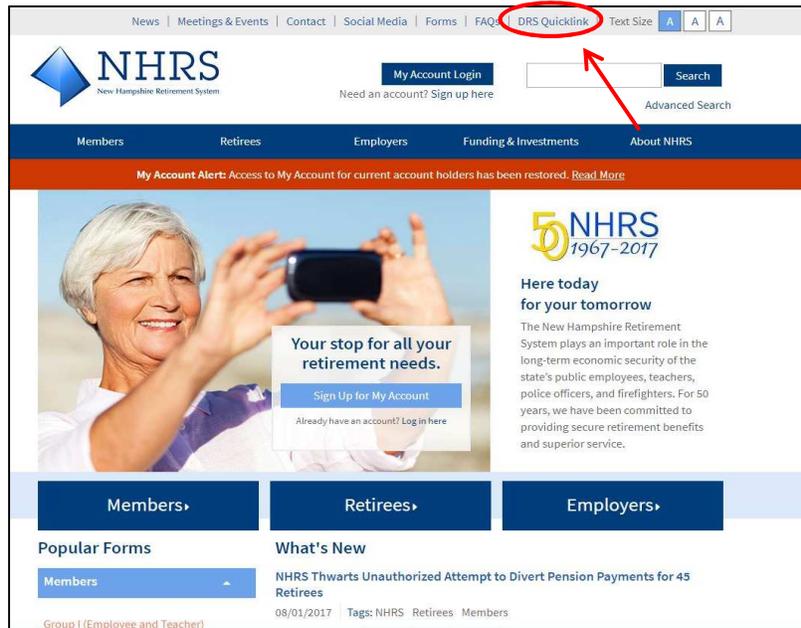


How to Enter a Payment Voucher

1. Log into the Data Reporting System (DRS) via the **DRS Quicklink** at the top of the www.nhrs.org homepage.



2. Click **Authorized**.

Note: For first-time use of the DRS, please contact NHRS DRS Support at (603) 410-3508 to request a login username and password, or fill out a DRS User Access Form available here: <https://www.nhrs.org/docs/default-source/employer-education/nhrs-drs-access-form.pdf?sfvrsn=2>



3. Log in using your **username** and **password**.

Note: If you do not remember your password, you may reset it by clicking on the “Forgot your password?” link.

Data Reporting System Login

Fund: NH Retirement System

Username:

Password: [Forgot your password?](#)

Login

If you are having difficulties accessing the NHRS Data Reporting System, please contact NHRS Employer Services...

Active Employee or HB342 Retiree Reporting issues: call 603-410-3674 or toll free at 1-877-600-0158 (ext. 3674)	Insurance issues: call 603-410-3675 or toll free at 1-877-600-0158 (ext. 3675)
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4. You will be brought to the following screen. Select **Employer Reporting**.

Welcome

NHRS Data Reporting System

The NHRS Data Reporting System is for authorized participating employers of the New Hampshire Retirement System and authorized insurance vendors (a vendor can be a participating employer or a third-party health care administrator).

If you are not an authorized participating employer or vendor, you are prohibited from being logged onto the NHRS Data Reporting System and should log off immediately. Violators will be prosecuted to the full extent of the law under US Code Title 18, Section 1030.

The NHRS Data Reporting System contains three modules:

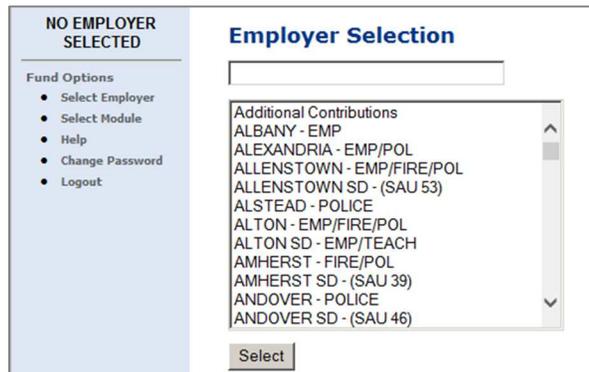
- Employer Reporting**: Use this module to submit monthly wage and contribution data for active members. For questions about employer reporting, call an Employer Services representative at (603) 410-3674.
- Retiree Reporting**: Use this module to report annual hour and compensation data for retired members pursuant to RSA 100-A:16, VIII. For questions about retiree reporting, call an Employer Services representative at (603) 410-3674.
- Insurance Reporting**: Use this module to submit or change insurance authorizations or update insurance premium rates. For questions about insurance reporting, call a Medical Benefit representative at (603) 410-3675.

Note: Employers or vendors only have access to the modules for which they are authorized.

