
XML Schema Verification

The PensionGold (PG) Version 3 XML test files that you generate for employer reporting must be formatted to match the PGV3 schema or they will be rejected. NHRS is offering the XML Schema Verification Application to employers, which is an automated and effective means to review the new format of payroll system-generated XML files. By validating each file before securely emailing a sample test file to PGV3DRS@nhrs.org, employers will have the ability to address format issues with the file proactively, saving time in the verification process. The V3 XML schema file and other documentation containing the details of the new file format is located on the NHRS website by clicking on the **'XML Test File' tab** along the left-hand side of the page located here:

<https://www.nhrs.org/employers/employer-resources/drs-upgrade-project>.

This application will identify formatting issues in the XML file such as:

- Missing tags (i.e. beginning and end tags for batches, phone numbers, etc.)
- Missing fields (i.e. fund or batch identification numbers)
- Invalid values (code values not matching the predefined list or values containing unrecognized characters)
- Tags being out of order

Notes: (1) This application identifies formatting issues with the XML file, but does not examine the data for file transmittal exceptions, which may be identified after a valid XML file is submitted to NHRS. (2) The application is used to validate XML test files for employer reporting; it is not used for monthly reporting submitted by the web entry method. Furthermore, it is not used for reporting of NHRS retiree information or Wage Correction.

This document includes instructions on:

- How to download the XML Schema Verification Application and the XML Schema file
- How to validate an XML file

Downloading Files You Need

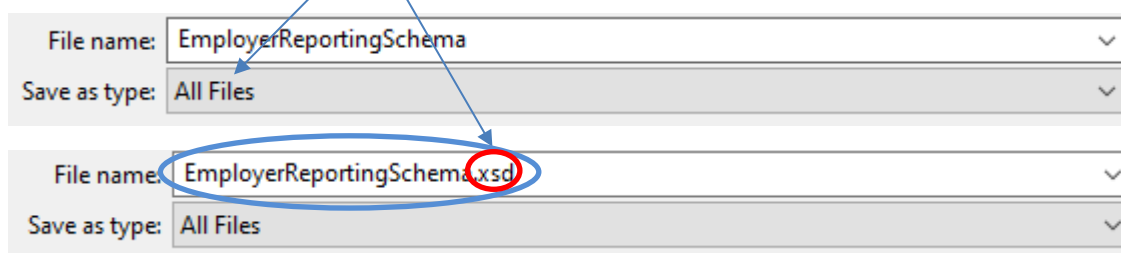
Notes: (1) The following steps need to be completed only **once** per computer. (2) If you have trouble downloading the files, please check with your IT support to determine if the problem is local to your computer before contacting NHRS.

XML Schema Verification Application

1. Create a folder on your computer to save this application.
2. Go to the **DRS Upgrade Project** page on the NHRS website at:
<https://www.nhrs.org/employers/employer-resources/drs-upgrade-project>
3. Click on the blue **'XML Test File'** tab along the left-hand side of the page.
4. **Right click** on "XML Schema Verification Application" link (filename: xmlschemaverification.exe).
5. Click on **Save Target As** (on some browsers, the option is titled "Save Link As").
6. A **Save As** box will pop-up. Browse to the folder you created in step 1.
7. Click **Save**.

XML Schema

1. Go to the **DRS Upgrade Project** page on the NHRS website at:
<https://www.nhrs.org/employers/employer-resources/drs-upgrade-project>
2. Click on the blue **'XML Test File'** tab along the left hand side of the page.
3. **Right click** on XML Schema (filename: EmployerReportingSchema.xsd).
4. Click on **Save Target As** (On some browsers, the option is titled "Save Link As").
5. A **Save As** box will pop-up. Browse to the same folder as the XML Schema Verification Application.
Note: If your computer does not automatically allow you to save the file extension ".xsd," you will have to manually add the extension to the file. From the "Save As" box, go to the drop down menu for "Save As Type" and choose **All Files** and then go to the "File Name" box, remove the extension that is already there (if any) and **add .xsd** to the end of the file name displayed.



