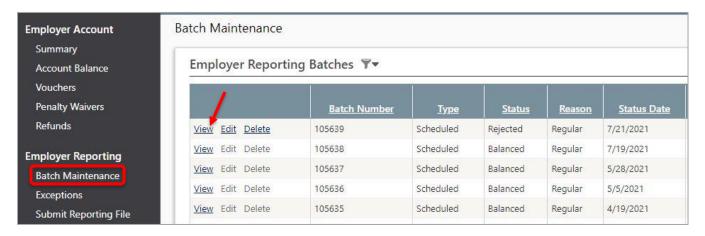
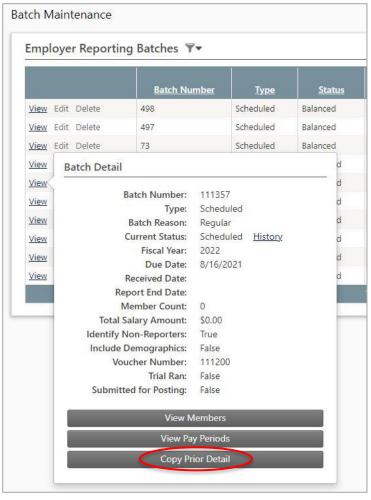
## **Reporting by Web Entry**

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.

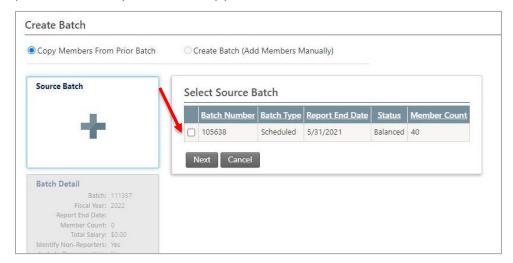
1. Click on the **Batch Maintenance** button in the menu bar, then click **View** next to the scheduled batch for the month being reported. Information on the batch will appear in a pop-out.



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.



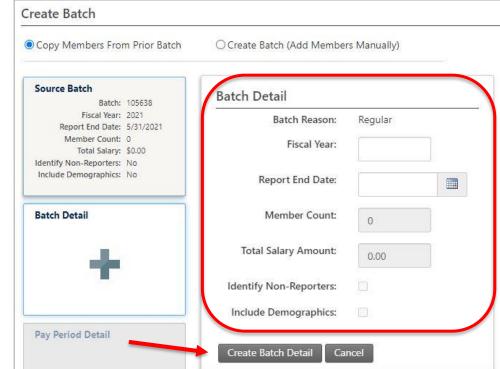
3. Select the prior batch that you wish to copy. This is referred to as the Source Batch. Click Next.



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.

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.

5. 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.

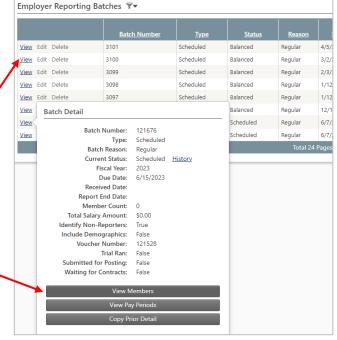




This process will run in the background and users are able to switch to other screens while waiting. The more members included in the source batch, the longer the process will take. You'll notice a **User Alert** in the upper right-hand corner of the screen when the process is complete.

6. 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**.



## 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 <u>one</u> modification. In step 2, which explains how to create a new batch with existing employees pre-loaded, first-time web entry users should <u>not</u> click on **Copy Prior Detail**, but rather, click on **Load Members Only**.