NOTICE TO EMPLOYERS

For information regarding password security and password login for the NHRS Data Reporting System, click on the following links:
[Password Security](#)
[Employer Guide to Password Login](#)

5. Select the employer you are reporting for.
Note: You will only see employers that you have access to.



NO EMPLOYER SELECTED

Fund Options

- Select Employer
- Select Module
- Help
- Change Password
- Logout

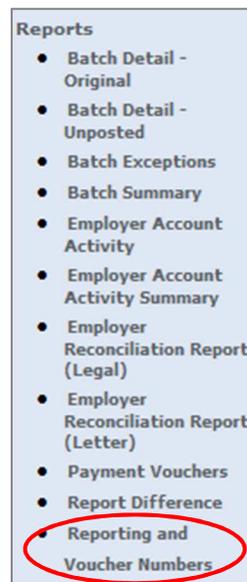
Employer Selection

Additional Contributions

- ALBANY - EMP
- ALEXANDRIA - EMP/POL
- ALLENSTOWN - EMP/FIRE/POL
- ALLENSTOWN SD - (SAU 53)
- ALSTEAD - POLICE
- ALTON - EMP/FIRE/POL
- ALTON SD - EMP/TEACH
- AMHERST - FIRE/POL
- AMHERST SD - (SAU 39)
- ANDOVER - POLICE
- ANDOVER SD - (SAU 46)

Select

6. Click on **Reporting and Voucher Numbers** under the **Reports** section of the menu bar.



Reports

- Batch Detail - Original
- Batch Detail - Unposted
- Batch Exceptions
- Batch Summary
- Employer Account Activity
- Employer Account Activity Summary
- Employer Reconciliation Report (Legal)
- Employer Reconciliation Report (Letter)
- Payment Vouchers
- Report Difference
- **Reporting and Voucher Numbers**

7. Click **Run Report** to see the reporting voucher numbers.
Note: The fiscal year will prefill to the current NHRS Fiscal Year (July 1 - June 30).



ERS Reporting and Voucher Number Listing

Fiscal Year: 2018

Run Report

8. The "Reporting and Voucher Numbers" report will open.
 - a. The voucher numbers will be at the bottom of the report. Scroll to the bottom and find the month you are working on under the **Due Date** column. Its corresponding voucher number will be under the **Voucher Number** column.
Tip: Print this report to easily reference it each month.

Payment Vouchers				
Voucher Number	Due Date	Active?	Pre-Set Amount	Received Date*
87377	08/15/2017	True		08/14/2017
87378	09/15/2017	True		09/11/2017
87379	10/15/2017	True		10/13/2017
87380	11/15/2017	True		11/10/2017
87381	12/15/2017	True		12/15/2017
87382	01/15/2018	True		01/11/2018
87383	02/15/2018	True		02/07/2018
87384	03/15/2018	True		
87385	04/15/2018	True		
87386	05/15/2018	True		
87387	06/15/2018	True		
87388	07/15/2018	True		
88221	08/28/2017	True		

* Reflects the last date the payment voucher was received.

9. Once you have retrieved the payment voucher number, close the report and select **Payment Vouchers** under the **Reports** section of the menu bar.

Reports
• Batch Detail - Original
• Batch Detail - Unposted
• Batch Exceptions
• Batch Summary
• Employer Account Activity
• Employer Account Activity Summary
• Employer Reconciliation Report (Legal)
• Employer Reconciliation Report (Letter)
• Payment Vouchers
• Report Difference
• Reporting and Voucher Numbers

10. Enter the following information.

ERS Payment Vouchers

Fiscal Year:

Report: ▼

Single Voucher Information

Voucher Number:

Payment Method: Check Number:

- a. Fiscal Year will prefill to the current NHRS fiscal year (July 1 – June 30).
- b. Report: Choose “Single Voucher.”
- c. Voucher Number: Enter the voucher number from the Reporting and Voucher Numbers report.
- d. Payment Method: Enter how the contributions are paid for (i.e. check or ACH).
- e. Check Number: If you submit payment by check, enter the check number. If you submit the payment via ACH, enter the date the ACH was put through.

Member Contributions

<u>Member Contributions</u>			
Contribution Type	Plan	Amount	

- f. Contribution Type: For regular contributions, enter “Employee Current.” For additional contributions/annuity, enter “Additional Contribution.”
- g. Plan: Enter the plan type of the employee (i.e. Employee, Teacher, Police, or Fire).
Note: Each contribution must be separated by plan, including additional contributions. Additional contributions must be reported separate from the regular contributions.
- h. Amount: Enter the total member contributions for each plan.

Employer Contributions

<u>Employer Contributions</u>		
Contribution Type	Plan	Amount
Pension Percentage		
Medical Subsidy Percentage		
Pension Percentage		
Medical Subsidy Percentage		
Pension Percentage		
Medical Subsidy Percentage		

- i. **Contribution Type:** These fields are prefilled with “Pension Percentage” and “Medical Subsidy Percentage.”
 - j. **Plan:** Enter the plan type for the plan you are reporting (i.e. Employee, Teacher, Police, or Fire).
 - k. **Amount:** Enter the total amount of Pension Percentage or the total amount for Medical Subsidy percentage.
- Note:** If you do not know the amount, please contact your employer representative.

Other

<u>Other</u>		
Description	Plan	Amount

Total:

- I. Use this section if you need more space for the Member Contributions section (i.e. Additional Annuity)

11. Once the voucher has been completely filled in:

- a. Click **Run Report**. This will print a copy of the voucher for your records and includes the Voucher Number, Batch Number, Due Date, Employer ID, etc.



A rectangular form box containing a checkbox labeled "Email to Fund" on the left and a button labeled "Run Report" on the right. The "Run Report" button is circled in red.

- b. Click the **Email to Fund** box, then click **Run Report** again. This will send a copy of the voucher to NHRS.



A rectangular form box containing a checked checkbox labeled "Email to Fund" on the left and a button labeled "Run Report" on the right. A red arrow points to the checked checkbox, and the "Run Report" button is circled in red.

Note: Make sure you print the report first. Once you have sent it to NHRS via "Email to Fund," it cannot be recovered.

12. Once finished, you may close the window.