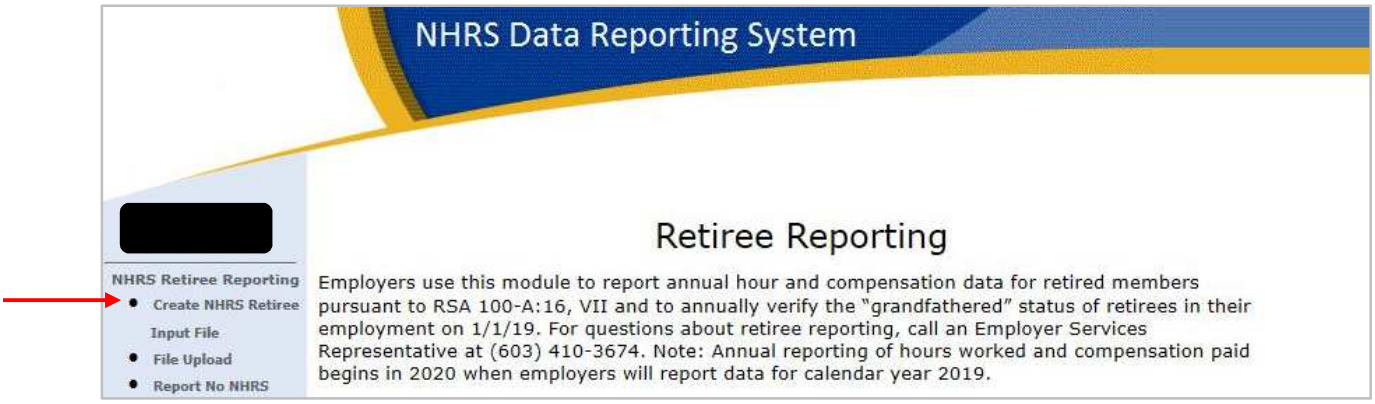
HB 561 Retiree Reporting Instructions – Web Entry

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.

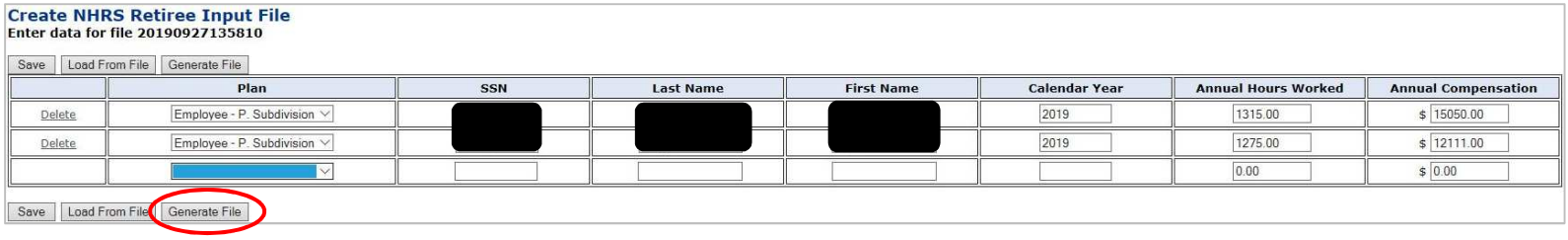
Employers are required to report on an annual basis, no later than February 15, all hours worked and compensation paid to any NHRS retirees employed in the prior calendar year. Please note that employers with no NHRS retirees on their payroll are also required to report to NHRS.

Reporting retirees by web entry

1. To report retirees via web entry, log into the **Retiree Reporting Module** of the Data Reporting System (DRS). Click on **Create NHRS Retiree Input File** from the menu.

