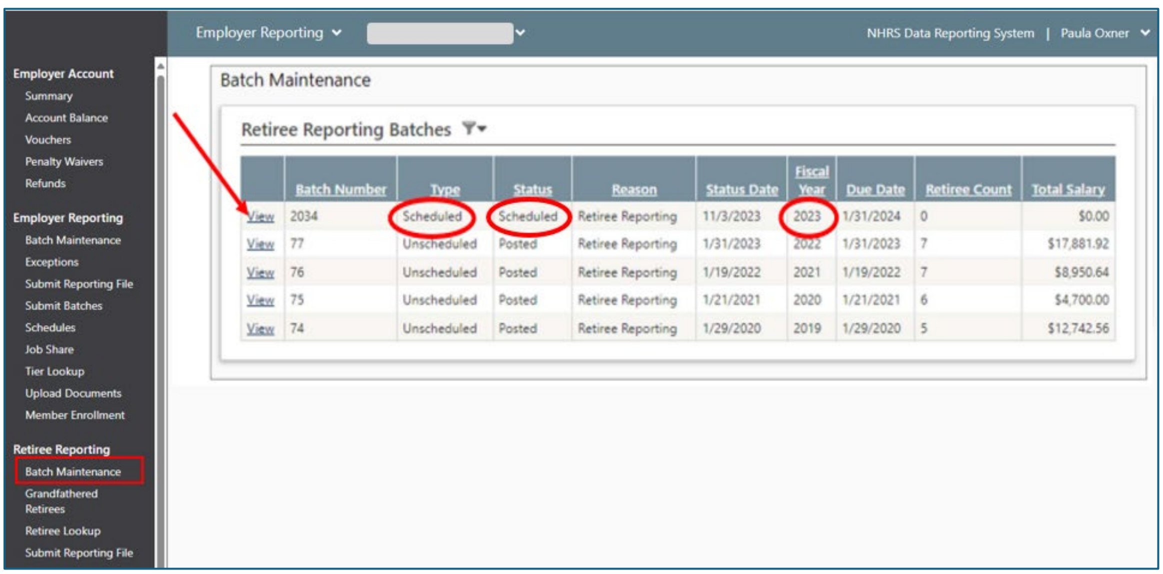
No. Although employers must report retiree information to NHRS (including hours worked and compensation paid), the retiree is ultimately responsible for complying with the hourly statutory requirement.

RETIREE REPORTING BY WEB ENTRY

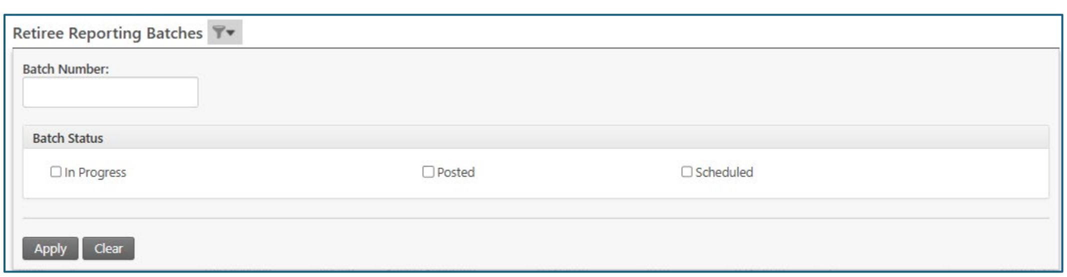
How to Perform Retiree Batch Maintenance

1. From the DRS Left Menu > Retiree Reporting > Batch Maintenance. The **Batch Maintenance - Retiree Reporting Batches** screen displays. This screen lists all previously posted retiree reporting batches for the employer. The current batch shows a status of Scheduled.

   The grid can be filtered by Batch Number and by Batch Status (either In Progress, Posted, or Scheduled) using the filter icon at the top of the grid. See the filter criteria screen below.



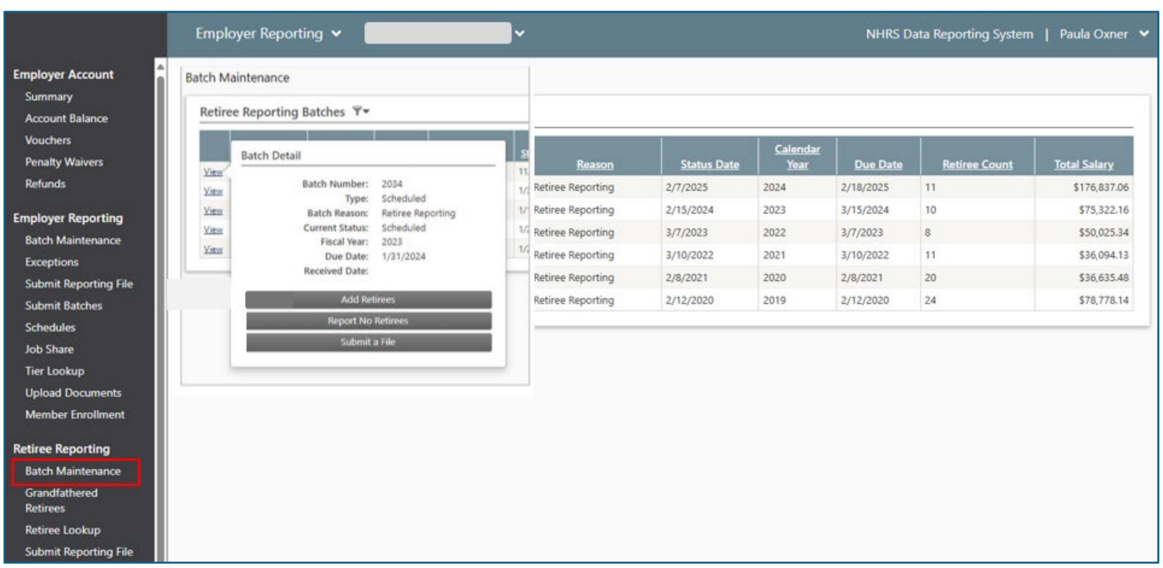
   a. **Retiree Reporting Batches Filter Criteria** screen:



The following columns are displayed on the **Batch Maintenance - Retiree Reporting Batches** screen:

- **Batch Number:** The ID assigned to the retiree reporting batch.
- **Type:** The type of batch (Scheduled, Unscheduled).
- **Status:** The current status of the batch (Scheduled, Rejected, Posted).
- **Reason:** The reason for the batch (always Retiree Reporting).
- **Status Date:** The date the status was updated to the current status.
- **Calendar Year:** The calendar year the retiree reporting data represents.
- **Due Date:** The date the reporting batch is due.
- **Retiree Count:** The number of retirees in the batch.
- **Total Salary:** The sum of wages across all retirees in the batch.

2. Locate the scheduled batch for the calendar year you are reporting. Click **View** on the left. A **Batch Detail pop-up** screen displays, providing details for the chosen batch.



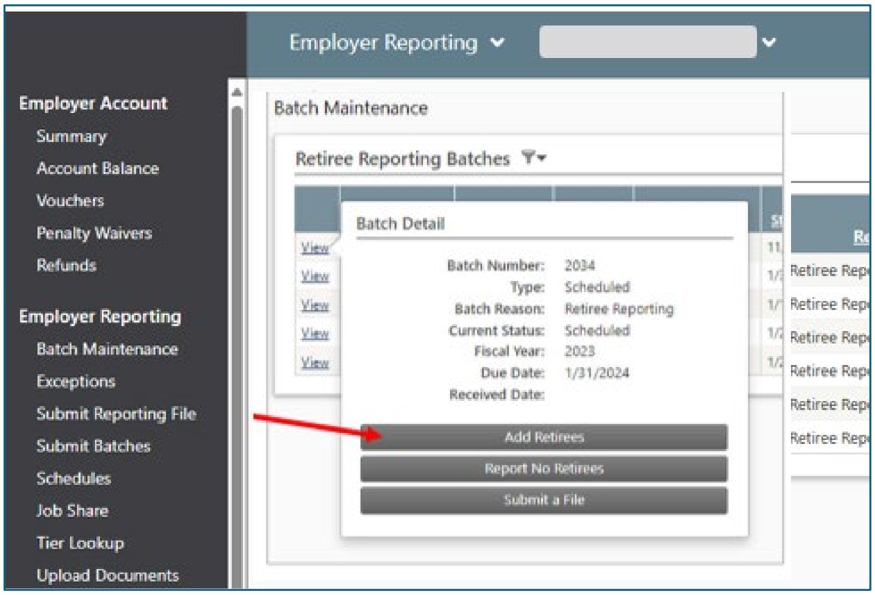
Options at the bottom of **Batch Detail pop-up** screen change, depending on if any Retirees are associated to the current batch. Possible options include:

- **Add Retirees:** Only available if no retirees have been added to the batch. Selecting this updates the batch with all reported, non-deleted, retirees from the prior year's retiree reporting batch, then redirects you to the **Retiree Reporting Batch – Retirees** screen where you can add additional retirees to the selected batch.
- **View Retirees:** Only available if the batch is in a Posted status. Selecting this redirects you to the **Retiree Reporting Batch – Retirees** screen where you can select a retiree to view.
- **Update Retirees:** Only available if one or more retirees have been added to the batch. Selecting this redirects you to the **Retiree Reporting Batch – Retirees** screen where you can select a retiree for updating.
- **Submit Batch:** Only available if one or more retirees have been added to the batch. Selecting this, the retirees are validated for non-zero wages and hours, then the batch is posted to NHRS.
- **Report No Retirees:** Allows you to declare no retirees to report. Selecting this submits a blank batch to be posted.
- **Submit a File:** Allows you to provide a formatted file in place of a retiree reporting batch.

