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.

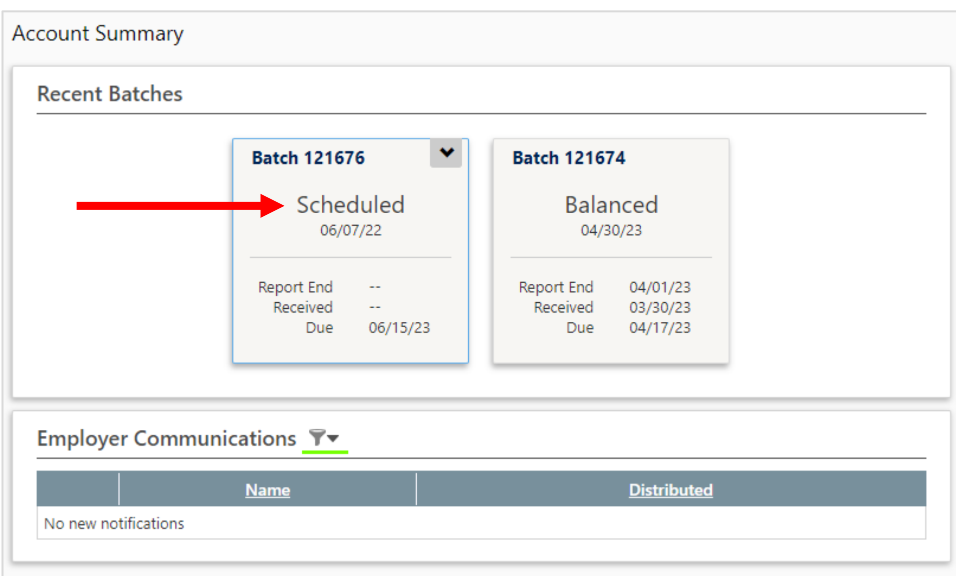
The XML file layout, or "schema," contains fields to enroll a new hire or report the re-hire of a former member.

Employer Reporting File Layout

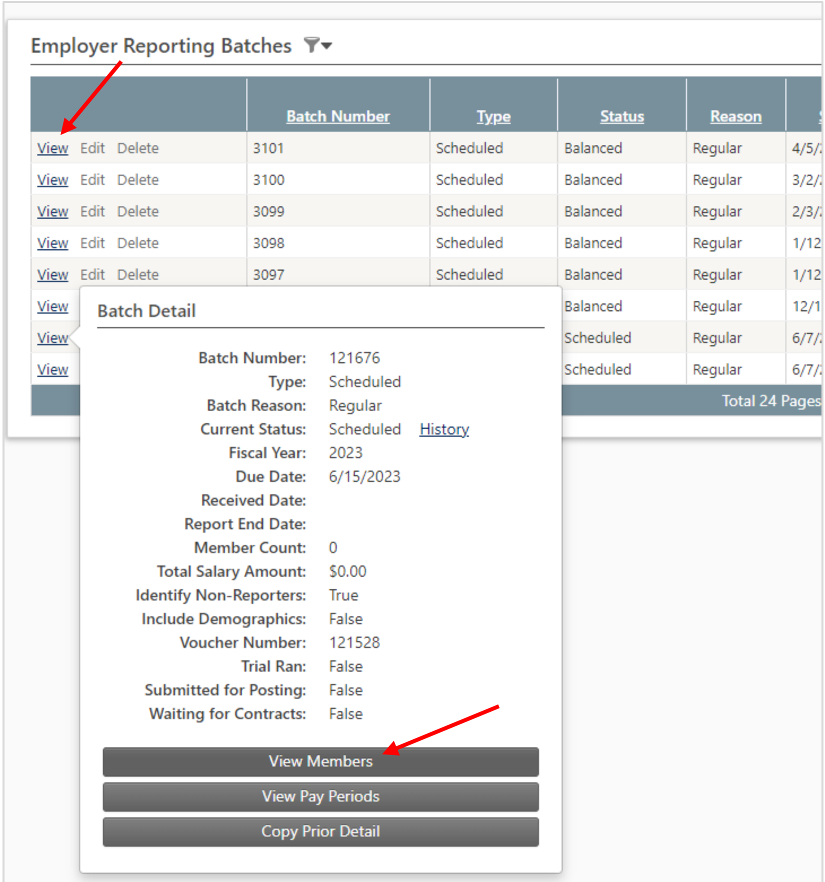
Field Name	Description	Field Value	Required or Optional	Default if not provided	XML Schema
NewHire	Indicates if the member is a new hire as of the pay period being reported	1 = True 0 = False	Required	0	Optional
ReHire	Indicates if the member is a rehire as of the pay period being reported	1 = True 0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

