

Contract Pay Period Frequency

This guide outlines the impact of accurate **Contract Pay Period Frequency** using the New Hampshire Retirement System's (NHRS) Data Reporting System (DRS). These features help ensure accurate salary variance processing for full-time 10-month (FT-10) Teacher members.

Contract Pay Period Frequency

NHRS has multiple Contract Pay Period Frequencies for Teacher members. The Contract Pay Period Frequency logic has been updated to better support Teacher members that may elect to receive a Balloon/Lump Sum Payment for their final payment for the school year contract. See the [Contract Pay Period Frequency Examples](#) for 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.

For the 2024/2025 Contract Period Only: NHRS has adjusted the Contract and Salary Variance parameters to account for Balloon/Lump Sum payments for which the member's record may not reflect an accurate contract pay period frequency.

To accommodate Balloon Payments for the 2024/2025 Contract Period, DRS has implemented a targeted logic adjustment:

- During the variance review, the system will allow a balloon payment if the pay period that immediately precedes the first Summer Wages pay period is selected. See [Handling Summer Wages in DRS](#) notification for instructions.
 - **Example #1:** Pay period #25 of FY 25 includes the Balloon Payment, then the system will look at Pay period #26 of FY 25 to have the Summer Wages Checkbox selected.
 - **Example #2:** Pay period #26 of FY25 includes the Balloon Payment, then the system will look at Pay period #1 of FY 26 to have the Summer Wages Checkbox selected.

FREQUENTLY ASKED QUESTIONS

How do we 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 NHRS Employer Reporting representative or use the contact information listed on the [NHRS Employer Resources page](#).