



New Hampshire Retirement System

DRS Overview and Monthly Reporting Instructions

Municipalities/Counties – Web Entry



1

1

Overview of Program

- **Data Reporting System (DRS)**
- **Employer reporting terms**
- **Overview of new DRS**
- **Reporting of active member data**
 - **Web entry**
 - **Rejected files/File exceptions**
 - **Enrollments / Terminations**
 - **Remitting contributions**
- **Setting up your account**
- **Employer “sandbox”**
- **Resources for employers**

2

2

Data Reporting System (DRS)

- The integrity of the data NHRS receives from employers is crucial to our ability to effectively administer retirement benefits
- Employer data is used to:
 - Calculate and finalize retirement benefits
 - Process member refunds
 - Prepare annual member statements
 - Provide members with personal data through *My Account*
 - Input to determining actuarial liability and employer rates

3

3

Data Reporting System (DRS)

- Why is the DRS changing?
 - NHRS is upgrading its pension administration database, known as PensionGold (PG)
 - The employer Data Reporting System (DRS) is a component of PG
 - The current version of the DRS (V2) has been in operation since the early 2000s, which is a long time to use a piece of software
 - It simply was time to upgrade to a more modern version of the Pension Gold software (V3)

4

4

Data Reporting System (DRS)

- **PG Upgrade: January 2019-December 2023**
 - Development, programming and extensive internal testing of all components of the new system
- **Employer Reporting Training: June 2023 – September 2023**
 - Additional sessions will be schedule for retiree reporting and retiree insurance reporting in the fall/winter
- **Parallel Processing: October and November 2023**
 - Employer monthly reporting done in both the current version and in PGV3
 - Ensure that all employers are able to report in PGV3 before permanently switching over
 - Current version remains the system of record
- **Go-live with new system: December 1, 2023**
 - New version (3) becomes the system of record

5

5

Data Reporting System (DRS)

- **Five big differences between PG v2 and v3:**
 1. New Hires will now be reported through the file or via web entry - paper enrollment forms no longer required
 2. Terminations will now be reported through the file or via web entry - paper termination forms will no longer required beginning in 2024
 3. DRS users will have the ability to view and clear multiple exceptions at one time
 4. Pay periods and pay dates will be set up for each employer by pay frequency (weekly, bi-weekly, semi-monthly or monthly)
 5. Payment voucher fields will be automatically populated with dollar amounts from posted reporting

6

6

Employer Reporting Terms

- **PGv3**
- **DRS**
- **File**
- **Batch**
- **Batch card**
- **XML schema**
- **Validation tool**
- **Trial**
- **Exception**
- **Notification**
- **Report**
- **Record**
- **Subgroup**
- **Voucher**
- **Unscheduled batch**
- **Tier**

New terms are in Green

7

7

Employer Reporting Terms

- **Tiers replace the ‘vested by’ and ‘hired by’ indicators in current version**

TIER NAME	DESCRIPTION
Tier A	Member vested prior to 1/1/12
Tier B	Member in service prior to 7/1/11 and not vested prior to 1/1/12
Tier C	Member hired on/after 7/1/11
Tier A/C	Member hired on/after 7/1/11 who became vested prior to 1/1/12 (rare)

8

8

Data Reporting System (DRS)

- DRS is the online portal participating employers use to send required information to NHRS



9

9

Data Reporting System (DRS)

- DRS Account Summary page ('Dashboard')
 - Recent batches, employer account information, employer communications, and associations

Representatives	Plans	Funds	Reporting Agencies	Name	Status	Type	Address	Phone
					Active	Human Resource	No Main Address	
					Active	Employer Software vendor	No Main Address	
					Active	Management	No Main Address	
					Active	Main	No Main Address	
					Active	Administration	No Main Address	

10

10

Data Reporting System (DRS)

1.

- Employer Account
 - Summary
 - Account Balance
 - Vouchers
 - Penalty Waivers
 - Refunds
- Employer Reporting
 - Batch Maintenance
 - Exceptions
 - Submit Reporting File
 - Submit Batches
 - Schedules
 - Job Share
 - Tier Lookup
 - Upload Documents
- Retiree Reporting
 - Batch Maintenance
 - Submit Reporting File
- Account Adjustments
 - Account Adjustments
- Reports
- Contact Us
- Help

11

11

Data Reporting System (DRS)

Employer Account

- Summary
- Account Balance
- Vouchers
- Penalty Waivers
- Refunds

Employer Account:

View summary page to see recent batches, next reporting due date, and notifications; account balance totals; vouchers; penalties and waivers; and refund payments

Employer Reporting

- Batch Maintenance
- Exceptions
- Submit Reporting File
- Submit Batches
- Schedules
- Job Share
- Tier Lookup
- Upload Documents

Employer Reporting:

View batches and batch numbers, report by web entry; view exceptions, submit reporting files; view reporting and payment schedules; maintain job share positions; verify a member's tier; upload documents for specific members

Retiree Reporting

- Batch Maintenance
- Submit Reporting File

Retiree Reporting:

View, add, and edit retiree reporting batches; submit annual retiree reporting file

Account Adjustments

- Account Adjustments

Account Adjustments:

Fix certain errors to a member's account (Salary Continuance, Erroneous Contributions, Salary Pay Item Correction)

Reports

- Contact Us

Reports

Run various reports to help identify errors or validate information contained in batches submitted to NHRS

- Help

Contact Us & Help

12

12

Navigating the DRS

2.

The screenshot shows the 'Employer Reporting' section of the DRS. It features a dropdown menu for the employer, followed by an 'Account Summary' section. The 'Recent Batches' section is highlighted with a red rounded rectangle and contains two cards: 'Batch 114309' (Scheduled 05/24/21) and 'Batch 108699' (Posted 07/16/21). Below this, the 'Employer Communications' section is also highlighted with a red rounded rectangle and shows a table with columns for 'Name' and 'Distributed', with the message 'No new notifications'.