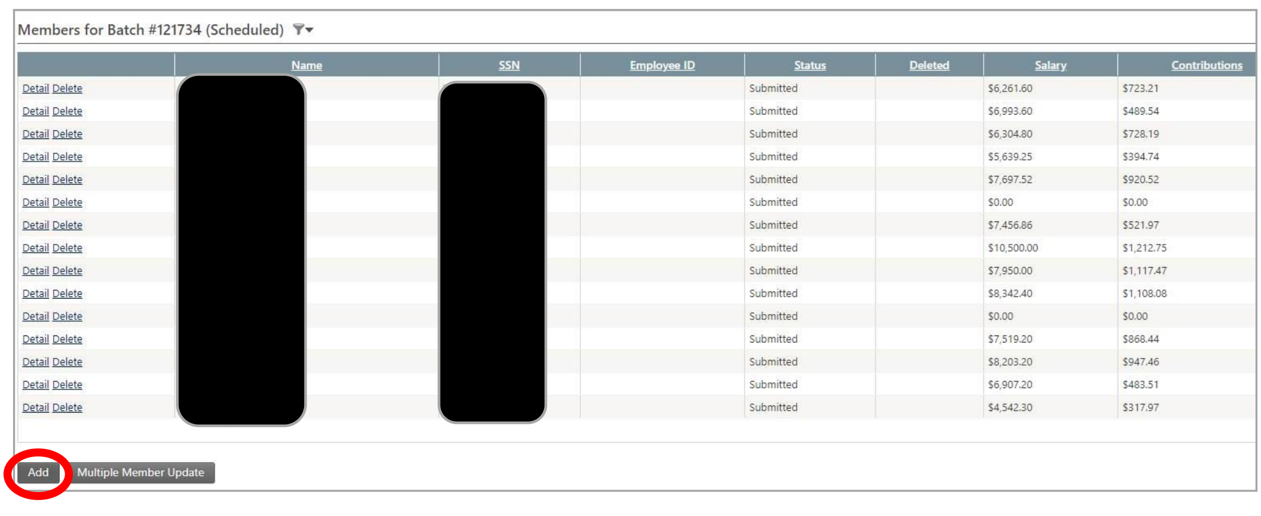
1. To add a new hire or a re-hire to the batch, click on the batch card in the dashboard.



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

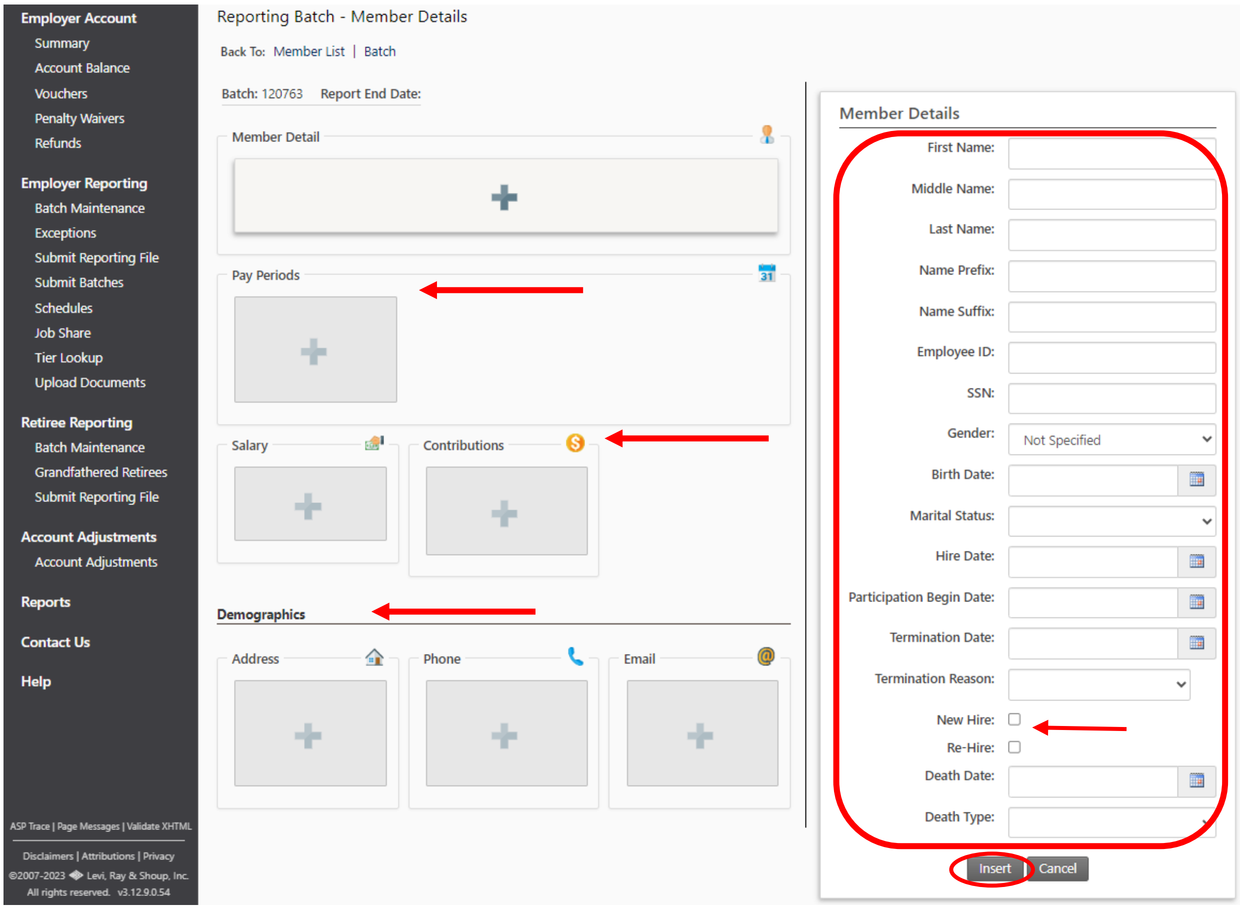


3. Below the list of members, click **Add**.

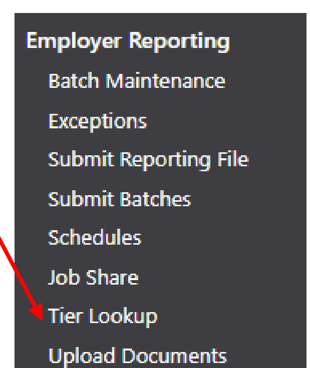


4. Enter the enrollment and payroll information for each category, then click the **New Hire** or **Re-Hire** box. Choose **New Hire** if the person has never been in the retirement system before. Click **Re-Hire** if the person has previously worked for any participating employer.

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



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.*



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.*