

OPERATION GRANITE WAVE

NHRS Employer Data Reporting System Upgrade Project

NHRS Instructions for Submission of Test File in the New XML Format

1. In creating a test file, please use wage and contribution data relating to the batch containing **April 2023** (would have been due May 2023) information (this date is subject to change as we progress along our project schedule – notification of any such change will be provided well in advance). Please name the file using the following naming convention:

“V3XML” followed by the Employer Name, the four-digit NHRS Employer ID Number, a dash, and the date the file was created in the following format: MMDDYY.

For instance: *V3XMLTown of Example 1111-011822.xml* or *V3XML Example SD 2222-011822.xml*

2. Once a test file is generated by a Payroll Provider (PP) or a Participating Employer (ER), that PP or ER will validate the file using the PGV3 XML file schema and the XML Schema Verification Application, both of which are available on the NHRS website, along with instructions on how to use the Verification Application. These items are located here: <https://www.nhrs.org/employers/employer-resources/drs-upgrade-project/xml-test-file>
3. Follow the process using the instructions located here: insert instruction location. The test file and the PGV3 XML schema file (provided by NHRS) both need to be loaded into the Verification Application, and then the ‘Validate’ button can be clicked. If the test file is valid, that message will appear in the message field. If the test file cannot be validated, specific error messages will appear in the message field.
4. Once the file has been validated by the PP or ER, it must be submitted to NHRS as an email attachment via Zix secure email, or your own secure email service, to this address: PGV3DRS@nhrs.org. Instructions for use of the Zix secure message center are also available on the NHRS website at: <https://web1.zixmail.net/s/login?b=nhrs>

In the body of the email, please include the following relevant information:

Employer Name:

Employer ID Number:

External Payroll Provider:

Payroll Software Version:

Test File Batch Number:

5. NHRS will monitor the mailbox for incoming test file submissions. NHRS staff will record all test files received and send a confirmation email to the PP or ER.
6. NHRS will then analyze each file received to ensure acceptance by the new system to allow for a typical exception-clearing process and posting of the reporting. You may be required to make modifications to the test file for resubmission. You may also be requested to provide an additional test file based on an alternative data set, if circumstances require it.

Once NHRS has validated the test file, a confirmation email will be sent to the PP or ER who originally submitted the test file.