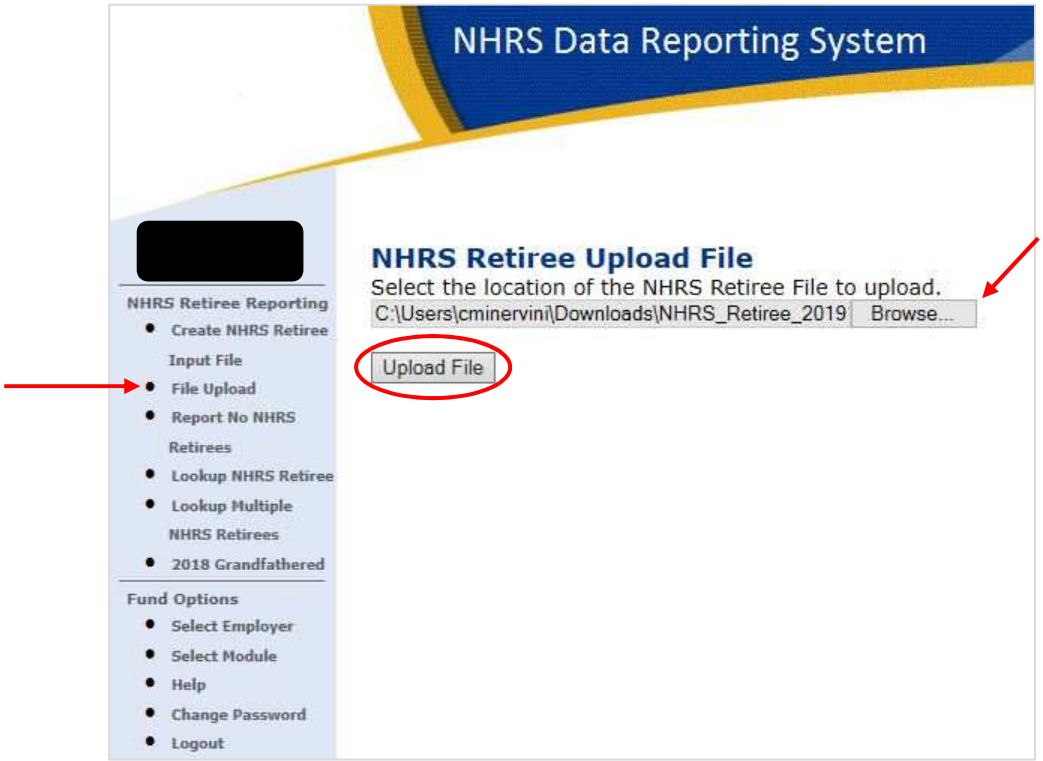


2. Enter the required information for each retiree. Click **Save** to generate a new line. Once all retirees have been entered, click **Generate File**.



3. A pop-up will appear on the screen prompting you to open or save your file. Click **Save** and make sure that you know where the new file is located on your computer.
   Note: The pop-up may look different on your computer due to differences in web browser, system security, etc.

4. In the menu on the left-hand side of the screen, select **File Upload**. Click **Browse** and find the generated file that was just saved on your computer. Click **Upload File**.



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

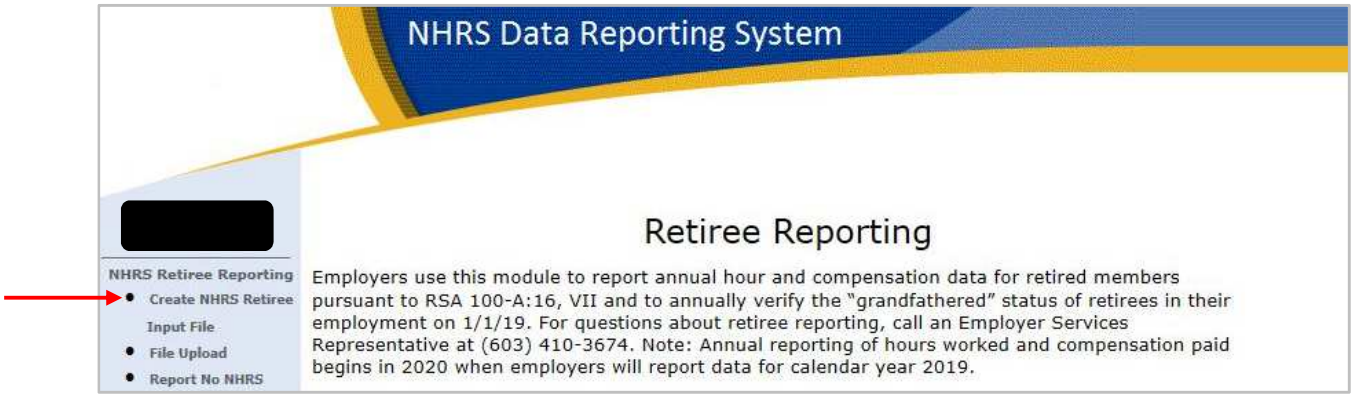
   Note: Employers will not receive a file exception notification if there are issues with the file. The retirement system will follow up at a later date if our review of the file identifies any questions or data issues.

Reporting retiree data from a previous file

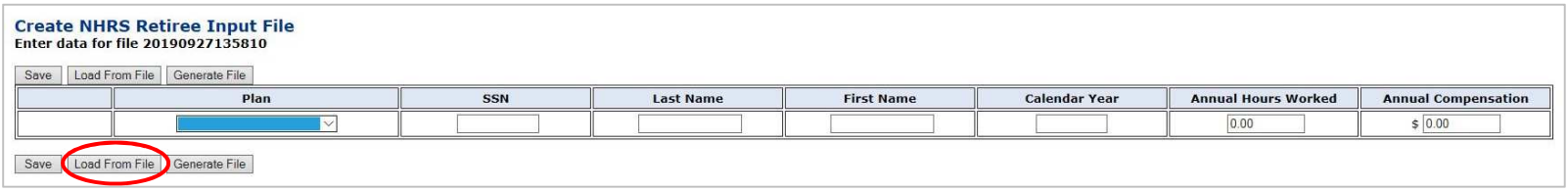
Employers with an existing file from a prior year may reuse the previous file. The demographic information will remain the same, but the **Calendar Year**, **Annual Hours Worked**, and **Annual Compensation** must be updated.

