

HB 561 Retiree Reporting Instructions – File Upload

House Bill 561, which took effect January 1, 2019, changed the laws governing New Hampshire Retirement System (NHRS, the retirement system) retirees who work in part-time positions for retirement system participating employers. These changes also impacted how employers report retiree data to NHRS.

Employers are required to report 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. Please note that employers with no NHRS retirees on their payroll are also required to report to NHRS.

Reporting retirees by file upload

Rather than reporting by web entry, many larger employers will have their payroll vendor prepare a file that can be uploaded to the DRS. A fixed-length file layout is available on the Employer Resources page of the NHRS website. For more information, see: <https://www.nhrs.org/news/article/2019/10/07/fixed-length-file-for-hb-561-retiree-reporting-is-available>

Note: Employers should review and verify their data before uploading the file to NHRS. Submitting incorrect or incomplete data could have an adverse effect on retirees.

1. To report via file upload, click **File Upload** in the menu on the left-hand side of the screen.



2. Click **Browse** and find the generated file saved on your computer. Click **Upload File**.



3. You will see a message that the file has been successfully uploaded. You are now finished reporting retirees.

NHRS Retiree File Upload Successful

C:\Users\cminervini\Downloads\NHRS_Retiree_20191016120908.txt was successfully uploaded.

[Return](#)

Note: Employers will not receive a file exception notification if there are issues with the file. The retirement system will follow up at a later date if our review of the file identifies any questions or data issues.

Additional information

If you have questions or require help with Retiree Reporting, please call (603) 410-3532 or email exceptions@nhrs.org. Employers with questions regarding eligibility or other administrative issues regarding the law can email HB561@nhrs.org or call (603) 410-3592.