Batch 114309		Batch 108699	
Scheduled	05/24/21	Posted	07/16/21
Report End	--	Report End	06/03/21
Received	--	Received	07/08/21
Due	08/16/21	Due	07/15/21

Name	Distributed
No new notifications	

13

13

Navigating the DRS

3.

The screenshot shows the 'NHRS Data Reporting System' interface. The 'Employer Account' section is highlighted with a red rounded rectangle and displays key financial and reporting metrics: 'Next Reporting Due' (8/16/2021), 'Outstanding Balance' (\$228,506.68), 'Last Payment' (\$11,139,883.48), 'Next Payment Due' (8/25/2021), 'Last Reporting Penalty' (7/16/2021), and 'Last Payment Penalty' (5/19/2020). Below this, the 'Associations' section is also highlighted with a red rounded rectangle and contains a table with columns for Name, Status, Type, Address, and Phone, listing various roles like Human Resource, Employer Software Vendor, Management, Main, and Administration.

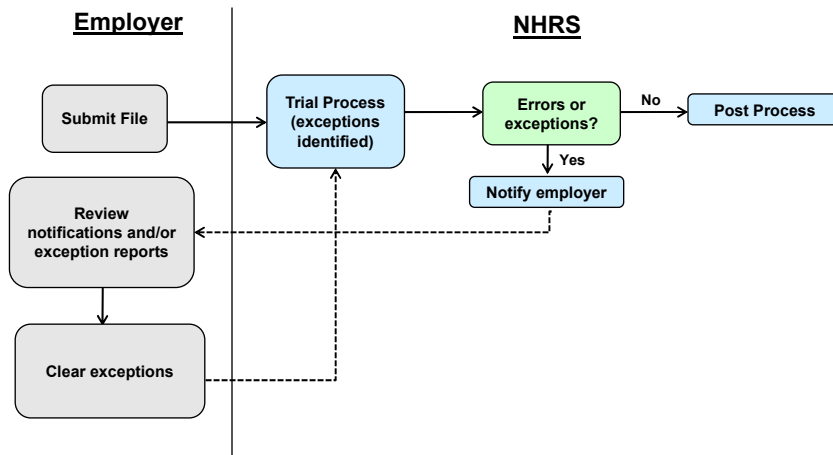
Name	Status	Type	Address	Phone
[Redacted]	Active	Human Resource	No Main Address	[Redacted]
[Redacted]	Active	Employer Software Vendor	No Main Address	[Redacted]
[Redacted]	Active	Management	No Main Address	[Redacted]
[Redacted]	Active	Main	No Main Address	[Redacted]
[Redacted]	Active	Administration	No Main Address	[Redacted]

14

14

Active Member Reporting

Employer Reporting Workflow



15

15

Active Member Reporting

- Click on the Batch Summary screen, then on the card for the batch you need to submit for

Recent Batches

Batch ID	Status	Report End	Report Received	Due
Batch 122611	Scheduled	06/07/22	--	05/15/23
Batch 122610	Balanced	04/30/23	03/24/23	04/17/23

Employer Account

5/15/2023 ⚠️ Next Reporting Due	\$10.07 Outstanding Balance
\$17,687.20 Last Payment (4/20/2023)	5/25/2023 ⚠️ Next Payment Due
11/17/2021 Last Reporting Penalty	3/22/2022 Last Payment Penalty

Employer Communications

Name	Distributed
No new notifications	

16

16

Active Member Reporting

- On the screen that pops up, select “Copy Prior Detail”

Batch Maintenance

View	Edit	Delete	Batch Number	Status	Balance	Batch Type	Report End Date	Report Start Date	Report End Date	Member Count	Total Salary	
View	Edit	Delete	22337	Scheduled	Balanced	Regular	6/12/2007	2007	6/15/2007	5/31/2007	4	\$16,401.75
View	Edit	Delete	22336	Scheduled	Balanced	Regular	5/16/2007	2007	5/15/2007	4/21/2007	4	\$12,888.00
View	Edit	Delete	22335	Scheduled	Balanced	Regular	4/3/2007	2007	4/15/2007	3/30/2007	4	\$16,418.50
View	Edit	Delete	22334	Scheduled	Balanced	Regular	3/16/2007	2007	3/15/2007	2/28/2007	4	\$12,784.75
View	Edit	Delete	22333	Scheduled	Balanced	Regular	2/6/2007	2007	2/15/2007	1/19/2007	4	\$9,645.00
View						ular	1/27/2012	2012	2/15/2012	0	\$0.00	
View						ular	6/7/2022	2023	5/15/2023	0	\$0.00	
View						ular	6/7/2022	2023	6/15/2023	0	\$0.00	
View						ular	6/7/2022	2023	7/17/2023	0	\$0.00	

Batch Detail

Batch Number: 122611
Type: Scheduled
Batch Reason: Regular
Current Status: Scheduled [History](#)
Fiscal Year: 2023
Due Date: 5/15/2023
Received Date:
Report End Date:
Member Count: 0
Total Salary Amount: \$0.00
Identify Non-Reporters: True
Include Demographics: False
Voucher Number: 122463
Trial Run: False
Submitted for Posting: False
Waiting for Contracts: False

[View Members](#)
[View Pay Periods](#)
[Copy Prior Detail](#)

17

17

Active Member Reporting

- Select “Source Batch” and click “Next”

Create New Batch

Copy Members From Prior Batch Create Batch (Add Members Manually)

Source Batch

Select Source Batch

Batch Number	Batch Type	Report End Date	Status	Member Count
<input checked="" type="checkbox"/> 122610	Scheduled	3/24/2023	Balanced	15

[Next](#) [Cancel](#)

Batch Detail

Batch: 122611
Fiscal Year: 2023
Report End Date:
Member Count: 0
Total Salary: \$0.00
Identify Non-Reporters: Yes
Include Demographics: No

Pay Period Detail

18

18

Active Member Reporting

- Enter “Report End Date” and click on “Update Batch Detail”