The image shows two screenshots of a 'Save As' dialog box. The top screenshot shows the 'File name' field containing 'EmployerReportingSchema' and the 'Save as type' dropdown set to 'All Files'. The bottom screenshot shows the same dialog box, but the 'File name' field now contains 'EmployerReportingSchema.xsd'. A red circle highlights the '.xsd' extension, and a blue oval highlights the entire file name field. Two blue arrows point from the text in the note above to the file name field in the top screenshot.

6. Click **Save**.

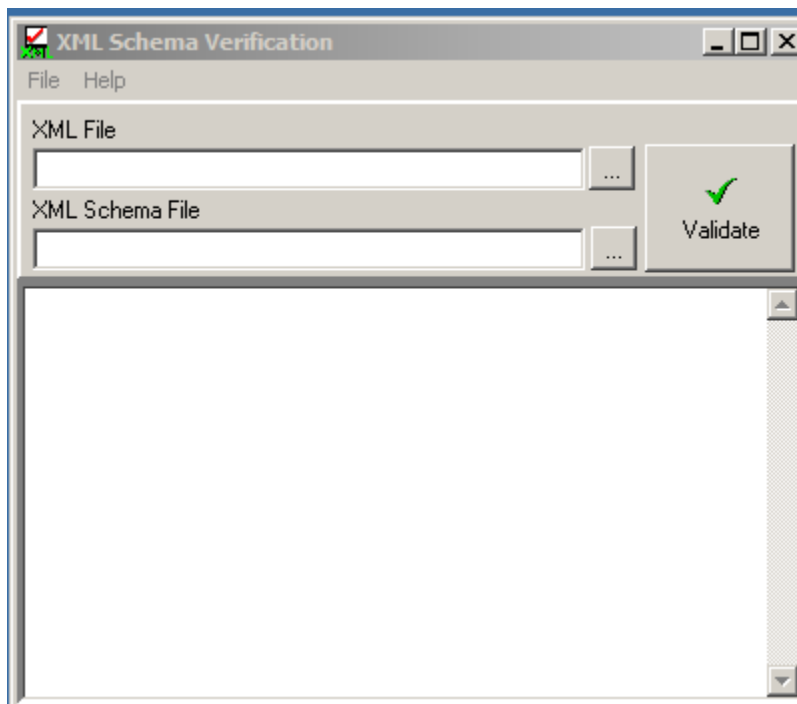
How to use the XML Schema Verification Application

1. Generate your monthly reporting test XML file from your payroll program (we will refer to this file as “your payroll file” in the instructions) and place the file in the same folder that you created for the files you downloaded from NHRS.
2. Click on the **xmlschemaverification.exe** application in the folder.

 XMLSchemaVerification	4/22/2014 6:02 PM	Application	378 KB
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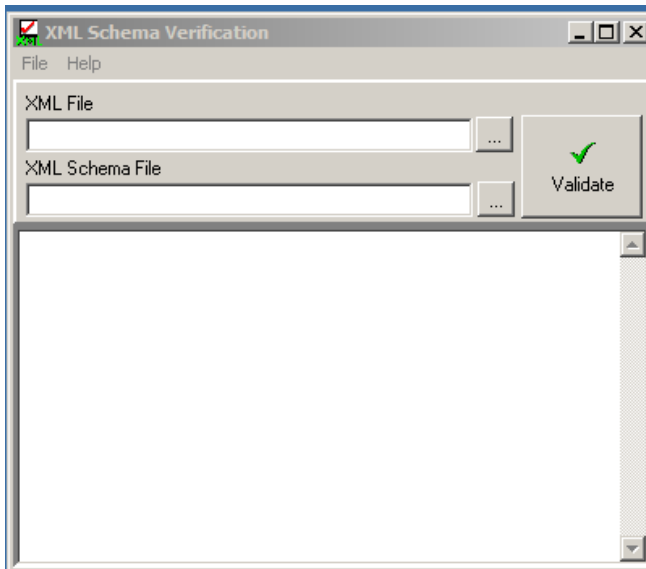
Note: Some users may get a security warning. If you are sure this is the file you downloaded from NHRS, click through the warning to open the application.

