

How to Enroll a Member

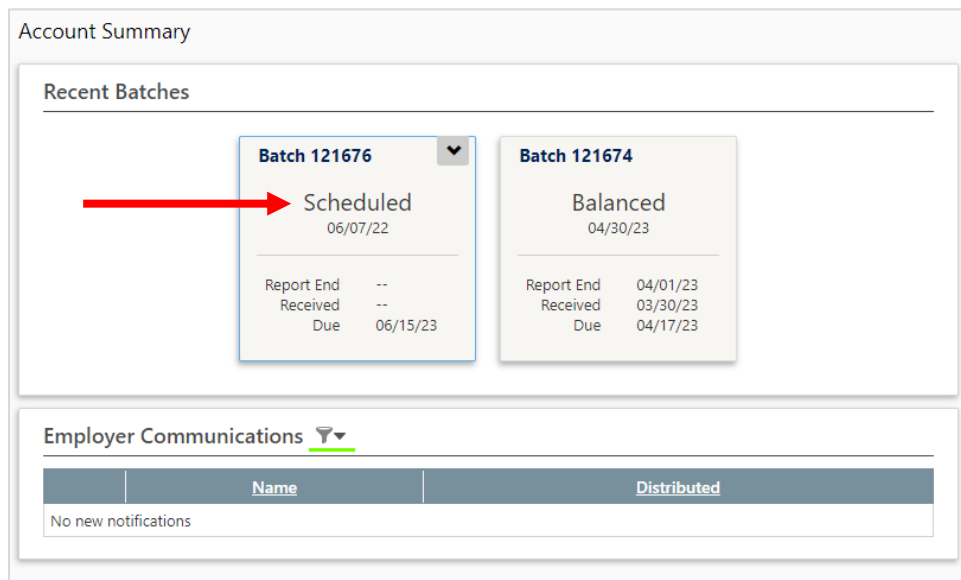
New or re-hired members may be enrolled via the monthly reporting file or web entry. This should be done in the first reported pay period a member is working for an employer.

The XML file layout, or “schema,” contains fields to enroll a new hire or report the re-hire of a former member.

Employer Reporting File Layout					
Field Name	Description	Field Value	Required or Optional	Default if not provided	XML Schema
NewHire	Indicates if the member is a new hire as of the pay period being reported	1 = True 0 = False	Required	0	Optional
ReHire	Indicates if the member is a rehire as of the pay period being reported	1 = True 0 = False	Required	0	Optional

If you report by web entry or if your payroll software vendor was unable to program this process in your software, enrollments can be done manually by following the steps below. Web entry employers can add members as soon as they copy the batch or build the batch manually. Employers who report by file upload must wait until their file is submitted and in a status of **Submitted** in order to add a member.

1. To add a new hire or a re-hire to the batch, click on the batch card in the dashboard.



2. Click **View** beside the appropriate batch, and then **View Members**.

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](#)

3. Below the list of members, click **Add**.

Members for Batch #121734 (Scheduled) ▼

	Name	SSN	Employer ID	Status	Deleted	Salary	Contributions
Detail Delete				Submitted		\$6,261.60	\$723.21
Detail Delete				Submitted		\$6,993.60	\$489.54
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	\$868.44
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

4. Enter the enrollment and payroll information for each category, then click the **New Hire** or **Re-Hire** box. Choose **New Hire** if the person has never been in the retirement system before. Click **Re-Hire** if the person has previously worked for any participating employer.

Review the screen to confirm that all the required information has been added, then click **Insert**.

The screenshot shows the 'Reporting Batch - Member Details' interface. On the left is a navigation menu with categories like 'Employer Account', 'Employer Reporting', 'Retiree Reporting', 'Account Adjustments', 'Reports', 'Contact Us', and 'Help'. The main content area includes sections for 'Member Detail', 'Pay Periods', 'Salary', 'Contributions', and 'Demographics', each with a '+' icon for adding information. Red arrows point to these '+' icons. To the right is a 'Member Details' form with fields for 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 (checkbox), Re-Hire (checkbox), Death Date, and Death Type. The 'New Hire' and 'Re-Hire' checkboxes are highlighted with a red arrow. The 'Member Details' form is enclosed in a red rounded rectangle, and the 'Insert' button at the bottom is circled in red.

Note: If you are unsure whether someone has previous NHRS service with another employer, use the **Tier Lookup** feature in the Employer Reporting menu to search by Social Security number. If the search result says the SSN was not found, choose New Hire. If the search result shows the person's name and membership tier, choose Re-Hire.

See: *How to Lookup a Member's Tier.*

The screenshot shows the 'Employer Reporting' menu. The menu items are: Batch Maintenance, Exceptions, Submit Reporting File, Submit Batches, Schedules, Job Share, Tier Lookup, and Upload Documents. A red arrow points to 'Tier Lookup' and another red arrow points to 'Upload Documents'.

5. After the batch has posted, supplemental documents associated with a new enrollment (copies of Social Security card and birth certificate, beneficiary form, etc.) can be uploaded directly to the member's record using the Upload Documents link. **See:** *Uploading Member Documents the DRS.*