Employer Account

- Summary
- Account Balance
- Vouchers
- Penalty Waivers
- Refunds

Employer Reporting

- Batch Maintenance
- Exceptions
- Submit Reporting File
- Submit Batches
- Schedules
- Tier Lookup
- Upload Documents

Retiree Reporting

- Batch Maintenance
- Grandfathered Retirees
- Submit Reporting File

Account Adjustments

- Account Adjustments

Create New Batch

Create Batch

Copy Members From Prior Batch Create Batch (Add Members Manually)

Source Batch

Batch: 122610
Fiscal Year: 2023
Report End Date: 3/24/2023
Member Count: 15
Total Salary: \$83,984.34
Identify Non-Reporters: No
Include Demographics: No

Batch Detail

Batch: 122611
Fiscal Year: 2023
Report End Date:
Member Count: 0
Total Salary: \$0.00
Identify Non-Reporters: Yes
Include Demographics: No

Pay Period Detail

Batch Reason: Regular
Fiscal Year: 2023
Report End Date:
Member Count: 15
Total Salary Amount: 83984.34
Identify Non-Reporters:
Include Demographics:

19

19

Active Member Reporting

- Review the batch detail (pay periods, etc.) and click “Initiate Copy Process”

Create Batch

Copy Members From Prior Batch Create Batch (Add Members Manually)

Batch Detail

Batch: 122611
Fiscal Year: 2023
Report End Date: 4/21/2023
Member Count: 15
Total Salary: \$83,984.34
Identify Non-Reporters: Yes
Include Demographics: No

Pay Period Detail

Record Type: Normal
Pay Period Number: 6
Begin Date: 3/25/2023
End Date: 3/31/2023
Pay Date: 4/6/2023

Pay Period Detail

Record Type: Normal
Pay Period Number: 7
Begin Date: 4/1/2023
End Date: 4/7/2023
Pay Date: 4/13/2023

Pay Period Detail

Record Type: Normal

Initiate Copy Process

Please review the information in the left hand pane. This is the information used to create the new batch.

20

20

Active Member Reporting

- Find the batch you're working on and click "View."

Batch Maintenance

Employer Reporting Batches ▾

		Batch Number	Type	Status	Reason	Status Date	Fiscal Year	Due Date	Reporting End Date	Member Count	Members Posted	Members In Error	Total Salary
View	Edit	122611	Scheduled	Scheduled	Regular	6/7/2022	2023	5/15/2023	4/21/2023	15	0	0	\$83,984.34
View	Edit	122610	Scheduled	Balanced	Regular	4/30/2023	2023	4/17/2023	3/24/2023	15	15	0	\$83,984.34
View	Edit	122609	Scheduled	Balanced	Regular	4/1/2023	2023	3/15/2023	2/17/2023	15	15	0	\$63,274.57
View	Edit	122608	Scheduled	Balanced	Regular	3/4/2023	2023	2/15/2023	1/20/2023	15	15	0	\$62,567.63
View	Edit	122607	Scheduled	Balanced	Regular	1/30/2023	2023	1/17/2023	12/23/2022	15	15	0	\$78,338.44
View	Edit	122606	Scheduled	Balanced	Regular	1/11/2023	2023	12/15/2022	11/18/2022	14	14	0	\$57,979.97
View	Edit	122605	Scheduled	Balanced	Regular	12/5/2022	2023	11/15/2022	10/21/2022	14	14	0	\$51,672.86
View	Edit	122604	Scheduled	Balanced	Regular	3/24/2023	2023	10/17/2022	9/23/2022	14	14	0	\$64,581.95
View	Edit	122603	Scheduled	Balanced	Regular	10/1/2022	2023	9/15/2022	8/19/2022	13	13	0	\$51,850.15
View	Edit	122602	Scheduled	Balanced	Regular	10/31/2022	2023	8/15/2022	7/22/2022	11	11	0	\$50,218.62

Total 20 Pages 1 2 3 4 5 6 7 8 9 10 ... >>

21

21

Active Member Reporting

- After clicking "View," click on "View Members"

Batch Maintenance

Employer Reporting Batches ▾

		Batch Number	Type	Status	Reason	Status Date	Fiscal Year	Due Date	Reporting End Date	Member Count	Members Posted	Members In Error	Total Salary
View	Edit	122611	Scheduled	Scheduled	Regular	6/7/2022	2023	5/15/2023	4/21/2023	15	0	0	\$58,181.40
View	Edit	122610	Scheduled	Balanced	Regular	4/30/2023	2023	4/17/2023	3/24/2023	15	15	0	\$83,984.34
View	Edit	122609	Scheduled	Balanced	Regular	4/1/2023	2023	3/15/2023	2/17/2023	15	15	0	\$63,274.57
View	Edit	122608	Scheduled	Balanced	Regular	3/4/2023	2023	2/15/2023	1/20/2023	15	15	0	\$62,567.63
View	Edit	122607	Scheduled	Balanced	Regular	1/30/2023	2023	1/17/2023	12/23/2022	15	15	0	\$78,338.44
View	Edit	122606	Scheduled	Balanced	Regular	1/11/2023	2023	12/15/2022	11/18/2022	14	14	0	\$57,979.97
View	Edit	122605	Scheduled	Balanced	Regular	12/5/2022	2023	11/15/2022	10/21/2022	14	14	0	\$51,672.86
View	Edit	122604	Scheduled	Balanced	Regular	3/24/2023	2023	10/17/2022	9/23/2022	14	14	0	\$64,581.95
View	Edit	122603	Scheduled	Balanced	Regular	10/1/2022	2023	9/15/2022	8/19/2022	13	13	0	\$51,850.15
View	Edit	122602	Scheduled	Balanced	Regular	10/31/2022	2023	8/15/2022	7/22/2022	11	11	0	\$50,218.62

Total 20 Pages 1 2 3 4 5 6 7 8 9 10 ... >>

Batch Detail

[View](#) Batch Number: 122611

[View](#) Type: Scheduled

[View](#) Batch Reason: Regular

[View](#) Current Status: Scheduled [History](#)

