

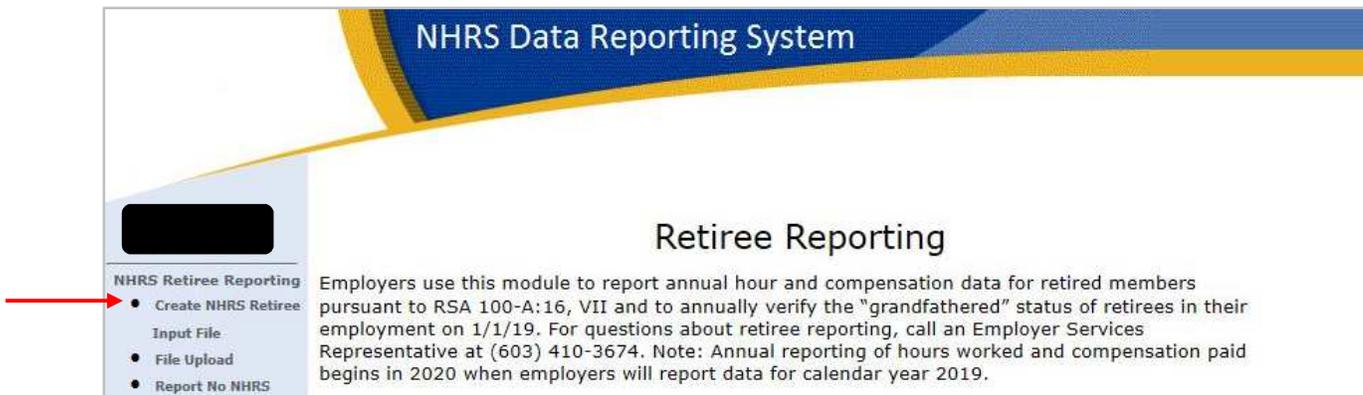
HB 561 Retiree Reporting Instructions – Web Entry

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**.

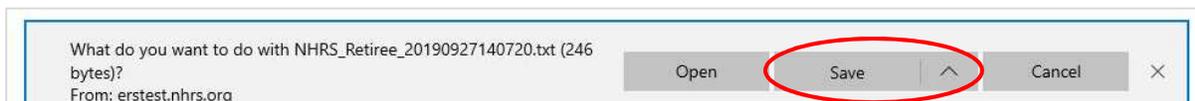
Create NHRS Retiree Input File
Enter data for file 20190927135810

Save Load From File Generate File

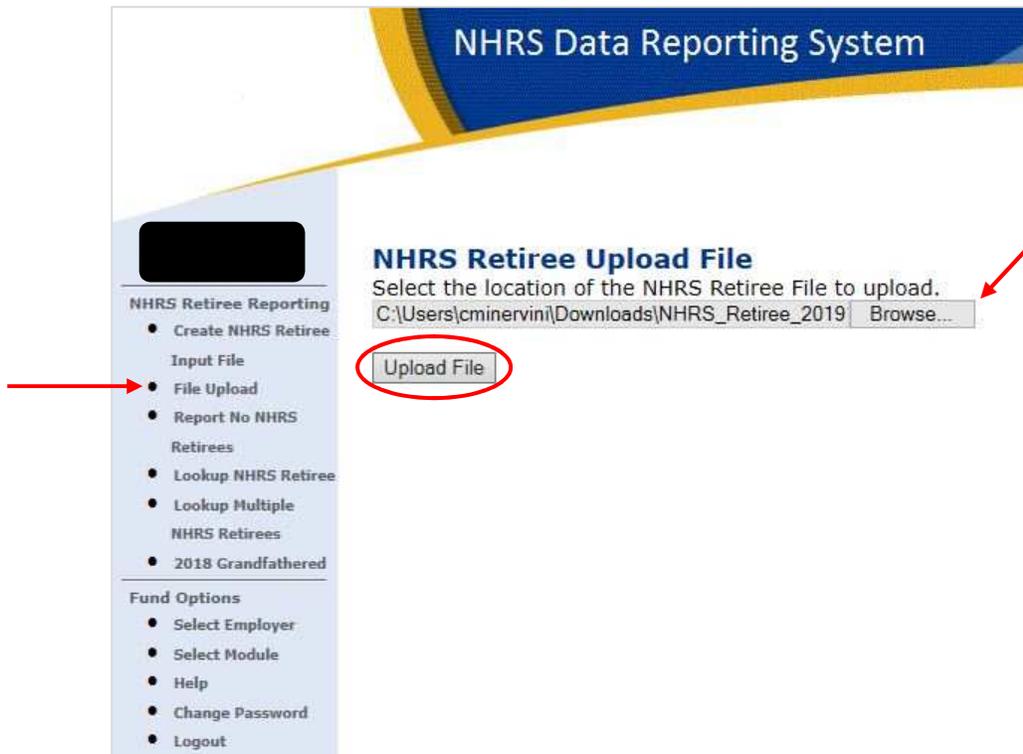
	Plan	SSN	Last Name	First Name	Calendar Year	Annual Hours Worked	Annual Compensation
Delete	Employee - P. Subdivision				2019	1315.00	\$ 15050.00
Delete	Employee - P. Subdivision				2019	1275.00	\$ 12111.00
						0.00	\$ 0.00