How to Add a Retiree to a Batch

1. From the DRS Left Menu > Retiree Reporting > Batch Maintenance. The **Batch Maintenance - Retiree Reporting Batches** screen displays.

2. Locate the scheduled batch to which you want to add retirees and click **View** to the left. A **Batch Detail pop-up** screen displays.



3. On the **Batch Detail pop-up** screen, click **Add Retirees**. This updates the batch with all reported retirees from the prior year's retiree reporting batch. There is no undo for this action. Once you click **Add Retirees**, you will have to manually delete any retirees you no longer need to report.

Note: When the batch is loaded from the prior year, previous wages and hours do not carry over; you need to provide the wages and hours for all retirees.

4. Additional retirees may be added to a Retiree Reporting Batch by clicking the **Add** button at the bottom of the **Retiree Reporting Batch - Retirees** screen grid.

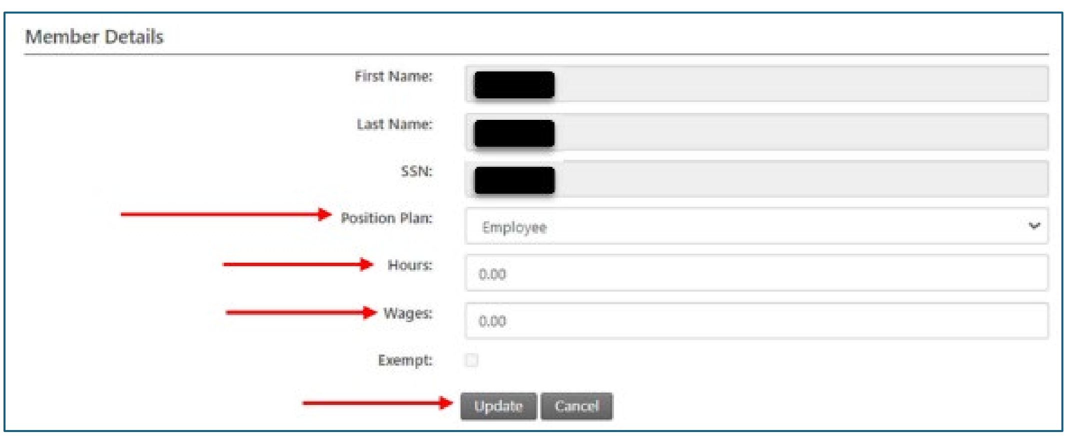
Retirees for Batch #2034 (Scheduled)

	Name	SSN	Position Plan	Hours	Salary	Disposition	Retiree Deleted
Detail Delete Restore	[redacted]	[redacted]	Employee	0.00	$0.00		False
Detail Delete Restore	[redacted]	[redacted]	Employee	0.00	$0.00		False
Detail Delete Restore	[redacted]	[redacted]	Employee	0.00	$0.00		False
Detail Delete Restore	[redacted]	[redacted]	Employee	0.00	$0.00		False
Detail Delete Restore	[redacted]	[redacted]	Employee	0.00	$0.00		False
Detail Delete Restore	[redacted]	[redacted]	Employee	0.00	$0.00		False
Detail Delete Restore	[redacted]	[redacted]	Employee	0.00	$0.00		False

Add

5. On the next screen, enter the retiree's SSN (Social Security number).

- If the SSN does **not** match to a given member or if the SSN matches to a member that is **not** in retired status, an error is displayed.
- If an SSN is found that matches an existing member, in a status of Retiree, the **Member Details** screen displays. If the fields are disabled, that means the batch is Posted and cannot be edited.



Member Details

First Name: [redacted]
Last Name: [redacted]
SSN: [redacted]
Position Plan: Employee
Hours: 0.00
Wages: 0.00
Exempt:
Update Cancel

  - **First Name:** Pre-populated with the first name of the retiree matched.
  - **Last Name:** Pre-populated with the last name of the retiree matched.

- **SSN:** Pre-populated with the SSN of the retiree matched.
- **Position Plan:** Select the high-level position that the retiree is working in.
- **Hours:** Enter the hours the retiree worked in the prior calendar year. Must be greater than zero.
- **Wages:** Enter the wages received by the Retiree for the given hours worked. Must be greater than zero.
- **Grandfathered:** This is informational only and indicates whether the retiree is grandfathered under HB 561, which outlines the rules pertaining to Part-time Employment of NHRS Retirees – for Retirees and Members.
- **Exempt:** This is informational only and indicates whether the retiree is exempt from retiree reporting limits. This field is maintained by NHRS.

6. Click **Update** to save your changes.

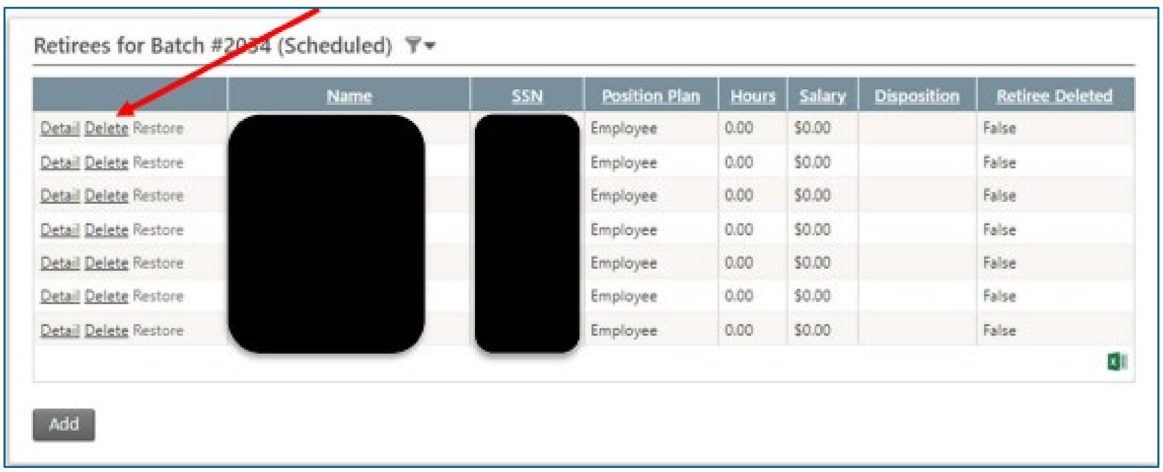
How to Delete Retirees from a Batch

1. From the DRS Left Menu > Retiree Reporting > Batch Maintenance. The **Batch Maintenance - Retiree Reporting Batches** screen displays.

2. Locate the scheduled batch from which you want to remove retirees and click **View** to the left. A **Batch Detail pop-up** screen displays.

3. On the Batch Detail pop-up screen, click View Retirees to display the Retiree Reporting Batch – Retirees screen.

4. On the **Retiree Reporting Batch – Retirees** screen, locate the retiree to be removed from the batch and click **Delete** to the left of the retiree's name.



Retirees for Batch #2034 (Scheduled)

	Name	SSN	Position Plan	Hours	Salary	Disposition	Retiree Deleted
Detail Delete Restore	[redacted]	[redacted]	Employee	0.00	$0.00		False
Detail Delete Restore	[redacted]	[redacted]	Employee	0.00	$0.00		False
Detail Delete Restore	[redacted]	[redacted]	Employee	0.00	$0.00		False
Detail Delete Restore	[redacted]	[redacted]	Employee	0.00	$0.00		False
Detail Delete Restore	[redacted]	[redacted]	Employee	0.00	$0.00		False
Detail Delete Restore	[redacted]	[redacted]	Employee	0.00	$0.00		False
Detail Delete Restore	[redacted]	[redacted]	Employee	0.00	$0.00		False

Add

Once the batch is submitted, all deleted Retirees are removed from the batch completely and are no longer considered Part-Time Retirees.

If a retiree was accidentally deleted, you may click the **Restore** button to undo the action *if the batch has not yet been posted*.

How to Update/View Retirees in a Batch

1. From the DRS Left Menu > Retiree Reporting > Batch Maintenance. The **Batch Maintenance - Retiree Reporting Batches** screen displays.

2. Locate the scheduled batch in which you want to update/edit retirees' personal member details and click **View** to the left. A **Batch Detail pop-up** screen displays.

3. On the Batch Detail pop-up screen, click Update Retirees to display the Retiree Reporting Batch – Retirees screen.

4. On the **Retiree Reporting Batch – Retirees** screen, locate the retiree to be updated/viewed and click **Detail** to the left of the retiree's name. The retiree's **Member Details** screen displays.