[View](#) Fiscal Year: 2023

[View](#) Due Date: 5/15/2023

[View](#) Received Date: 4/21/2023

[View](#) Report End Date: 3/24/2023

[View](#) Member Count: 15

[View](#) Total Salary Amount: \$58,181.40

[View](#) Identify Non-Reporters: True

[View](#) Include Demographics: False

[View](#) Voucher Number: 122463

[View](#) Trial Ran: False

[View](#) Submitted for Posting: False

[View](#) Waiting for Contracts: False

[View Members](#)

[View Pay Periods](#)

[Submit Batch](#)

22

22

Active Member Reporting

- Click on "Detail" for each member

Reporting Batch - Members

Back To: Batch

Members for Batch #122611 (Scheduled) ▼

	Name	SSN	Employee ID	Status	Deleted	Salary	Contributions
Detail Delete				Submitted		\$5,280.00	\$369.60
Detail Delete				Submitted		\$3,220.00	\$225.40
Detail Delete				Submitted		\$6,346.16	\$444.24
Detail Delete				Submitted		\$3,680.00	\$257.60
Detail Delete				Submitted		\$3,200.00	\$245.84
Detail Delete				Submitted		\$2,385.20	\$187.36
Detail Delete				Submitted		\$3,670.00	\$256.92
Detail Delete				Submitted		\$4,000.00	\$361.72
Detail Delete				Submitted		\$3,200.00	\$254.52
Detail Delete				Submitted		\$5,600.00	\$499.56
Detail Delete				Submitted		\$2,880.00	\$224.16
Detail Delete				Submitted		\$3,680.00	\$309.12
Detail Delete				Submitted		\$4,800.00	\$473.12
Detail Delete				Submitted		\$3,520.00	\$297.68
Detail Delete				Submitted		\$2,720.04	\$190.40

[Add](#) [Multiple Member Update](#)

23

23

Active Member Reporting

Reporting Batch - Member Details

Back To: Member List | Batch

Batch: 122611 Report End Date: 4/21/2023

Member Detail

Employee ID: [Redacted] SSN: [Redacted] Participation Begin Date: [Redacted] Termination Date: [Redacted]
 Gender: [Redacted] Birth Date: [Redacted] Marital Status: [Redacted] New Hire: [Redacted] Death Date: [Redacted] Death Type: [Redacted]

Pay Periods

Pay Period 6 Hr
 Record Type: Normal
 Begin Date: 3/25/2023
 End Date: 3/31/2023
 Pay Date: 4/6/2023

Pay Period 7 Hr
 Record Type: Normal
 Begin Date: 4/1/2023
 End Date: 4/7/2023
 Pay Date: 4/13/2023

Pay Period 8 Hr
 Record Type: Normal
 Begin Date: 4/8/2023
 End Date: 4/14/2023
 Pay Date: 4/20/2023

Pay Period 9 Hr
 Record Type: Normal
 Begin Date: 4/15/2023
 End Date: 4/21/2023
 Pay Date: 4/27/2023

Salary

Base Pay
 Pay Period: 9
 Salary: \$1,200.00

Employee Current
 Pay Period: 9
 Pre-Tax: \$52.40
 Post-Tax: \$0.00

Contributions

Base Pay
 Pay Period: 9
 Salary: \$1,200.00

Employee Current
 Pay Period: 9
 Pre-Tax: \$52.40
 Post-Tax: \$0.00

Pay Period Details

Pay Period Number: 6
 Pay Period Begin Date: 3/25/2023
 Pay Period End Date: 3/31/2023
 Plan Sub Group: Employee
 Plan: Tier 9 - Group 1 - Employee
 Pay Date: 4/6/2023
 Record Type: Normal
 Final Reporting Pay Period:
 Annual Base Salary: 39520.00
 Salary Variance Reason: [Dropdown]

Employment Information

Employment Type: Full Time 12

[Update](#) [Delete](#) [Cancel](#)

- Update each pay period to the wages and contributions that each member should have, then click "Update."

24

24

Active Member Reporting

- When you have finished updating all the pay periods for each member, return to “Batch Maintenance” and click “Submit Batch”

The screenshot shows the 'Batch Maintenance' page with a table of 'Employer Reporting Batches'. A modal window titled 'Batch Detail' is open, showing information for batch number 122611. The 'Current Status' is 'Scheduled'. A red arrow points to the 'Submit Batch' button at the bottom of the modal.

Reason	Status Date	Fiscal Year	Due Date	Reporting End Date	Member Count	Members Posted	Members In Error	Total Salary
Regular	6/7/2022	2023	5/15/2023	4/21/2023	15	0	0	\$58,181.40
Regular	4/30/2023	2023	4/17/2023	3/24/2023	15	15	0	\$83,984.34
Regular	4/1/2023	2023	3/15/2023	2/17/2023	15	15	0	\$63,274.57
Regular	3/4/2023	2023	2/15/2023	1/20/2023	15	15	0	\$62,567.63
Regular	1/30/2023	2023	1/17/2023	12/23/2022	15	15	0	\$78,338.44
Regular	1/11/2023	2023	12/15/2022	11/18/2022	14	14	0	\$57,979.97
Regular	12/5/2022	2023	11/15/2022	10/21/2022	14	14	0	\$51,672.86
Regular	3/24/2023	2023	10/17/2022	9/23/2022	14	14	0	\$64,581.95
Regular	10/1/2022	2023	9/15/2022	8/19/2022	13	13	0	\$51,850.15
Regular	10/31/2022	2023	8/15/2022	7/22/2022	11	11	0	\$50,218.62

25

25

Active Member Reporting

- The batch detail should now say, “Current Status: Submitted”

The screenshot shows the 'Batch Maintenance' page with the same table of 'Employer Reporting Batches'. The modal window titled 'Batch Detail' is open, and the 'Current Status' is now 'Submitted'. A red arrow points to the 'Submitted' status.

