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## DRS Glossary: Employer Reporting

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The Data Reporting System (DRS) is an online portal for New Hampshire Retirement System (NHRS) participating employers that consists of two sections:

- The Employer Reporting section is used to (1) report monthly wage and contribution data for active, full-time employees and (2) for annual reporting of hours worked and compensation paid to NHRS retirees who are on the payroll.
- Employers and third-party administrators (TPAs) use the Insurance Reporting section to update insurance premiums and to submit insurance authorizations for their retirees.

Employers and insurance administrators will only have access to the sections that they use.

**PGV3:** This stands for PensionGold Version 3. PensionGold is the retirement system's core pension administration system, upgrading from Version 2 to Version 3.

**Account Settings:** Located by clicking on your name in the upper-right corner, this is a section of the DRS where employers can view and update their information, including username, password, email address, two-step verification, default employer and carrier, and trusted devices.

**User Alerts:** Located by clicking on your name in the upper-right corner, this is where you will find recent user alerts. A red exclamation mark will indicate that you have a new alert, which are typically for a new report that is ready.

**Employer Communications:** This section includes notifications that are automatically generated and sent to the employer when certain activities occur related to your account or your reporting batches.

**Notification:** An automated email message sent to the email addresses associated with an employer's account. Employers receive notifications during the file processing and edit stages if issues with the active member file are identified. Employers also receive a confirmation email when the file is accepted and posted to the DRS.

**File:** A collection of data stored in one unit, identified by a file name. Employers create and submit files to NHRS each month.

**Batch:** For NHRS purposes, this is a file that contains wage and contribution data for active members.

**Batch Card:** A square display tool used to present information about the employer's most recent reporting batches.

**XML Schema:** In simple terms, this is how your file is formatted if you submit via XML file.

**Validation Tool:** A software application available on NHRS.org that allows employers to test whether their employer reporting XML file is properly formatted (valid) before submitting it. Note: This feature is built into the DRS file upload process, however the stand-alone application is still available for employers who prefer to validate the file prior to submitting it.

**Trial:** The process of validating the individual member records and identifying exceptions (errors) contained in a file uploaded to the DRS. This is a combination of the automated file processing and file edit steps that submitted files currently go through.

**Exception:** An error in a file being submitted to NHRS. Exceptions must be corrected for the batch to post.

**Report:** The DRS can generate various reports that provide information designed to help employers identify errors or validate information contained in the batches submitted to NHRS.

**Record:** Wage and contribution information associated with an individual member that is submitted in the monthly file.

**Subgroup:** Members are reported under the plan in which they are enrolled. The plans are, Employee – Political Subdivision; Employee – State; Teacher – Political Subdivision; Police – Political Subdivision; Police – State; Fire – Political Subdivision; Fire – State.

**Voucher:** A sheet that provides a breakdown of a payment that an employer submits to the retirement system.

**Unscheduled batch:** This is a batch outside of the regular scheduled batches. Employers can create additional, unscheduled batches outside of their regularly scheduled batches for specific purposes, such as reporting salary continuances or moving wages from base to comp over base, or vice versa.

**Tiers:** The way members are identified based on when they joined NHRS and/or became vested for a future pension benefit:

- 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.