

Reporting by Web Entry

These instructions are for employers who report via web entry in the DRS, i.e., employers who do not export an XML file from their payroll system and upload it to the DRS.

1. Click on the **Batch Maintenance** button in the menu bar, then click **View** next to the scheduled batch for the month being reported. Information on the batch will appear in a pop-out.

Employer Account

- Summary
- Account Balance
- Vouchers
- Penalty Waivers
- Refunds

Employer Reporting

- Batch Maintenance**
- Exceptions
- Submit Reporting File

Batch Maintenance

Employer Reporting Batches

	Batch Number	Type	Status	Reason	Status Date
View Edit Delete	105639	Scheduled	Rejected	Regular	7/21/2021
View Edit Delete	105638	Scheduled	Balanced	Regular	7/19/2021
View Edit Delete	105637	Scheduled	Balanced	Regular	5/28/2021
View Edit Delete	105636	Scheduled	Balanced	Regular	5/5/2021
View Edit Delete	105635	Scheduled	Balanced	Regular	4/19/2021

2. Click **Copy Prior Detail**. This will allow you to create a new batch that contains the same member details from a prior batch. Once the prior batch is copied, changes can be made to reflect updates needed for the new pay period. **Note:** This is only available for scheduled batches with no members currently associated.

Batch Maintenance

Employer Reporting Batches

	Batch Number	Type	Status
View Edit Delete	498	Scheduled	Balanced
View Edit Delete	497	Scheduled	Balanced
View Edit Delete	73	Scheduled	Balanced

Batch Detail

- Batch Number: 111357
- Type: Scheduled
- Batch Reason: Regular
- Current Status: Scheduled [History](#)
- Fiscal Year: 2022
- Due Date: 8/16/2021
- Received Date:
- Report End Date:
- Member Count: 0
- Total Salary Amount: \$0.00
- Identify Non-Reporters: True
- Include Demographics: False
- Voucher Number: 111200
- Trial Ran: False
- Submitted for Posting: False

[View Members](#)

[View Pay Periods](#)

[Copy Prior Detail](#)

3. Select the prior batch that you wish to copy. This is referred to as the **Source Batch**. Click **Next**.

The screenshot shows the 'Create Batch' window with the 'Copy Members From Prior Batch' option selected. A 'Select Source Batch' dialog is open, displaying a table with the following data:

Batch Number	Batch Type	Report End Date	Status	Member Count
<input type="checkbox"/> 105638	Scheduled	5/31/2021	Balanced	40

Below the table are 'Next' and 'Cancel' buttons. A red arrow points to the checkbox for the selected batch.

Choices for the source batch include:

- Your most recently posted batch;
- Any batch that is currently in a status of **In Error** or **Corrected** (i.e. it is still being processed and is not yet posted). **Note:** If you choose an “In Error” or “Corrected” batch, you may be copying detail that contains reporting exceptions.

4. Complete the **Batch Detail** for the new batch. The **Report End Date** is usually the End Date of the pay period being reported in the batch. If the batch contains multiple pay periods, **Report End Date** is usually the End Date of the last pay period in the batch. If you are not sure what to use for Report End Date, contact NHRS at (603) 410-3532 or exceptions@nhrs.org. The **Identify Non-Reporters** and **Include Demographics** boxes should typically be checked.

The screenshot shows the 'Create Batch' window with the 'Batch Detail' form filled out. A red box highlights the form fields, and a red arrow points to the 'Create Batch Detail' button. The form contains the following information:

Source Batch

- Batch: 105638
- Fiscal Year: 2021
- Report End Date: 5/31/2021
- Member Count: 0
- Total Salary: \$0.00
- Identify Non-Reporters: No
- Include Demographics: No

Batch Detail

- Batch Reason: Regular
- Fiscal Year: [Text Input]
- Report End Date: [Calendar Picker]
- Member Count: [Number Input: 0]
- Total Salary Amount: [Text Input: 0.00]
- Identify Non-Reporters:
- Include Demographics:

Buttons: 'Create Batch Detail' and 'Cancel'.

Click **Create Batch Detail**. At this point the pay periods for the batch are automatically added from the pay period schedule loaded in the DRS. If you need to adjust the pay periods, you must wait until after the batch is created.

- This next screen shows the details on the source batch and the new batch. You may notice that some of the details in the new batch are defaulted based on counts and totals from the source batch; these can be adjusted after the batch is copied. Click the **Initiate Copy Process** to create the new batch.

Create Batch

Copy Members From Prior Batch

Source Batch

Batch: 117283
 Fiscal Year: 2023
 Report End Date: 4/23/2023
 Member Count: 11
 Total Salary: \$49,560.00
 Identify Non-Reporters: No
 Include Demographics: No

Batch Detail

Batch: 117284
 Fiscal Year: 2023
 Report End Date: 5/21/2023
 Member Count: 11
 Total Salary: \$49,560.00
 Identify Non-Reporters: Yes
 Include Demographics: No

Pay Period Detail

Record Type: Normal
 Pay Period Number: 5
 Begin Date: 4/24/2023
 End Date: 4/30/2023
 Pay Date: 5/4/2023

Pay Period Detail

Record Type: Normal
 Pay Period Number: 6
 Begin Date: 5/1/2023

[Cancel Process](#)

Initiate Copy Process

Please review the information in the left hand pane. This is the information used to create the new batch.

[Initiate Copy Process](#)
[Cancel Process](#)

This process will run in the background and users are able to switch to other screens while waiting. The more members included in the source batch, the longer the process will take. You'll notice a **User Alert** in the upper right-hand corner of the screen when the process is complete.

- Once the new batch is copied, you can go in and update the wage and contribution details for members copied over from the prior batch, as well as make any needed changes, such as updating a member's information, adding a new member, terminating a member, or requesting pay period adjustments.

To review and/or make changes, click on **Batch Maintenance** in the menu bar, then click **View Members**.

Employer Reporting Batches

	Batch Number	Type	Status	Reason	
View Edit Delete	3101	Scheduled	Balanced	Regular	4/5/23
View Edit Delete	3100	Scheduled	Balanced	Regular	3/2/23
View Edit Delete	3099	Scheduled	Balanced	Regular	2/3/23
View Edit Delete	3098	Scheduled	Balanced	Regular	1/12/23
View Edit Delete	3097	Scheduled	Balanced	Regular	1/12/23

Batch Detail

[View](#)

[View](#)

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

Total 24 Pages

[View Members](#)
[View Pay Periods](#)
[Copy Prior Detail](#)

SPECIAL INSTRUCTIONS FOR EMPLOYERS WHO DO NOT REGULARLY REPORT BY WEB ENTRY

Employers who typically submit an XML file but are unable to do for any reason can report via web entry until the XML file issue is resolved by following the **Reporting by Web Entry** instructions above, with one modification. In step 2, which explains how to create a new batch with existing employees pre-loaded, first-time web entry users should not click on **Copy Prior Detail**, but rather, click on **Load Members Only**.