Reason	Status Date	Fiscal Year	Due Date	Reporting End Date	Member Count	Members Posted	Members In Error	Total Salary
Regular	6/7/2022	2023	5/15/2023	4/21/2023	15	0	0	\$58,181.40
Regular	4/30/2023	2023	4/17/2023	3/24/2023	15	15	0	\$83,984.34
Regular	4/1/2023	2023	3/15/2023	2/17/2023	15	15	0	\$63,274.57
Regular	3/4/2023	2023	2/15/2023	1/20/2023	15	15	0	\$62,567.63
Regular	1/30/2023	2023	1/17/2023	12/23/2022	15	15	0	\$78,338.44
Regular	1/11/2023	2023	12/15/2022	11/18/2022	14	14	0	\$57,979.97
Regular	12/5/2022	2023	11/15/2022	10/21/2022	14	14	0	\$51,672.86
Regular	3/24/2023	2023	10/17/2022	9/23/2022	14	14	0	\$64,581.95
Regular	10/1/2022	2023	9/15/2022	8/19/2022	13	13	0	\$51,850.15
Regular	10/31/2022	2023	8/15/2022	7/22/2022	11	11	0	\$50,218.62

26

26

Active Member Reporting

- **Rejected files**
 - Files will reject if there are errors found during the trial process
 - **Common reasons a file may reject:**
 - Batch has exceeded exception tolerance
 - Batch Number is not Valid or Active
 - Member Count is out of balance
 - Batch Number has already been transmitted
 - Batch is a Scheduled Batch but the reported Normal Pay Period from the file with a Begin Date of x/xx/xxxx, End Date of x/xx/xxxx, and Pay Date of x/xx/xxxx does not match any of the expected Pay Periods that were scheduled
 - **Tip: If your file is rejected you can upload a corrected file and it will overwrite the previous file**

27

27

Active Member Reporting

- **Rejected file example**

Employer Name: [REDACTED]
Employer ID: [REDACTED]

Employer Reporting Post-Processing Batch Rejection

Batch Number 120744, received on February 2, 2023 by New Hampshire Retirement System, was rejected after processing due to the following reason:

Batch has exceeded exception tolerance.

This batch's due date is October 17, 2022. If you report via electronic employer reporting file, the file may be corrected and re-submitted. If you use NHRS Data Reporting System to enter and submit batches, the batch may be re-set and corrections may be made online, then the batch may be re-submitted. Contact our office if you have any questions.

28

28

Active Member Reporting

- **Reporting exceptions**
 - **Errors identified during the DRS trial process**
 - Employers receive a notification if their file has exceptions
 - **If 35% or more of the total records in a file have errors, the file will be rejected**
 - **Exceptions should be cleared by the employer**
 - **File must be exception-free and posted by the 15th of the month to avoid penalty**

29

29

Active Member Reporting

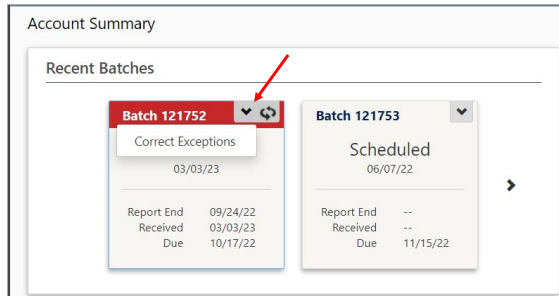
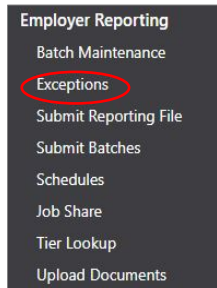
- **Most common exceptions**
 - **Base Salary is too high or too low**
 - **Contributions are out of balance**
 - **Negative amount reported**
 - **Salary variance exceeded**

30

30

Active Member Reporting

- **Viewing Exceptions**
 - Batch will appear as “in error” on account summary page
 - View exceptions from menu bar on left-hand side of screen or batch card drop-down arrow



31

31

Active Member Reporting

- **Viewing Exceptions**
 - Employers can review and correct exception or delete them

Reporting Exceptions ▼

<input type="checkbox"/>	Member Name	SSN	Batch Number	Exception Status	Date	Override Warnings	Exception Types
<input type="checkbox"/> Review Delete	[REDACTED]	***..*	121752	In Error		No	<ul style="list-style-type: none"> ⚠ Member Warning ❌ Member Error ⚠ Pay Period Warning ❌ Pay Period Error
<input type="checkbox"/> Review Delete	[REDACTED]	***..*	121752	In Error		No	<ul style="list-style-type: none"> ⚠ Pay Period Warning ❌ Pay Period Error
<input type="checkbox"/> Review Delete	[REDACTED]	***..*	121752	In Error		No	<ul style="list-style-type: none"> ⚠ Member Warning ❌ Member Error
<input type="checkbox"/> Review Delete	[REDACTED]	***..*	121752	In Error		No	<ul style="list-style-type: none"> ❌ Member Error
<input type="checkbox"/> Review Delete	[REDACTED]	***..*	121752	In Error		No	<ul style="list-style-type: none"> ⚠ Member Warning

32

32

Correcting Exceptions Example

- **Salary Variance Exceeded**
 - A member's reported wages have significantly increased from their previously reported
 - Typically results from any payouts, balloon checks, etc.