Save Load From File 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.

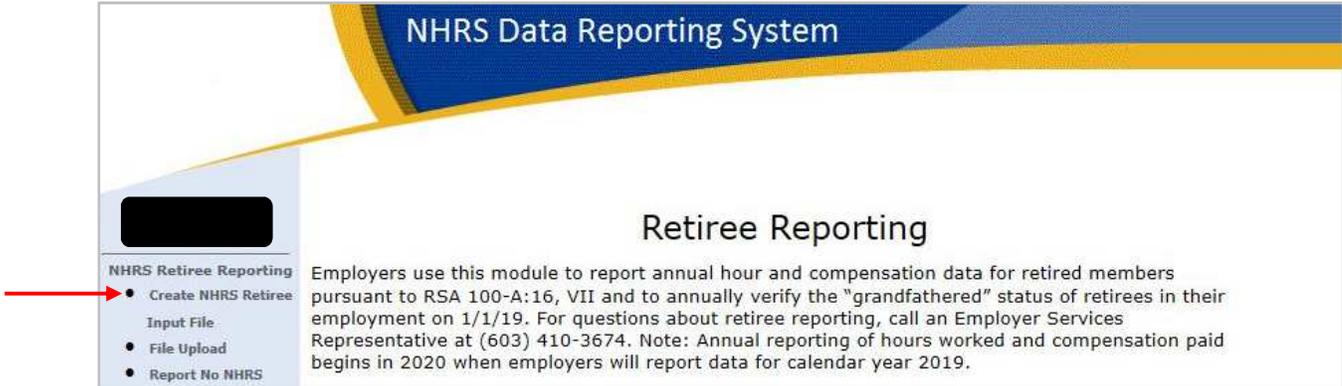


Reporting retiree data from a previous file

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**.



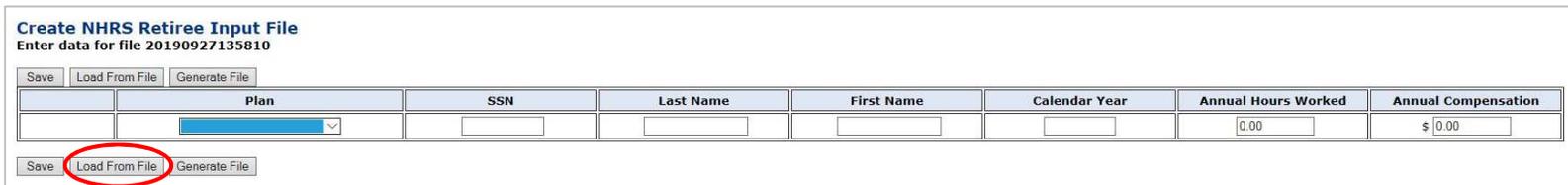
NHRS Data Reporting System

Retiree Reporting

Employers use this module to report annual hour and compensation data for retired members pursuant to RSA 100-A:16, VII and to annually verify the "grandfathered" status of retirees in their employment on 1/1/19. For questions about retiree reporting, call an Employer Services Representative at (603) 410-3674. Note: Annual reporting of hours worked and compensation paid begins in 2020 when employers will report data for calendar year 2019.