Note: This section can be used beginning in 2021, when 2019 files will have been uploaded.

1. In the menu on the left-hand side, click **Create NHRS Retiree Input File**.

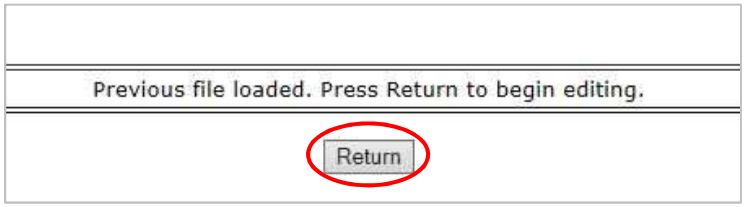


2. Click **Load From File**.

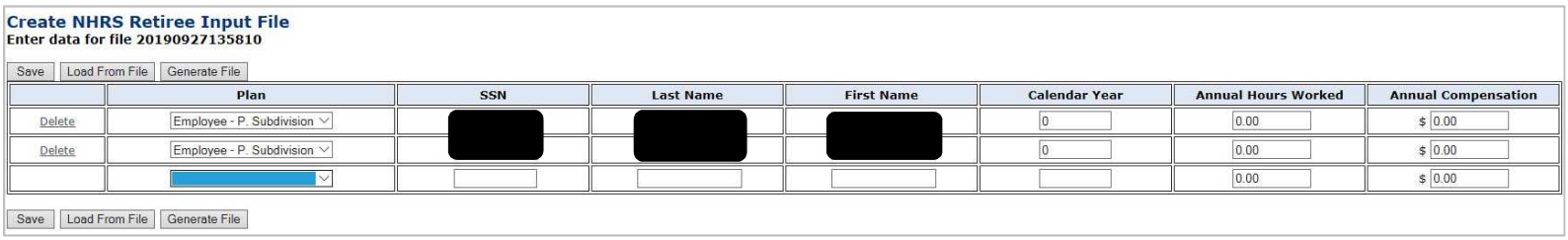


3. Click **Browse**. On your computer, locate the previous NHRS Retiree Data Import file, then click **Load File**.

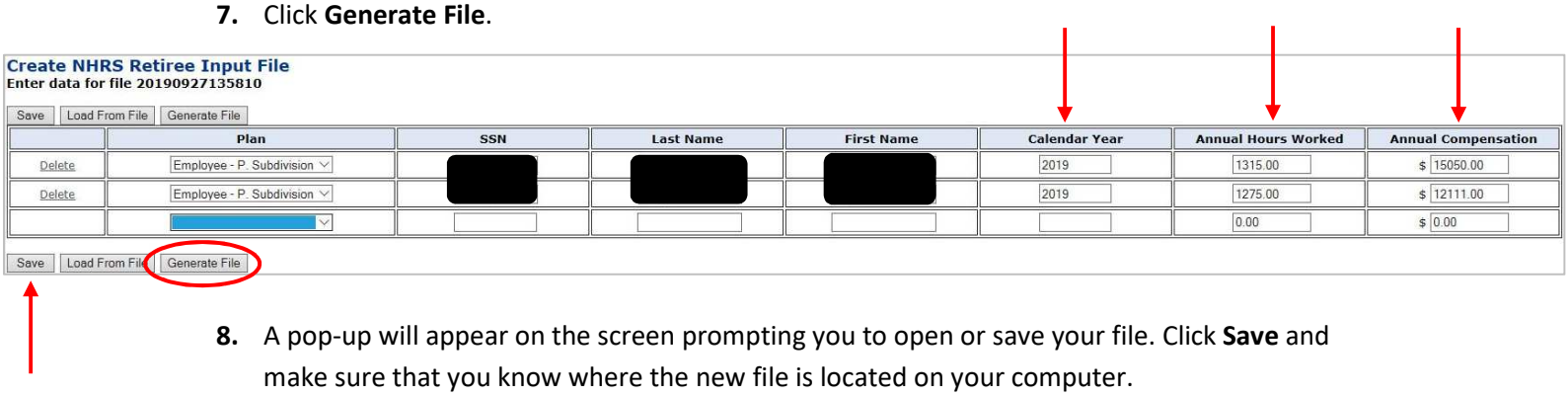
4. Click **Return**.



5. The retirees that were listed in your previous file will appear. You'll notice that the last three columns (**Calendar Year**, **Annual Hours Worked**, and **Annual Compensation**) are not filled in.



6. Enter the information into the empty fields, then click **Save**. A new line will appear underneath your listed retirees.
   a. If you need to enter additional retirees, you may do so by typing them in and clicking save after each new retiree is added.
7. Click **Generate File**.



8. A pop-up will appear on the screen prompting you to open or save your file. Click **Save** and make sure that you know where the new file is located on your computer.
   Note: The pop-up may look different on your computer due to differences in web browser, system security, etc.

9. In the menu on the left-hand side of the screen, select **File Upload**. Click **Browse** and find the generated file that was just saved on your computer. Click **Upload File**.

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

    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.