Exceptions Found

Pay Period (PP 1945)	Pay Period (PP 1945)	Exception Status:
The allowable salary variance percentage between this pay period and the prior reported pay period for the variance category of Annual Base Salary has been exceeded. The allowed variance for this employer and variance category is defined as 5.00%.	Salary variance has been exceeded for Annual Base Salary. The salary must be corrected or a Salary Variance Reason selected.	In Error

Batch: 121752 Report End Date: 9/24/2022

Member Detail

Employee ID: [REDACTED] Hire Date: [REDACTED]
 SSN: [REDACTED] Participation Begin Date: [REDACTED]
 Gender: [REDACTED] Termination Date: [REDACTED]
 Birth Date: [REDACTED] Termination Reason: [REDACTED]
 Marital Status: [REDACTED] New Hire: No
 Death Date: [REDACTED] Re-hire: No
 Death Type: [REDACTED]

Member Details

First Name: [REDACTED]
 Middle Name: [REDACTED]
 Last Name: [REDACTED]
 Name Prefix: [REDACTED]

33

33

Correcting Exceptions Example

- **Salary Variance Exceeded**
 - Select reason for the variance from drop-down and click "Update"

Member Detail

Employee ID: [REDACTED] Hire Date: [REDACTED]
 SSN: [REDACTED] Participation Begin Date: [REDACTED]
 Gender: [REDACTED] Termination Date: [REDACTED]
 Birth Date: [REDACTED] Termination Reason: [REDACTED]
 Marital Status: [REDACTED] New Hire: No
 Death Date: [REDACTED] Re-hire: No
 Death Type: [REDACTED]

Pay Periods (2)

Pay Period 1949 Record Type: Normal Begin Date: 9/18/2022 End Date: 9/24/2022 Pay Date: 9/30/2022	Pay Period 1948 Record Type: Normal Begin Date: 9/11/2022 End Date: 9/17/2022 Pay Date: 9/23/2022	Pay Period 1947 Record Type: Normal Begin Date: 9/4/2022 End Date: 9/10/2022 Pay Date: 9/16/2022
Pay Period 1946 Record Type: Normal Begin Date: 9/28/2022 End Date: 9/3/2022 Pay Date: 9/9/2022	Pay Period 1945 Record Type: Normal Begin Date: 8/21/2022 End Date: 8/27/2022 Pay Date: 9/2/2022	+

Salary: [REDACTED] Contributions: [REDACTED]

Base Pay: [REDACTED] Employee Current: [REDACTED]

Pay Period Details

Pay Period Number: 1945
 Pay Period Begin Date: 8/21/2022
 Pay Period End Date: 8/27/2022

Final Reporting Reason: [REDACTED]

Salary Variance Reason: [REDACTED]

Employment Information

Employment Type: Full Time 12

Update Delete Cancel

34

34

Correcting Exceptions Example

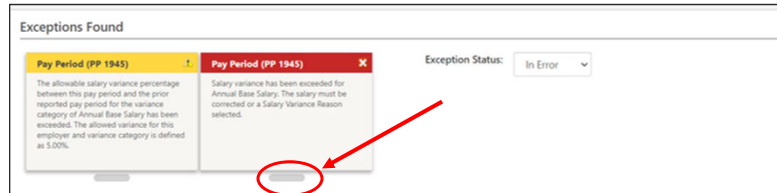
- **Mark the exception as corrected**
 - Click on the gray oval under the exception card or check the box on the exception list and click on 'Mark as Corrected'

Exceptions Found

Pay Period (PP 1945) ✖ Exception Status: In Error

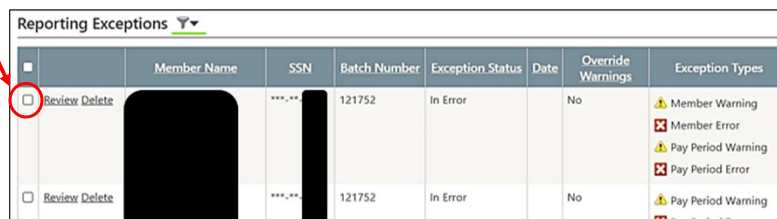
The allowable salary variance percentage between this pay period and the prior reported pay period for the variance category of Annual Base Salary has been exceeded. The allowed variance for this employer and variance category is defined as 5.00%.

Salary variance has been exceeded for Annual Base Salary. The salary must be corrected or a Salary Variance Reason selected.



Reporting Exceptions

	Member Name	SSN	Batch Number	Exception Status	Date	Override Warnings	Exception Types
<input type="checkbox"/>	Review Delete	***-**-****	121752	In Error		No	⚠ Member Warning ✖ Member Error ⚠ Pay Period Warning ✖ Pay Period Error
<input type="checkbox"/>	Review Delete	***-**-****	121752	In Error		No	⚠ Pay Period Warning ✖ Pay Period Error



35

35

Enrolling New Members

- **NHRS will no longer require enrollment forms**
 - Employers can enroll new members via web entry
 - **Note: Paper forms still required during Parallel Processing**

36

36

Enrolling New Members

- Click on view next to the in progress scheduled batch you are working on if you need to ADD a person and then click on view members
- Click on view members in the batch detail box

Employer Reporting Batches ▼

	Batch Number	Type	Status	Reason	
View Edit Delete	3101	Scheduled	Balanced	Regular	4/5/
View Edit Delete	3100	Scheduled	Balanced	Regular	3/2/
View Edit Delete	3099	Scheduled	Balanced	Regular	2/3/
View Edit Delete	3098	Scheduled	Balanced	Regular	1/12
View Edit Delete	3097	Scheduled	Balanced	Regular	1/12
View			Balanced	Regular	12/1
View			Scheduled	Regular	6/7/
View			Scheduled	Regular	6/7/

Total 24 Pages

Batch Detail

Batch Number: 121676
 Type: Scheduled
 Batch Reason: Regular
 Current Status: Scheduled [History](#)
 Fiscal Year: 2023
 Due Date: 6/15/2023
 Received Date:
 Report End Date:
 Member Count: 0
 Total Salary Amount: \$0.00
 Identify Non-Reporters: True
 Include Demographics: False
 Voucher Number: 121528
 Trial Ran: False
 Submitted for Posting: False
 Waiting for Contracts: False

[View Members](#)
[View Pay Periods](#)
[Copy Prior Detail](#)

37

37

Enrolling New Members

- At the bottom of the page, click “Add”