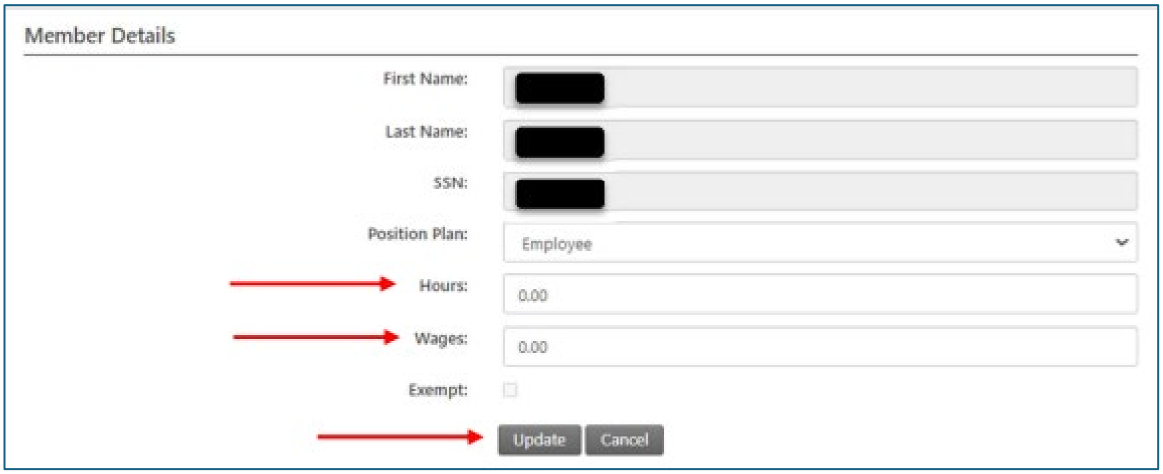

Retirees for Batch #2034 (Scheduled)

	Name	SSN	Position Plan	Hours	Salary	Disposition	Retiree Deleted
Detail Delete Restore	[redacted]	[redacted]	Employee	0.00	$0.00		False
Detail Delete Restore			Employee	0.00	$0.00		False
Detail Delete Restore			Employee	0.00	$0.00		False
Detail Delete Restore			Employee	0.00	$0.00		False
Detail Delete Restore			Employee	0.00	$0.00		False
Detail Delete Restore			Employee	0.00	$0.00		False
Detail Delete Restore			Employee	0.00	$0.00		False

Add

5. On the **Member Details** screen, you can add the annual **hours** worked and **wages** paid. Once the information has been updated, click **Update**.

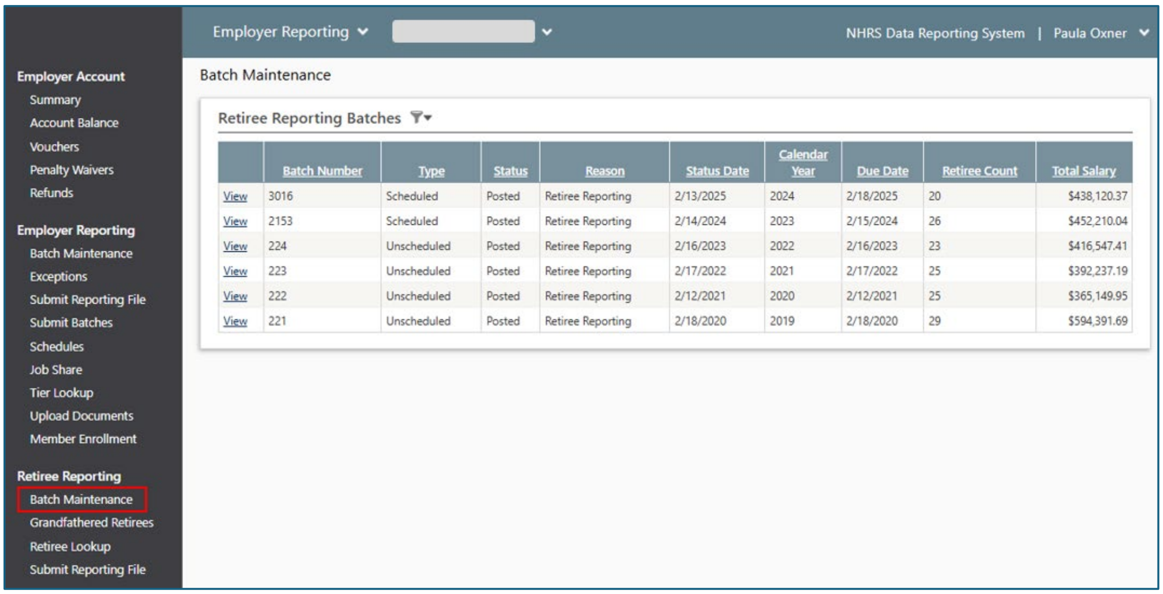
   Note: If the batch is in Posted status, all fields on the **Member Details** screen are disabled.


Member Details
First Name:
[redacted]
Last Name:
[redacted]
SSN:
[redacted]
Position Plan:
Employee
Hours:
0.00
Wages:
0.00
Exempt:
Update
Cancel

How to Submit Retiree Reporting by Web Entry

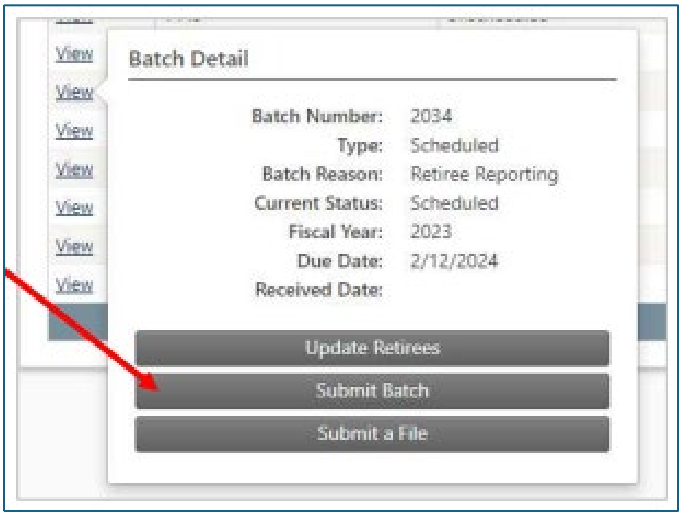
If a file for the batch has not been submitted, and there is at least one retiree associated to the retiree reporting batch, the batch may be submitted to NHRS for posting.

1. From the DRS Left Menu > Retiree Reporting > Batch Maintenance. The **Batch Maintenance - Retiree Reporting Batches** screen displays.

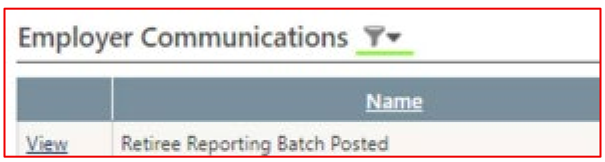


2. Locate the scheduled batch to be submitted for Annual Retiree Reporting and click **View** to the left. A **Batch Detail pop-up** screen displays.

3. On the Batch Detail pop-up, click **Submit Batch**.



4. You will receive a *"Retiree Reporting Batch Posted"* Employer Communication notice once the batch has posted.

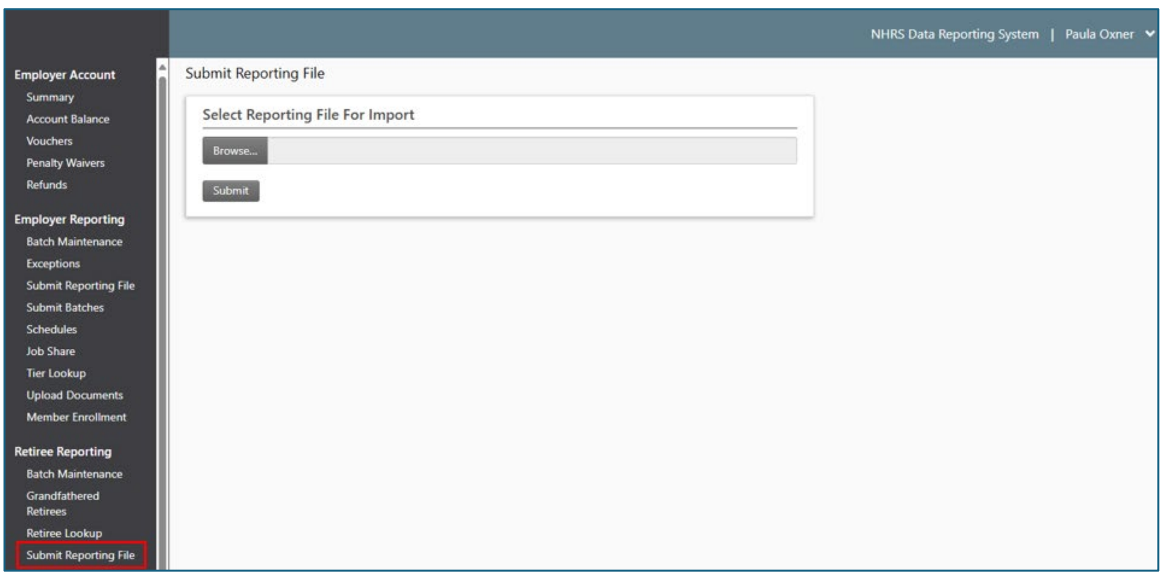


RETIREE REPORTING BY XML FILE UPLOAD

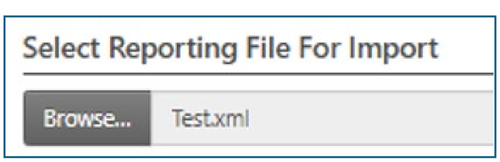
How to Submit Retiree Reporting by XML File Upload

Prior to submitting retiree reporting by XML file upload, you must first generate an XML file. To do that, you must extract the required information from your payroll system. The file must follow the fixed-length NHRS Retiree Reporting file layout, or schema, which is available on the NHRS website clicking Retiree Reporting File Layout. . Before uploading the file to NHRS, please review and verify your data. Submitting incorrect or incomplete data could have an adverse effect on retirees.