- **Create NHRS Retiree Input File**
- File Upload
- Report No NHRS

2. Click **Load From File**.



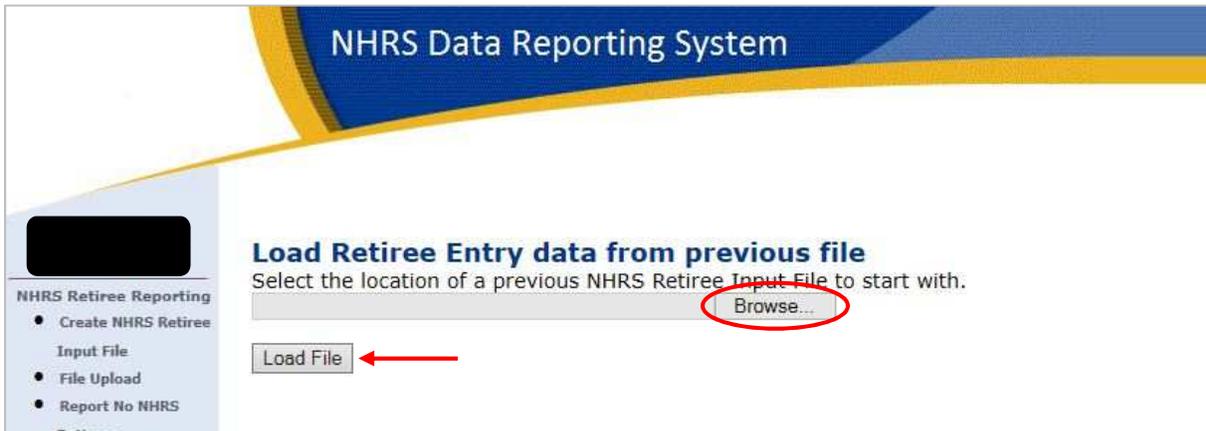
Create NHRS Retiree Input File
Enter data for file 20190927135810

Save Load From File Generate File

Plan	SSN	Last Name	First Name	Calendar Year	Annual Hours Worked	Annual Compensation
<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="\$ 0.00"/>				

Save **Load From File** Generate File

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

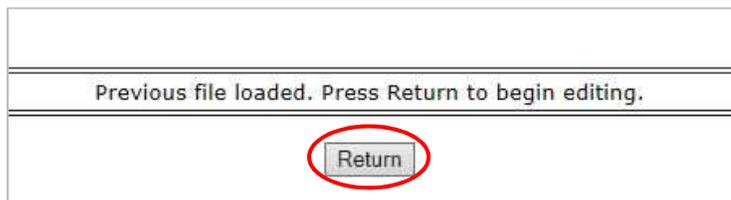


NHRS Data Reporting System

Load Retiree Entry data from previous file

Select the location of a previous NHRS Retiree Input File to start with.

4. Click **Return**.



Previous file loaded. Press Return to begin editing.

- 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.

Create NHRS Retiree Input File
Enter data for file 20190927135810

Save Load From File Generate File

	Plan	SSN	Last Name	First Name	Calendar Year	Annual Hours Worked	Annual Compensation
Delete	Employee - P. Subdivision	[Redacted]	[Redacted]	[Redacted]	0	0.00	\$ 0.00
Delete	Employee - P. Subdivision	[Redacted]	[Redacted]	[Redacted]	0	0.00	\$ 0.00
	[Dropdown]					0.00	\$ 0.00

Save Load From File Generate File

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

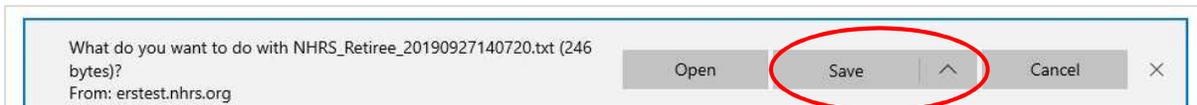
Create NHRS Retiree Input File
Enter data for file 20190927135810

Save Load From File Generate File

	Plan	SSN	Last Name	First Name	Calendar Year	Annual Hours Worked	Annual Compensation
Delete	Employee - P. Subdivision	[Redacted]	[Redacted]	[Redacted]	2019	1315.00	\$ 15050.00
Delete	Employee - P. Subdivision	[Redacted]	[Redacted]	[Redacted]	2019	1275.00	\$ 12111.00
	[Dropdown]					0.00	\$ 0.00

Save Load From File **Generate File**

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- 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.

NHRS Retiree File Upload Successful

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

[Return](#)

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.