Members for Batch #121734 (Scheduled) ▼

	Name	SSN	Employee ID	Status	Deleted	Salary	Contributions
Detail Delete				Submitted		\$6,261.60	\$723.21
Detail Delete				Submitted		\$6,093.60	\$409.54
Detail Delete				Submitted		\$6,304.80	\$728.19
Detail Delete				Submitted		\$5,639.25	\$394.74
Detail Delete				Submitted		\$7,697.52	\$920.52
Detail Delete				Submitted		\$0.00	\$0.00
Detail Delete				Submitted		\$7,456.86	\$521.97
Detail Delete				Submitted		\$10,500.00	\$1,212.75
Detail Delete				Submitted		\$7,950.00	\$1,117.47
Detail Delete				Submitted		\$8,342.40	\$1,108.08
Detail Delete				Submitted		\$0.00	\$0.00
Detail Delete				Submitted		\$7,519.20	\$866.44
Detail Delete				Submitted		\$8,203.20	\$947.46
Detail Delete				Submitted		\$6,907.20	\$483.51
Detail Delete				Submitted		\$4,542.30	\$317.97

[Add](#) Multiple Member Update

38

38

Enrolling New Members

Reporting Batch - Member Details
 Back To: Member List | Batch
 Batch: 120763 Report End Date:

Member Detail

Pay Periods

Salary Contributions

Demographics

Address Phone Email

Member Details

First Name:

Middle Name:

Last Name:

Name Prefix:

Name Suffix:

Employee ID:

SSN:

Gender:

Birth Date:

Marital Status:

Hire Date:

Participation Begin Date:

Termination Date:

Termination Reason:

New Hire:

Re-Hire:

Death Date:

Death Type:

- Enter the new member's information for each category
- Click "Insert"

39

39

Terminating Members

- NHRs will no longer require termination forms
 - Employers can terminate members through reporting batch
 - Click on batch card, then view members
 - Click "Detail" beside member's name

Members for Transmittal Batch #41962843 (Scheduled)

	Name	SSN	Employee ID	Status	Member Deleted	Salary	Contributions	SPC Payments
Detail Delete		***-**-****		Submitted	<input type="checkbox"/>	\$1,410.50	\$63.08	\$0.00
Detail Delete		***-**-****		Submitted	<input type="checkbox"/>	\$1,410.50	\$51.02	\$0.00
Detail Delete		***-**-****		Submitted	<input type="checkbox"/>	\$1,410.50	\$51.02	\$0.00
Detail Delete		***-**-****		Submitted	<input type="checkbox"/>	\$2,344.50	\$84.81	\$0.00
Detail Delete		***-**-****		Submitted	<input type="checkbox"/>	\$5,614.00	\$203.05	\$0.00
Detail Delete		***-**-****		Submitted	<input type="checkbox"/>	\$3,004.50	\$134.36	\$0.00
Detail Delete		***-**-****		Submitted	<input type="checkbox"/>	\$1,799.50	\$65.09	\$0.00
Detail Delete		***-**-****		Submitted	<input type="checkbox"/>	\$1,794.00	\$80.23	\$0.00
Detail Delete		***-**-****		Submitted	<input type="checkbox"/>	\$1,965.00	\$71.07	\$0.00
Detail Delete		***-**-****		Submitted	<input type="checkbox"/>	\$1,794.00	\$80.23	\$0.00

Total 2 Pages 1 2 >

40

40

Terminating Members

- Enter the “Termination Date” and “Termination Reason,” then click “Update”
 - We will still require paper forms until further notice

Member Details

First Name: [Redacted]

Middle Name: [Redacted]

Last Name: [Redacted]

Name Prefix: [Redacted]

Name Suffix: [Redacted]

Employee ID: [Redacted]

SSN: [Redacted]

Gender: Male

Birth Date: 1/3/1963

Marital Status: Married

Hire Date: 9/29/2022

Participation Begin Date: 9/1/2022

Termination Date: [Redacted]

Termination Reason: [Redacted]

New Hire:

Re-Hire:

Death Date: [Redacted]

Death Type: [Redacted]

Update Delete Cancel

41

41

Payment Vouchers

- Select “Voucher” button in menu to access payment vouchers
 - Scheduled vouchers: Created automatically and associated to a particular batch number
 - Unscheduled vouchers: Created manually by NHRS and not associated to batch. Can be used for payments not related to a batch or reporting cycle

Vouchers

	Fiscal Year	Voucher Number	Type	Status	Due Date	Amount Due	Payment Amount
View	2020	41907107	Scheduled	Scheduled	9/13/2019	\$0.00	\$0.00
View	2020	41907106	Scheduled	Scheduled	8/30/2019	\$0.00	\$0.00
View	2020	41907105	Scheduled	Scheduled	8/16/2019	\$0.00	\$0.00
View	2020	41907104	Scheduled	Scheduled	8/2/2019	\$1,552.30	\$0.00
View	2020	41907103	Scheduled	Submitted	7/19/2019	\$1,449.78	\$1,449.78
View	2020	41907102	Scheduled	Processed	7/5/2019	\$1,449.78	\$1,449.78

Total 3 Pages < 1 2 3

42

42

Payment Vouchers

- When clicking “View” on a voucher, it will show a breakdown of a payment by Tier, Group, and Subgroup

Batch Number:	52521
Voucher Number:	52515
Voucher Status:	Scheduled
Due Date:	7/3/2019
Fiscal Year:	2020
Amount Due:	\$12,444.76
Payment Amount:	\$0.00

Details				
Batch	Plan	Receivable Type	Contribution Type	Amount
52521	Tier A - Group II - Police	Contributions	Employee Current	\$878.44
52521	Tier A - Group II - Fire	Contributions	Employee Current	\$584.58
52521	Tier A - Group I - Employee	Contributions	Employee Current	\$1,853.99
52521	Tier B - Group II - Police	Contributions	Employee Current	\$2,416.41
52521	Tier B - Group II - Fire	Contributions	Employee Current	\$667.39
52521	Tier B - Group I - Employee	Contributions	Employee Current	\$2,451.22
52521	Tier C - Group II - Police	Contributions	Employee Current	\$1,059.28
52521	Tier C - Group II - Fire	Contributions	Employee Current	\$888.93
52521	Tier C - Group I - Employee	Contributions	Employee Current	\$1,569.91
52521	Tier A - Group I - Employee	Contributions	Additional Annuity	\$50.00
52521	Tier B - Group I - Employee	Contributions	Additional Annuity	\$24.61
Payment Amount Total				\$12,444.76