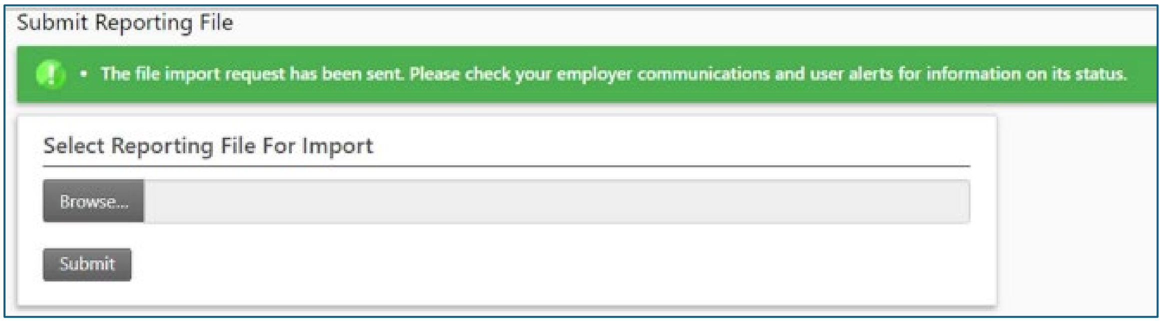
1. From the DRS Left Menu → Retiree Reporting → Submit Reporting File. The **Submit Reporting File** screen displays.



2. Click **Browse** to locate and select the reporting file that is saved on your computer. Once a reporting file is selected, the Browse field refreshes and displays the selected file's name, such as **Test.xml**, as shown in the example below:



3. Click **Submit**. Successful file submissions display the green message, “The file import request has been sent. Please check your employer communications and user alerts for information on its status.”



Additionally, for successfully submitted files:

- Any existing batch detail records for the retiree reporting batch year and employer are deleted.
- The Batch Status is updated to Posted; this means that no additional ‘posting’ actions are needed.
- The Retiree Reporting Batch Posted employer communication is generated.

If your submission is not successful, please contact your NHRS Relationship Manager. Relationship Manager contact information can be found on the **Account Summary** screen/DRS Dashboard under Associations. If your representative is unavailable, call the NHRS Contact Center at 603-410-3500 to report your issue.

Employer Notifications

Employers who send a valid file will not receive a file exception notification if there are issues with the file. Employers will be contacted by NHRS if our review of the file identifies any questions or data issues.

Employers will, however, receive a notice if the file **rejects** as shown below:

> «Date»
>
> **Employer Name:** «EmployerName»
> **Employer ID:** «EmployerID»
>
> **Notification of Retiree Reporting File Rejection for New Hampshire Retirement System**
>
> The Retiree Reporting File named "«FileName»" (received on «ReceivedDate») was rejected for the following reason(s):
>
> «ErrorDescription»
>
> Rejected files are not considered received. Please make any necessary corrections and resubmit the file. Contact our office if you have any questions.

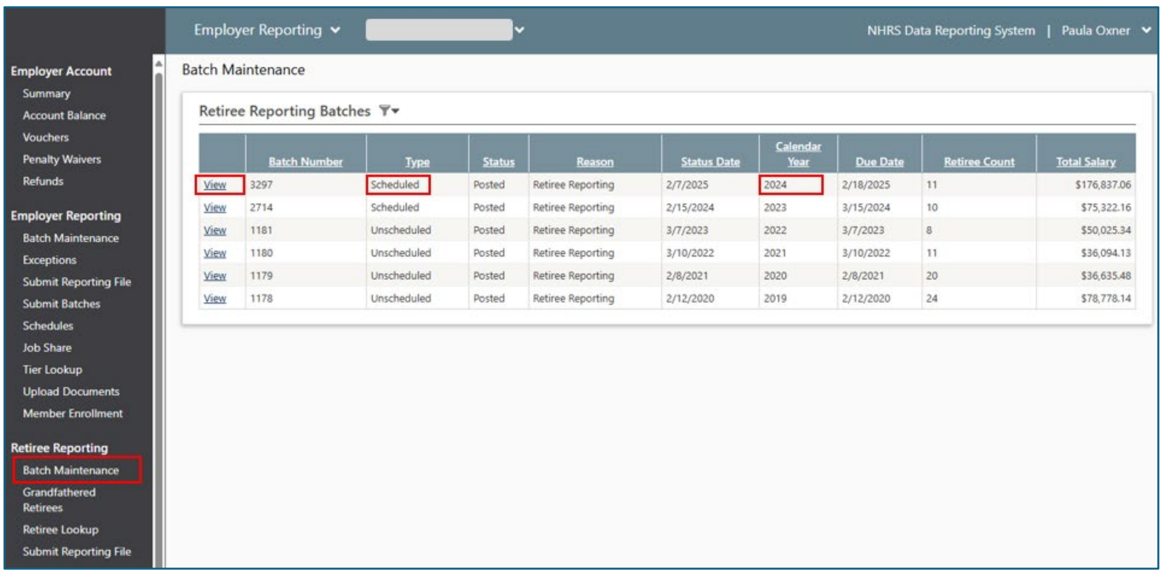
Reasons a File May Reject

- The file does not match the file layout.
- More than one calendar year was reported in the reporting file.
- One or more Social Security numbers (SSN) in the batch could not be matched to a retiree in our system. A list of non-matching SSNs will be included in the error notification.
- Salary or hours within the reporting file are less than or equal to zero for one or more retirees.

Retiree Reporting No Retirees

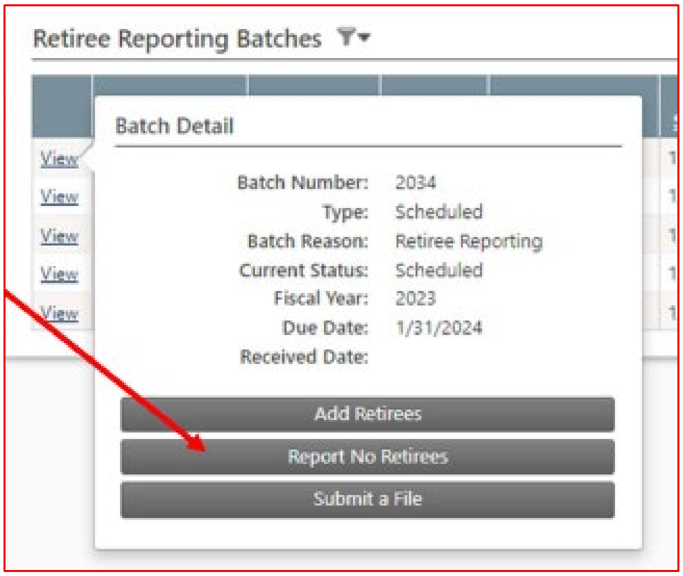
Even if an NHRS-participating employer has zero NHRS retirees on their payroll, they must report this information to NHRS annually by February 15.

1. To report no retirees, from the DRS Left Menu > Retiree Reporting > Batch Maintenance. The **Batch Maintenance – Retiree Reporting Batches** screen displays. Previously posted batches from prior years are listed on this screen. The current batch shows a status of Scheduled.

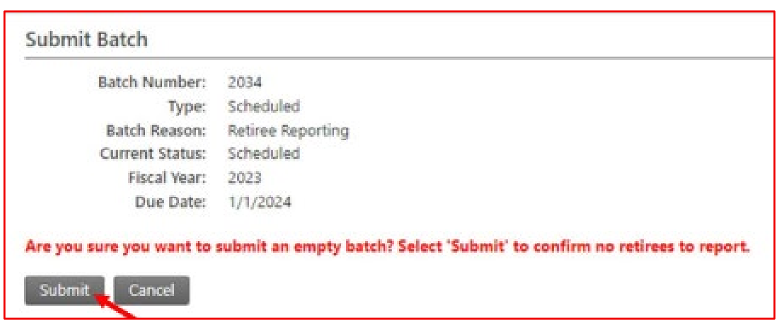


2. Locate the scheduled batch for the calendar year you are reporting and click **View** to the left. A **Batch Detail pop-up** screen displays, listing the batch's information.

