OPERATION GRANITE WAVE

NHRS Employer Data Reporting System Upgrade Project

What will be different about the monthly Employer Reporting Upload File under PGV3?

As many of you have heard by now, NHRS is in the process of upgrading to the next version of our pension administration software, going from the current PensionGold Version 2 (PGV2) to PensionGold Version 3 (PGV3). Included in this upgrade will be a number of changes intended to improve the employer reporting process.

Many of our participating employers submit their monthly salary and contribution reporting via a file upload through the secure DRS website. Employer reporting through an upload file will continue when we go live with a new DRS site, which is currently scheduled to happen in mid-2023. While that date is still many months away, there are certain characteristics about the file format and the process that we already know will be changing and we want employers and their third-party payroll software providers to know about some of these changes now

- **XML files only:** Currently in PGV2, upload files in fixed-length or comma delimited format are also allowed, however after the upgrade, XML will be the only file format accepted. Thankfully, most employers who currently upload a file do so in XML format. If you are currently submitting a file in one of the other formats, please contact NHRS Director of Finance Gerard Murphy at gerard.murphy@nhrs.org. Note: NHRS Employers who submit data via web entry will still be able to do so; however, some of the fields will change.

- **New file layout:** NHRS will be working with NHRS Employers and third-party payroll providers over the coming months to assist them in implementing the new XML file layout, and then testing those files to ensure compliance with the new format. At this point, the goal is to have a test file from each participating employer submitted to NHRS and validated by January 2023.

- **Don't throw out the old reporting format!** There will be a two-month cutover period when NHRS Employers will need to submit both the current PG V2 and the new PG V3 versions of the upload file to help us ensure the new system works as it should.

- **Defined pay periods:** Pay periods will be defined for each employer based on pay frequency (weekly, biweekly, monthly) and pay date. Pay periods submitted in the monthly file upload must correspond to the pay period definitions in the DRS, or else exceptions during the transmittal file upload process will be generated. Multiple payments to members in the same pay period – such as their regular paycheck and a quarterly stipend check – will need to be combined into a single line on the upload file.

- **What else is changing?** Accompanying this memorandum is a color-coded spreadsheet comparing the current upload file format with the file format that will be required once we go live with PGV3. The following changes are illustrated on the comparison spreadsheet:
  - In the current report format (PGV2), a member with multiple salary component types (Base Compensation, Compensation Over Base, Extra or Special Duty) would be reported on a single row with the different salary component amounts appearing in separate fields. Once we go live with PGV3, a member with multiple salary components would be reported in multiple rows, one for each applicable salary component.
  - New hires and member terminations will be reported through the upload file, streamlining the process by eliminating the need for enrollment forms and termination forms.
  - Contract information will be required for all Teacher members, eliminating the cause of the often-encountered "Annual Base Salary Too Low" reporting exception in PGV2.
  - A number of unnecessary data fields will be removed from the new file format.