43

43

Remitting Contributions

- **Submit Voucher**
 - After all voucher detail is saved to the voucher, it can be submitted for processing by selecting the ‘Submit’ button
 - An error is displayed if the payment amount for the voucher does not match the sum of the voucher detail amounts
 - If the amounts match, the voucher status is updated to “Submitted,” and the “Employer Voucher Submitted” notification occurs for subscribed PGV3 users
 - A voucher with a status of submitted cannot be modified; however, a ‘Reset’ link is available that sets the voucher status back to “scheduled” or “unscheduled” if additional updates are needed
 - The ‘Reset’ link is not available for submitted vouchers when the associated reporting batch was ‘Submitted for Posting’ and the posting process has not yet occurred

44

44

Remitting Contributions

- Recommend sending payments via ACH
- **NHRS QuickPay**
 - Schedule and pay monthly contributions online
 - Safe, secure, convenient ... FREE!
 - <https://www.nhrs.org/employers/employer-resources/nhrs-quickpay>

45

45

Account Adjustments

- Employers can fix certain errors in a member's account and upload wage correction files from the "Account Adjustments" link in the main menu

Account Adjustments
Account Adjustments

Account Adjustments - Add

Apply Account Adjustments

Type	Member
Details	Member Name: Browse
Summary	Type
	<input type="radio"/> Erroneous Contributions
	<input type="radio"/> Salary Continuance
	<input type="radio"/> Salary Pay Item Correction

46

46

Reports



- **There are reports in the DRS that will assist identifying discrepancies, viewing prior batch information, displaying member records, and more**
 - **Employee Listing Report** - Displays current employees, including active members and payees associated with an employer. It can be run with a Hire Date range or include all currently active employees.
 - **Employer Account Activity** - Displays the receivable, payment, and refund transactions for a selected employer. Filtering can be used to limit the report to a specific plan, batch, date range, or a fiscal year.
 - **Employer Reporting and Voucher Numbers Report** - Displays batch numbers and voucher numbers assigned to scheduled reporting batches and payment vouchers for the selected fiscal year.

47

47

Getting Started



- **Existing users will be able to use their sign-on credentials to set up an account in the new DRS**
- **New authorized users must set up a DRS account in the new system**

48

48

Resources for Employers



OPERATION GRANITE WAVE

NHRS Employer Data Reporting System Upgrade Project

- **DRS Project Upgrade page:**
<https://www.nhrs.org/employers/employer-resources/drs-upgrade-project>
 - Latest project news
 - Technical documents
 - FAQ
 - Training dates
 - More to come

49

49

Resources for Employers



- PGv3 related questions – PGV3DRS@nhrs.org; 410-3570
- Reporting Exceptions & Retiree Reporting Errors – 410-3532; exceptions@nhrs.org
- DRS Support (for DRS account setup only) – 410-3508; drssupport@nhrs.org
- Employer Resource page:
www.nhrs.org/employers/employer-resources

50

50

Additional information

51

51

Active Member Reporting



- **Monthly deadlines**
 - **Employer reporting files are due – free of errors – no later than the 15th of the following month**
 - **25-day early reporting window**
 - **Data currently submitted by employers via web entry or upload of XML**
 - **Payments are due by 25th of the month**
 - **Penalties apply for late/incorrect reporting or payments**

These are the current deadlines, they are not changing

52

52

Active Member Reporting Penalties

- **NHRS will assess penalties for late or inaccurate reporting of member data and/or late contribution payments**
 - Employer files must be free of exceptions and posted by the 15th of the month
 - Contribution payments with vouchers must be received on or before the 25th of the month to avoid an interest penalty
 - Interest on the amount due is at the rate of 1% for each month that the data remains uncorrected
- **Employers may request an abatement of penalty**
- **Employers who attend a PGM3 training session will receive automatic penalty waiver for first three months on new system**

53

53

Settlements

- **If you are unsure whether a draft settlement qualifies as Earnable Compensation:**
 - **Send to NHRS in advance for review. NHRS will determine if contributions should be withheld**
 - Please put “DRAFT SETTLEMENT” in the subject line
 - **Send through secure email to: joy.tardif@nhrs.org at least one day prior to finalization**
 - NHRS uses Zix email encryption to send secure emails. If you do not already use an email encryption service, you can create a Zix account for free via www.nhrs.org

54

54

Retiree Reporting

- Retiree reporting in PGv3 is very similar to v2
- NHRS will host separate trainings for retiree reporting at the end of the year
- Employers have two annual tasks, both due by February 15:
 - Report hours/compensation
 - Employers with no retirees must also report
 - Review grandfathered list to verify a retiree remains in the same position(s) held on January 1, 2019
- Late penalty for annual retiree reporting (\$25/day)

55

55

Insurance

- Retiree insurance management in PGv3 is more intuitive and gives vendors and employers more control
- NHRS will host separate trainings for insurance reporting in early fall

56

56

Additional Resources for Employers

- **NHRS email list**
 - Sign up from any page on www.nhrs.org
- **Earnable Compensation questions**
 - Interpretive Memoranda – <https://www.nhrs.org/employers/statutory-interpretive-guidance>
- **FAQs:** <https://www.nhrs.org/faqs>
- **Narrated presentations:** <https://www.nhrs.org/education>



57

57

Additional Resources for Employers

- **Reporting Exceptions & Retiree Reporting Errors – 410-3532; exceptions@nhrs.org**
- **Employer Reconciliation – 410-3676**
- **Insurance – 410-3675**
- **Employer Compliance and Audits – 410-3681**

58

58

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