3. On the **Batch Detail pop-up**, click **Report No Retirees**. The **Submit Batch** screen displays.



4. On the **Submit Batch** screen, the red confirmation message, *"Are you sure you want to submit an empty batch? Select 'Submit' to confirm no retirees to report."* displays. Click **Submit** to confirm that there are no retirees in the batch.



The Batch Status of the retiree reporting batch is updated to Posted and you are returned to the Batch Maintenance – Retiree Reporting Batches.

GRANDFATHERED RETIREES

Per New Hampshire HB 561, retirees who work part-time are limited in the number of hours they can work in a calendar year (January 1-December 31); however, retirees who meet specific criteria are "grandfathered" and therefore allowed to work additional hours. See the HB 561 Summary below

HB 561 Summary

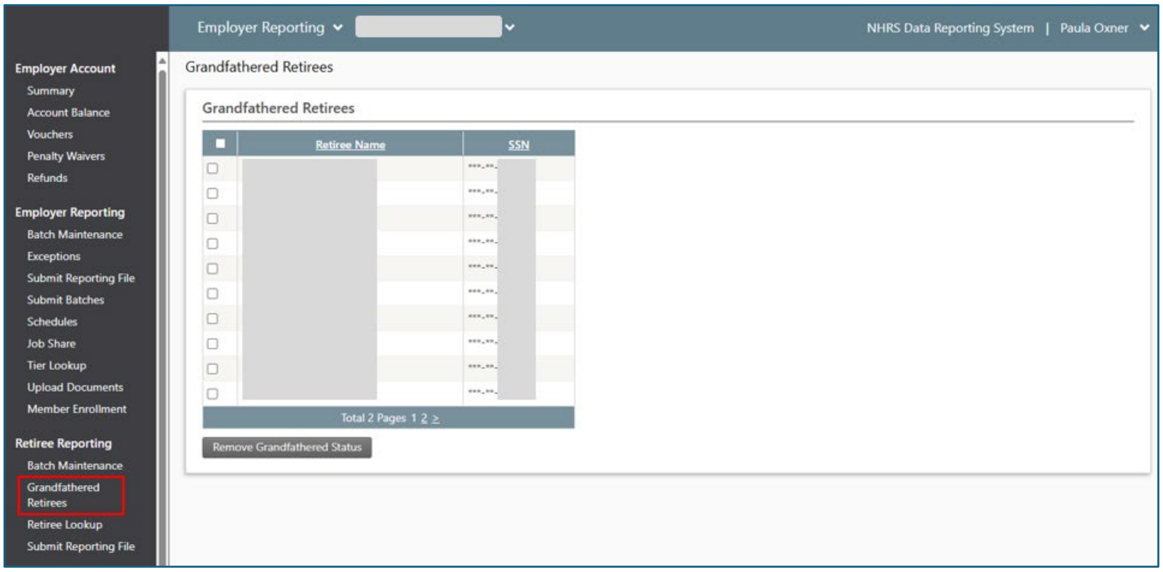
The law limits NHRS retirees who begin working part time for retirement system-participating employers after January 1, 2019, to a maximum of **1,352 hours** worked per calendar year. (A calendar year is January 1-December 31).

The law also contains a "grandfathering" provision that allows retirees already working part time for one or more participating employers on the effective date of the law (January 1, 2019) to work a maximum of **1,664 hours** calendar year for as long as they remain in at least one of the positions they held on that date (see Section III for additional details).

For detailed information on HB 561, please visit the NHRS website and see Part-time Employment of NHRS Retirees – for Retirees and Members.

How to Identify Grandfathered Retirees

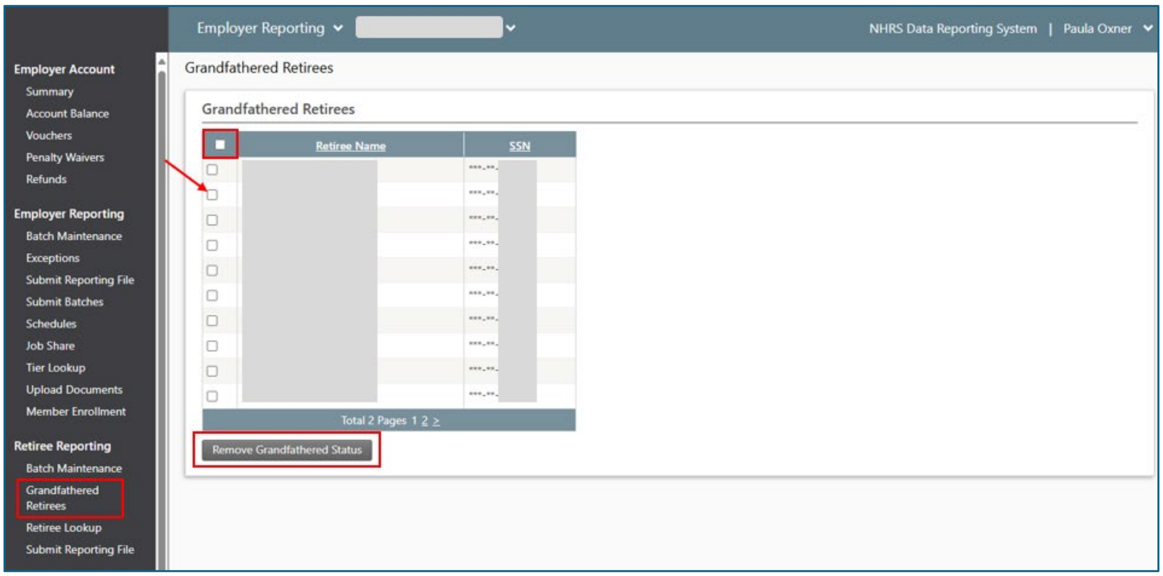
From the DRS Left Menu > Retiree Reporting > Grandfathered Retirees. The **Grandfathered Retirees** screen displays. This screen lists all members within your organization who have been 'grandfathered' under HB 561, which allows them to work a maximum of 1664 hours per calendar year (January 1-December 31).



How to Remove Grandfathered Status

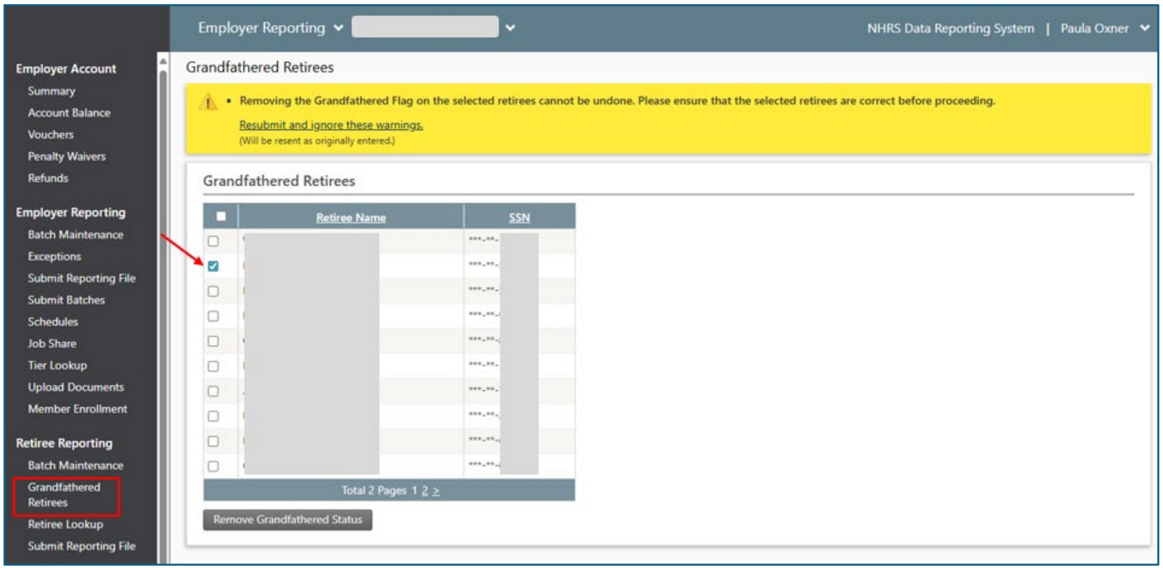
Note: Once grandfathered status is removed, it **cannot be undone**.

1. From the DRS Left Menu **>** Retiree Reporting **>** Grandfathered Retirees. The **Grandfathered Retirees** screen displays.



2. Locate the individual whose grandfathered status is to be removed and click the checkbox to the left of their name. Click the **Remove Grandfathered Status** button at the bottom of the screen. The screen refreshes and displays the yellow caution message, *"Removing the Grandfathered Flag on the selected retirees cannot be*

undone. Please ensure that the selected retirees are correct before proceeding."