3. The XML Schema Verification application opens:

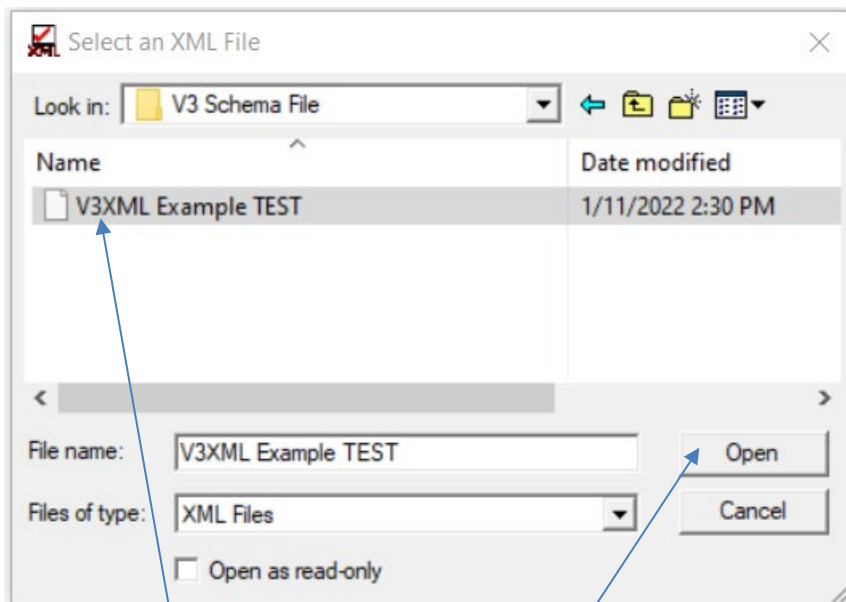


Note: On some computers, the **Validate** button may not be visible in the window when the XML Schema Verification application opens. If this occurs, make the box larger by moving the mouse cursor to the top or bottom right corner of the window until a double-headed arrow appears. Once this arrow appears, click the mouse down and drag the window outward until the buttons appear. (You can also maximize the window to full screen mode.)

4. Click the ellipse (...) button to the right of the **XML File** field.

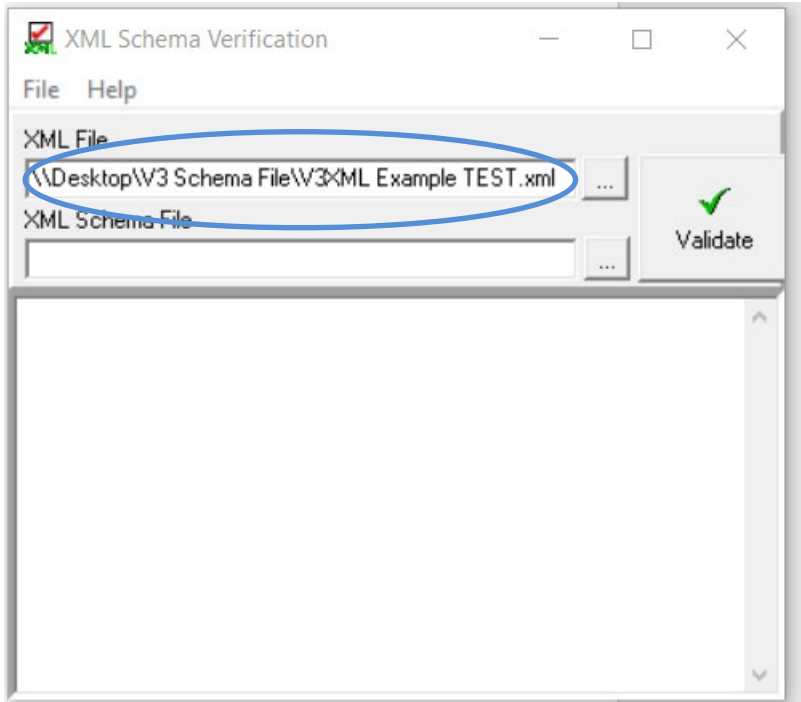


5. A box will open. Navigate to the folder where your payroll file is saved.
Note: If you save a copy of the payroll file you want to validate in the same folder as the schema file, you won't have to navigate back and forth between folders when running the application.

