

HB 561 Retiree Reporting Instructions – Reporting No NHRS Retirees

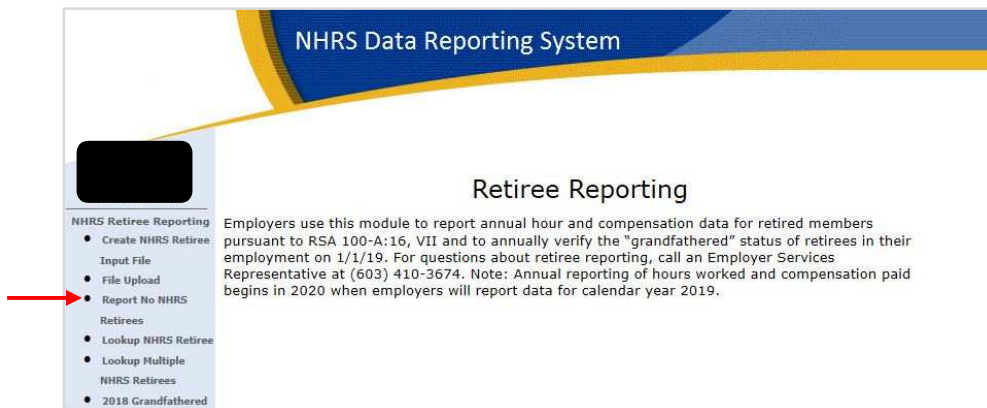
House Bill 561, which took effect January 1, 2019, changed the laws governing New Hampshire Retirement System (NHRS, the retirement system) retirees who work in part-time positions for retirement system participating employers. These changes also impacted how employers report retiree data to NHRS.

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 no NHRS retirees

If an employer has zero NHRS retirees on their payroll, they must report this to NHRS annually by February 15. To report no retirees, log into the **Retiree Reporting Module** of the DRS.

1. Click on **Report No NHRS Retirees** in the menu.



2. Enter the **Calendar Year** of the year you are reporting. Click **Save**. You are finished.

A screenshot of the "Report No NHRS Retirees" form. The title is "Report No NHRS Retirees" and the instruction is "Enter the Calendar Year where no NHRS retirees worked." Below this, there is a label "Calendar Year:" followed by an empty text input field (indicated by a red arrow). Below the input field is a "Save" button (also indicated by a red arrow). The sidebar menu from the previous screenshot is visible on the left, with "Report No NHRS Retirees" selected.

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.