3. Note that once grandfathered status is removed, it **cannot be undone**.

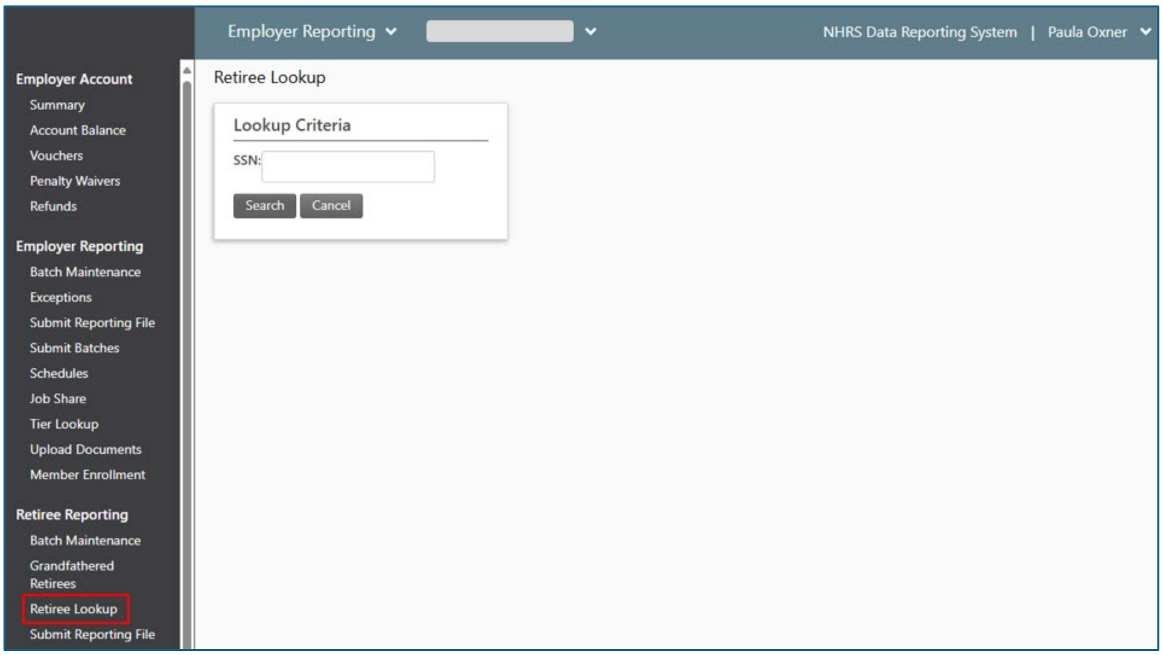
   To continue with the removal process, in the yellow banner at the top of the screen, click the **Resubmit and ignore these warnings** link.

4. The **Grandfathered Retirees** screen refreshes and you will notice that the retiree whose status you removed is no longer listed on the screen.

Retiree Lookup

How to Lookup Retirees

1. From the DRS Left Menu > Retiree Reporting > Retiree Lookup. The **Retiree Lookup** screen displays. Here you can search by Social Security number to see whether a specific individual is in your employment.

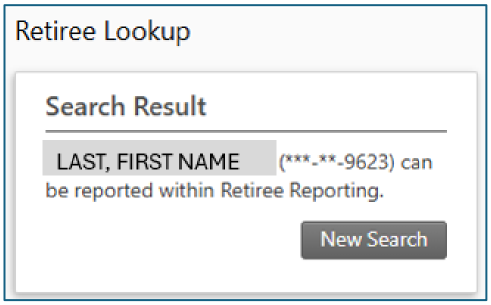


2. Enter the member's full SSN (Social Security number) as 9-digits, no dashes and click **Search**.

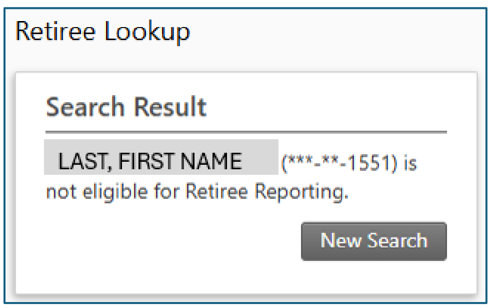
- **SSN Match Found:** If an SSN match is found, the retiree's name and their partially blocked SSN displays. Additionally, a message indicates whether the retiree:
  "can be reported with Retiree Reporting"
  or
  "is not eligible for Retiree Reporting"

See example screen shots below:

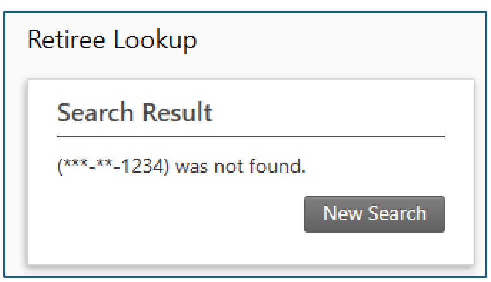
- Retiree **can** be reported within Retiree Reporting:



- Retiree is **not** eligible for Retiree Reporting:



- **SSN Match Not Found:** If no SSN match is found, a partially blocked SSN displays followed by the message, *"was not found."*



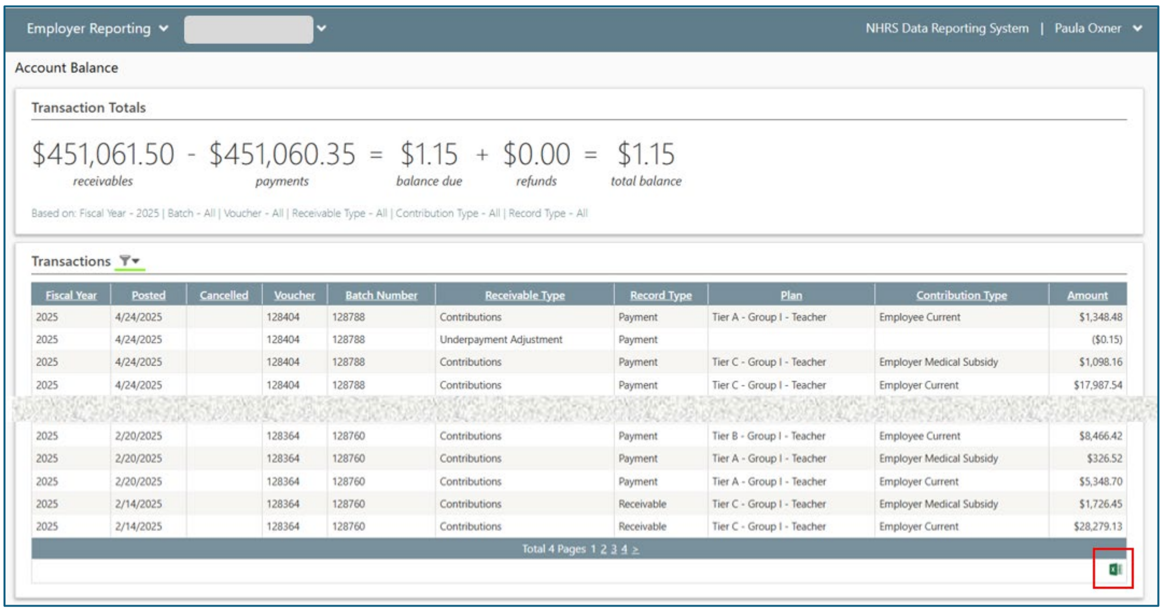
If the member was not found, but they are receiving an NHRS benefit, contact your NHRS Relationship Manager to have them added.

You can start a new search by clicking **New Search**, which takes you back to the **Retiree Lookup** screen.

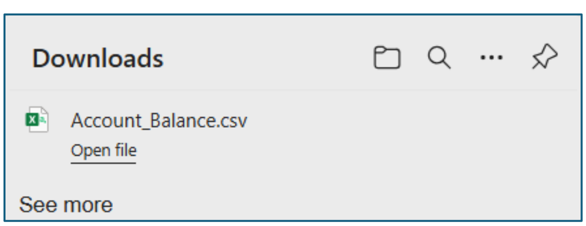
Appendix

How to Download Data to Excel

1. Many summary screens that are in a grid layout allow you to download data to save offline as an Excel file. Screens that allow downloading display the Excel icon . To download displayed data, click the **Excel** icon.