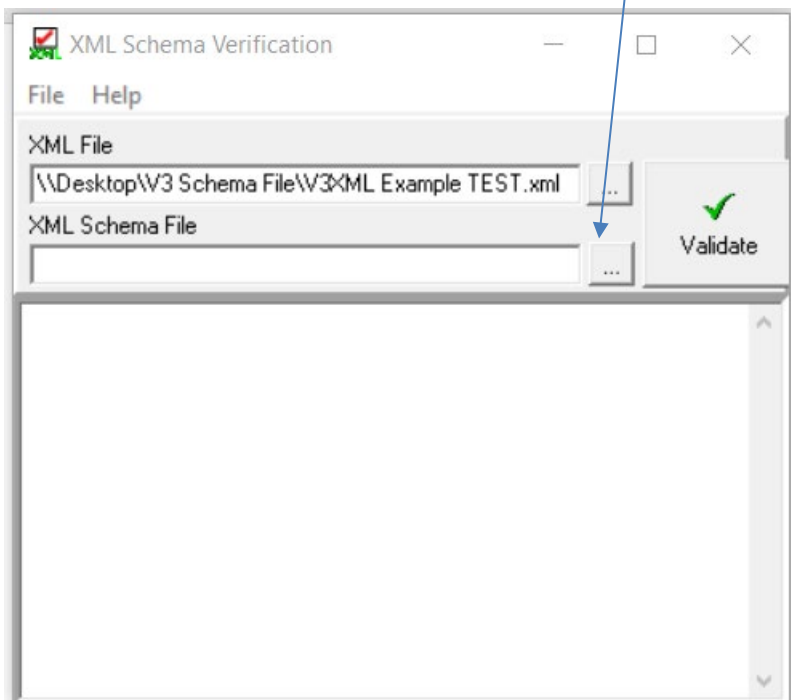


6. Select **your test payroll file** and click **Open**.
Note: This is the test XML file generated from your payroll system.

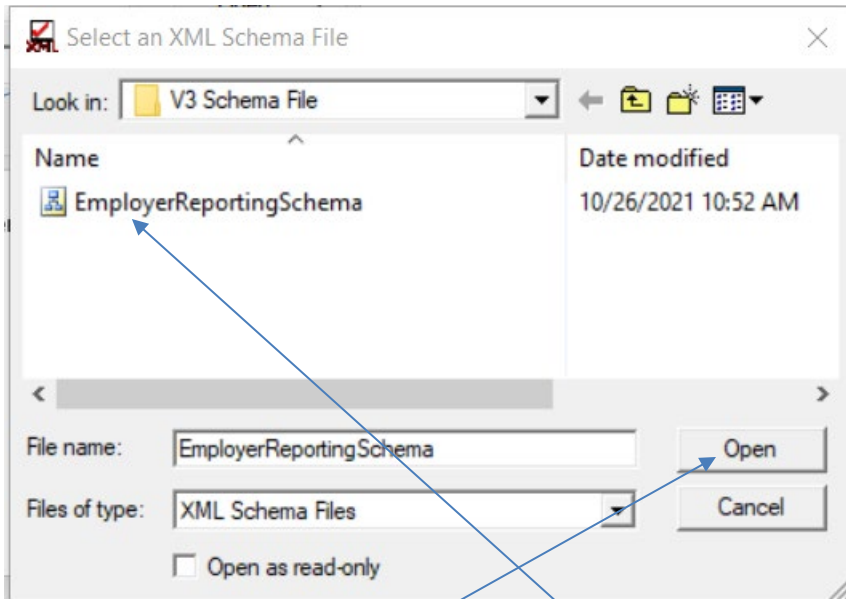
7. The XML Schema Verification application displays the XML file selected.