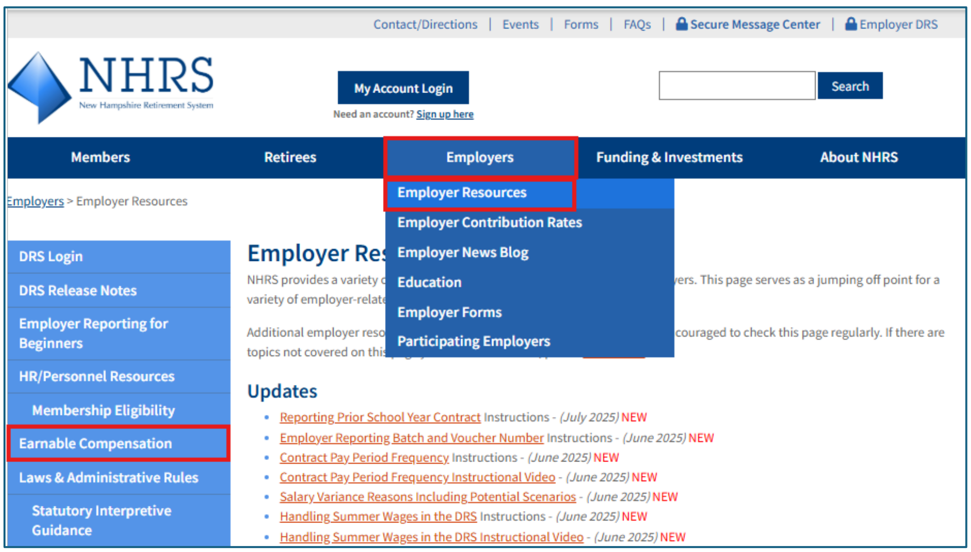
2. Upon clicking the Excel icon , you receive a confirmation pop-up screen indicating the download is complete. You can find the file in the Download folder of your laptop/PC.



Online Earnable Compensation Chart

NHRS provides an online Earnable Compensation Chart to assist employers in determining what is/is not considered earnable compensation. The online version of the chart is always current; it is updated if/when there are legislative changes that impact the New Hampshire Retirement System.

You can access the current Earnable Compensation Chart by visiting the [NHRS website](#) and then selecting Employers > Employer Resources > Earnable Compensation, as highlighted in the image below:



Next, the Earnable Compensation Chart will display, as pictured below:

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

EARNABLE COMPENSATION

Earnable Compensation is the compensation paid to a member that may be included in calculating Average Final Compensation (AFC). The definition of Earnable Compensation varies depending on membership status as of July 1, 2011, and/or vested status as of January 1, 2012. Here is a list of compensation types under RSA 100-A breaking down to whom they apply. For more information on earnable compensation, see: https://www.nhrs.org/employers/employer-resources/laws-administrative-rules/statutory-interpretive-guidance

KEY: Y – Included as Earnable Compensation. N – Not included as Earnable Compensation.

Type of Compensation	Tier A: Vested Prior to 1/1/12	Tier B or C: Not Vested Prior to 1/1/12
Full Base Rate of Compensation Paid	Y	Y
Overtime Pay	Y	Y
Holiday Pay	Y	Y
Vacation Pay	Y	Y
Sick Pay	Y	Y
Annual Longevity Pay	Y	Y
Cost of Living Bonus	Y	Y
Additional Pay for Extracurricular & Instructional Activities *(Teacher/ Employee members employed by a school district or SAU and full-time CCSNH faculty* only)*	Y	Y
Teacher Development Pay Not Part of Contracted Salary	Y	Y
Annual cash attendance stipends or bonuses *(effective 9/10/19)*	Y	Y
Fair Market Value of Employer Furnished Meals & Living Quarters, if Subject to Federal Income Tax	Y	Y
Supplemental Pay by Employer while Member is Receiving Workers' Comp.	Y	Y
Salary Continuance	Y	Y
Military Differential Pay - No Termination of Employment	Y	Y
Military Differential Pay After Employment Termination to Enter United States Armed Forces	Y	Y
Extra or Special Duty Pay *(Group II members only)*	Y	Y**
Severance Pay	***	N
Cash Incentives Paid by Employer to Encourage Member to Retire	Y	N
Pay for Unused Vacation Time	Y	N
Pay for Unused Sick Time	Y	N
End of Career Additional Longevity Pay	Y	N
Settlement Agreements	***	***
Amounts paid more than 120 days after Termination of Employment	***	N

** – Effective 9/10/19 for CCSNH; ** – Tier B **only**; *** – Contact NHRS*

Note: *AFC is also subject to limitations contained in RSA 100-A: 1, XVIII.*

How to Narrow Displayed Data with Filters

Most screens in DRS that contain rows of data include a filtering option that allows you to narrow the displayed data, so you only view what is most relevant to you. The filtering icon looks like a funnel.

- When filtering can be applied, this icon displays. In the example below, 11 pages of data are available:

Employer Communications

	Name	Distributed
View	Employer Reporting Batch Posted	4/7/2025 3:20:03 PM
View	Employer Reporting Exceptions Found	4/3/2025 9:31:28 AM
View	Employer Reporting Exceptions Found	4/3/2025 8:43:19 AM
View	Employer Reporting File Submitted	4/3/2025 8:35:47 AM
View	Employer Reporting Batch Posted	3/14/2025 11:09:20 AM
View	Employer Reporting Exceptions Found	3/6/2025 10:32:05 AM
View	Employer Reporting File Submitted	3/6/2025 10:20:52 AM
View	Employer Reporting Batch Posted	2/14/2025 8:56:25 AM
View	Employer Reporting Exceptions Found	2/14/2025 8:12:13 AM
View	Employer Reporting Exceptions Found	1/28/2025 1:06:48 PM

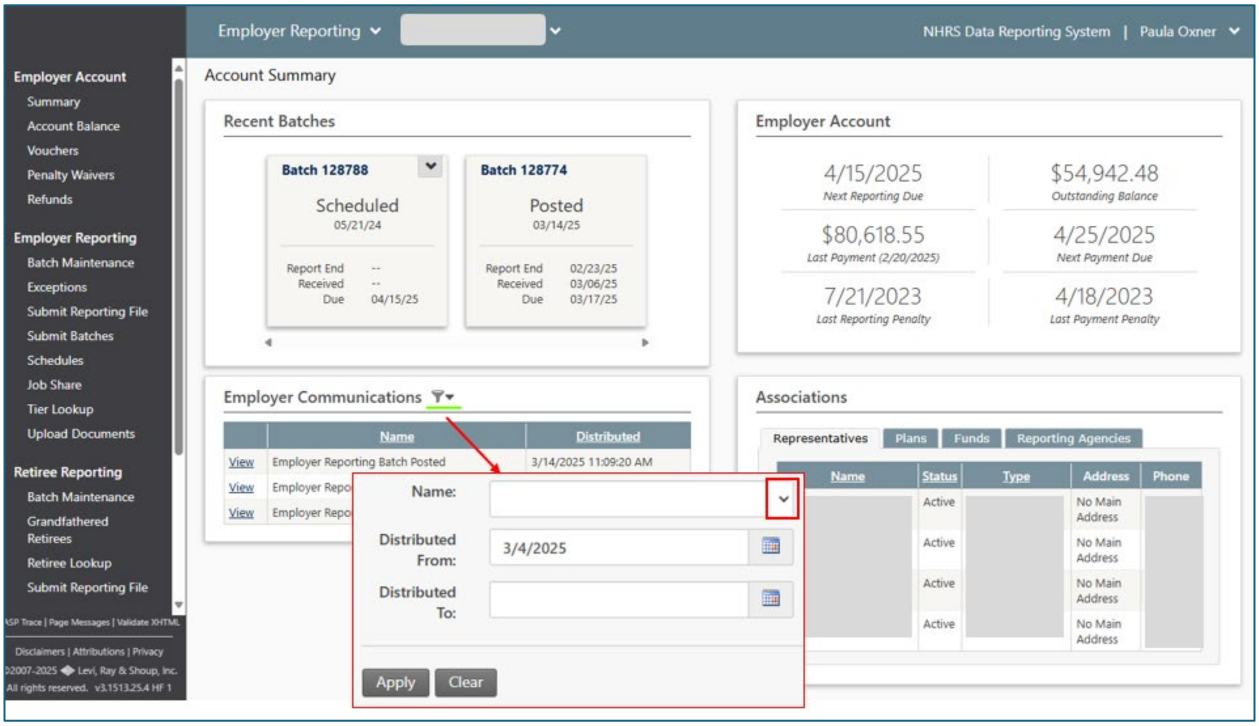
Total 11 Pages 1 2 3 4 5 6 7 8 9 10 ... > >>

- When one or more filters were previously applied, the green, active filter icon displays. Continuing the example from above, filtering was applied below to show only communications for April 3, 2025. The results were narrowed from 11 pages to just three rows of data:

Employer Communications

	Name	Distributed
View	Employer Reporting Exceptions Found	4/3/2025 9:31:28 AM
View	Employer Reporting Exceptions Found	4/3/2025 8:43:19 AM
View	Employer Reporting File Submitted	4/3/2025 8:35:47 AM

To use filtering, click the filter icon, either or . A pop-up screen displays. If filtering is already in place (a field has data), use the **Clear** button to remove the current filtering criteria and enter new criteria.



- **Name – Optional:** You can create a specific filter and apply a descriptive name, such as *Comms March 2025*, and save it for future use.
- **Distributed From / To:** Dates are required if applying a filter. These allow you to narrow data to a specific timeframe. The From / To dates can be the same if you are searching for information for one specific day.
- **Clear:** Click to remove previous filter options, or.
  Apply: Click after selecting new filter options.

GLOSSARY

Account Transactions: Refers to a group of possible transactions associated with an employer: Receivables, Payments, Balance Due, Refunds.

Active (member status): A member who is actively contributing to the New Hampshire Retirement System (NHRS).

Active Payee: A member who **was** an active/contributing member of the New Hampshire Retirement System (NHRS) at one time, but who filed for retirement and then returned to full-time work at some point.

Associations: From the Associations section of the DRS Dashboard screen. The representatives, plans, funds, reporting agencies associated with the employer. See Associations for more details.

Balloon Payment: Applies to school districts only. Defined as the Pay Period that immediately precedes the first Summer Wages Pay Period in a Fiscal Year. This pay period reflects the final payout of the school year contract and may include multiple installments. This Pay Period *will not* have the Summer Wages Flag checked. PensionGold completes a Salary Variance check for the Pay Period identified as a 'Balloon Payment' for an FT 10 employee with the Teacher subgroup (This check does not apply to anyone else). The *Salary Variance* check compares the prior salary amount multiplied by 6, + $1 to the reported salary amount in the Balloon Payment. For *Contract Salary Variance*, PensionGold takes the total contract salary amount, and divides by the frequency defined on the contract, then multiplies by 6. This is due to '6' being the maximum number of potential payments combined in a 'Balloon Payment'. If the reported salary is *less than* the prior/derived amount for the Balloon Payment, PensionGold uses the existing Salary Variance check. **Note:** The Prior Salary amount that is derived from the most recent Account Transaction will not be a Balloon Payment or Summer Wage Salary. Because Comp Over Base Pay is not checking for Salary Variance, these checks are only applicable to Base Pay.

Base: Annual Base Pay. For details, see the interpretive memoranda titled Earnable Compensation: "Full Base Rate Of Compensation" and "Compensation Over Base" on the NHRS website.

Batch: For NHRS purposes, this is a file (whether submitted via XML File Upload or via Web Entry) that contains wage and contribution data for active members.

Batch Card: A square display tool used to present information about the employer's most recent reporting batches.

COB: Comp Over Base. For details, see the interpretive memoranda titled Earnable Compensation: "Full Base Rate Of Compensation" and "Compensation Over Base" on the NHRS website.

Contract Pay Period Frequency: The number of pay periods in a year for teachers. For examples, see Contract Pay Period Frequency for Teacher Members.

Copy members from prior batch: For web entry, allows employer to copy information from last batch to create a new batch.

DRS: Data Reporting System. DRS is an online portal for New Hampshire Retirement System (NHRS) participating employers that consists of two sections:

- The Employer Reporting section is used to (1) report monthly wage and contribution data for active, full-time employees and (2) for annual reporting of hours worked and compensation paid to NHRS retirees who are on the payroll as part-time workers.
- Employers and third-party administrators (TPAs) use the Insurance Reporting section to update insurance premiums and to submit insurance authorizations for their retirees.

Edit: The process a file goes through after completing the validation process and successful file processing. The edit process identifies exceptions (errors) within the file that must be corrected.

EDP (sometimes referred to as ESDP): Extra Duty Pay (Tier A, Group 2 only). For details, see the interpretive memoranda titled Compensation for Extra and Special Duty (ESDP) on the NHRS website.

Employer Communications: This section includes notifications that are automatically generated and sent to the employer when certain activities occur related to your account or your reporting batches.

ESDP: See EDP in this Glossary.

Exception: An error in a batch being submitted to NHRS. Additional information or changes are needed to correct the error. The batch must be free from exceptions for the batch to post.

File: A collection of data stored in one unit, identified by a file name. Employers create and submit files to NHRS each month.

File Processing: The process of validating the individual member records contained in a file uploaded to DRS.

Group: See **Plan** in this glossary.

LOA: Leave of Absence.

New Hire: This field is used by NHRS for tracking purposes. The New Hire checkbox is used to identify an individual who has had **no previous connection** to the New Hampshire Retirement System, in other words, it identifies an individual who is *new to NHRS* and will become a member during their first pay period. See Re-Hire for comparison.

Notification: An automated email message sent to the address associated with an employer's account. Employers receive notifications during the file processing and edit stages if issues with the active member file are identified. Employers also receive a confirmation email when the file is accepted and posted to DRS.

Pending (member status): An individual who is **not yet**, nor has **ever been**, an active/contributing member of the New Hampshire Retirement System (NHRS) but is one you have 'enrolled' into NHRS in a 'pending' status and who will become 'active' beginning with their first pay period.

Plan: Members are reported under the plan in which they are enrolled. A Plan is comprised of a Tier, Group, and Subgroup, as detailed below:

- **Tier A – Member vested prior to 1/1/12**

Tier	Group	Subgroup
Tier A	Group I	Employee: Political Subdivision / State
Tier A	Group I	Teacher: Political Subdivision
Tier A	Group II	Fire: Political Subdivision / State
Tier A	Group II	Police: Political Subdivision / State

- **Tier B – Member in service prior to 7/1/11 and not vested prior to 1/1/12**

Tier	Group	Subgroup
Tier B	Group I	Employee: Political Subdivision / State
Tier B	Group I	Teacher: Political Subdivision
Tier B	Group II	Fire: Political Subdivision / State
Tier B	Group II	Police: Political Subdivision / State

- **Tier C Member hired on/after 7/1/11**

Tier	Group	Subgroup
Tier C	Group I	Academic

Tier C	Group I	Employee: Political Subdivision / State
Tier C	Group I	PT Judges
Tier C	Group I	Teacher: Political Subdivision
Tier C	Group II	Fire: Political Subdivision / State
Tier C	Group II	Police: Political Subdivision / State

- **Tier A/C - Member hired on/after 7/1/11 who became vested prior to 1/1/12 (rare)**

PGV3: PensionGold Version 3. This is the retirement system's core pension administration system.

Record: Wage and contribution information associated with an individual member that is submitted in the monthly employer reporting file.

Re-Hire: This field is used by NHRS for tracking purposes. The Re-Hire checkbox is used to identify an individual who **has a current connection** to the New Hampshire Retirement System, in other words, it identifies an individual who *has a member record with NHRS*. See New Hire for comparison.

Report: DRS can generate various reports that provide information designed to help employers identify errors or validate information contained in the batches submitted to NHRS.

Scheduled Batch: A routine, monthly batch that contains wage and contribution data for active members submitted by employers on or before the 15th of each month to meet their Employer Reporting obligations. Scheduled batches automatically include a system-generated Due Date and Voucher Number.

Scheduled Voucher: Are created automatically and made available to employers. Scheduled vouchers are always associated with a particular scheduled employer reporting batch number. Initially, scheduled vouchers have an assigned voucher number, due date, and a $0 amount due. Once a batch has been posted, the voucher changes from Scheduled to Submitted. The Amount Due on the voucher reflects the submitted contribution summary.

SPC: Service Purchase Contract between a member and NHRS. Used to 'purchase service' for example, to receive service credit for time spent in the military. Applies to: Group II NQ (non-qualified), Temp Service, Military, Modifications, Prev. withdrawn.

Subgroup: See **Plan** in this glossary.

Summer Wages Flag: Applies to SAU's and school districts only. A checkbox on the **Schedules** screen/Pay Periods tab that allows employers to flag specific pay periods as **summer wages**, indicating that 10-month / FT-10 members will not be paid during those identified pay periods. When the Summer Wages Flag is checked, the system adjusts how salary variance is evaluated for FT-10 members.

Tier: See **Plan** in this glossary.

Trial: A process that is run for all batches submitted to NHRS. No data is posted as a result of running the trial process. The trial process validates individual member data and identifies any exceptions (errors) contained in a file submitted to NHRS. The trial process is a combination of automated file processing and file edit steps that each submitted file must go through. The trial process may be run multiple times if additional exceptions are found. Once a trial process is error-free, the batch posting process can begin.

Unscheduled Batch: An ad-hoc, non-routine batch that is submitted for processing outside of the regular monthly reporting schedule. Unscheduled batches are used on an as-needed basis for purposes such as reporting salary continuances or moving wages from Base Pay to Comp Over Base Pay, or vice versa. Unscheduled batches do not include a system-generated Due Date or Voucher Number. **Note:** Unscheduled batches are created by NHRS upon request; however, employers who Report by File Upload and require an unscheduled batch, can create one by uploading a file through the Submit Reporting File option.

Unscheduled Vouchers: Are created manually by NHRS and are not associated with standard monthly Employer Reporting batches; instead, they are created and associated with unscheduled batches (ad-hoc, non-routine batches). These vouchers are maintained by NHRS and can be used for payments not related to a batch or reporting cycle, such as with account adjustment batches (RET 304s, salary continuances).

User Alerts: Alerts that notify users of processes, errors, reports etc. Recent alerts are located by clicking on your name in the upper-right corner of the DRS screen. A red exclamation mark indicates that you have a new alert.

Voucher: A breakdown of a payment that an employer submits to the retirement system.

XML Schema: The structure used to define elements in an XML document. In simple terms, this is how your file is formatted if you submit via XML file upload.

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