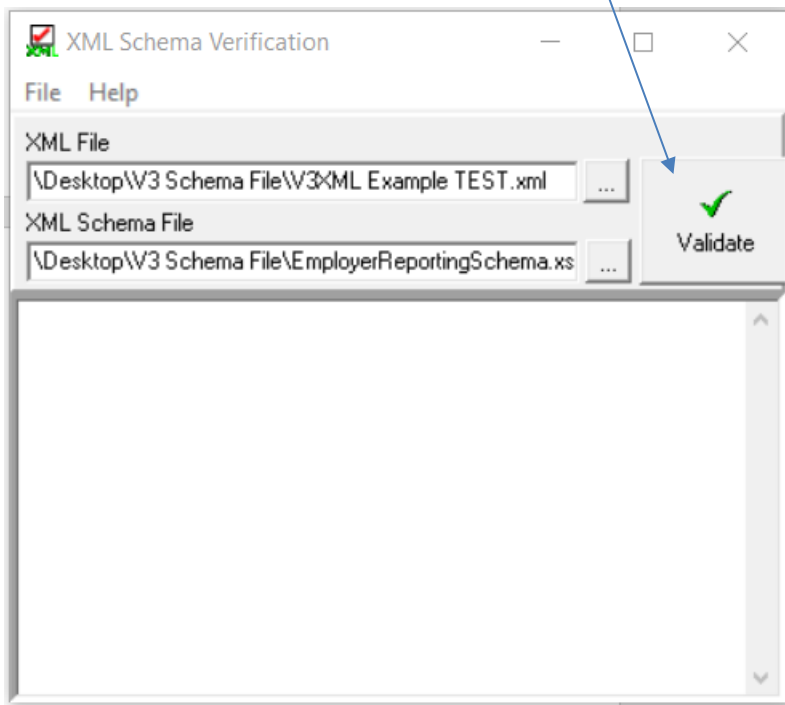
8. Click on the ellipse (...) button to the right of the **XML Schema File** field.



9. A box will open. Navigate to the folder where the XML Schema file (filename: **EmployerReportingSchema.xsd**) is saved.

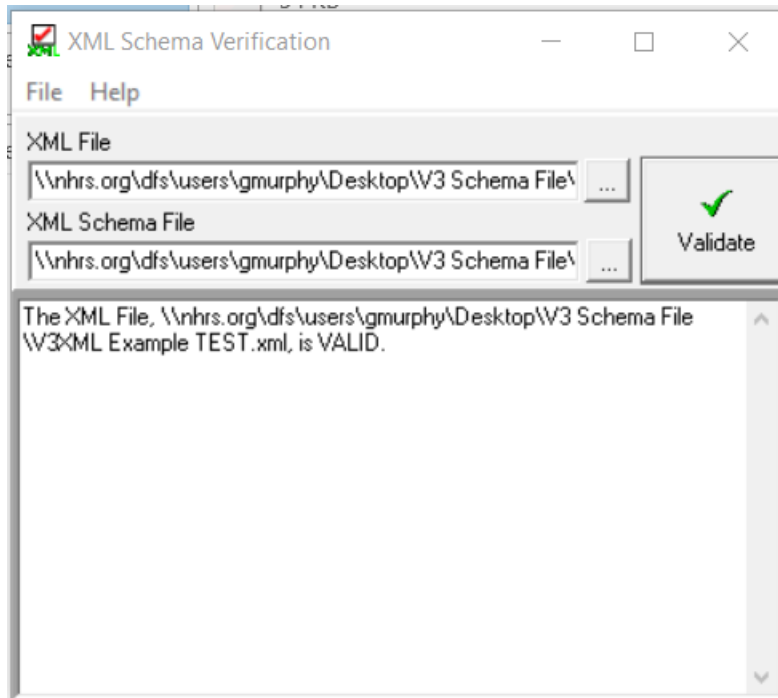


10. Select the XML Schema (filename: **EmployerReportingSchema.xsd**) that you downloaded from NHRS and click **Open**. Then click **Validate**.



As your payroll file is reviewed for its compliance with the selected schema, fields that pose potential problems will be reported in the error message field. If no problems are identified, **VALID** is displayed in

the message field. If the problems are identified and **INVALID** is displayed in the message field, the message field will also contain the details on the specific problems that will need to be fixed before a test file can be resubmitted.



You can now securely email the test XML file to PGV3DRS@nhrs.org. NHRS uses Zix email encryption to send and receive secure emails. We ask that you use this platform when sending test files.

If you do not already have a Zix account, you can create one for free using the link to the "Secure Message Center": <https://web1.zixmail.net/s/login?b=nhrs>

Note: This link is also in the gray bar at the top of all www.nhrs.org web pages

Additional instruction for using Zix are available here:

<https://www.nhrs.org/docs/default-source/members-forms/how-to-use-zix.pdf>