Retiree Lookup Tool

The **Retiree Lookup Tool** allows a DRS user to check if a retiree is eligible for **Retiree Reporting**. To access the lookup tool, click the **Retiree Lookup** option under **Retiree Reporting** in the left menu.
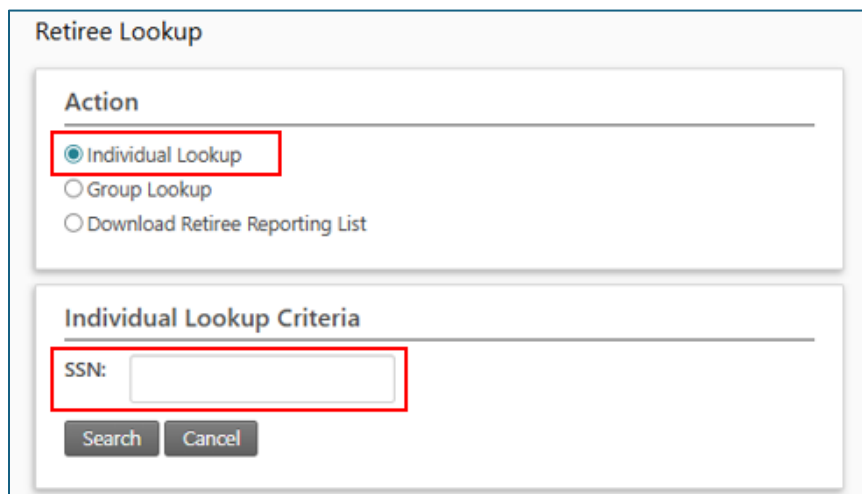

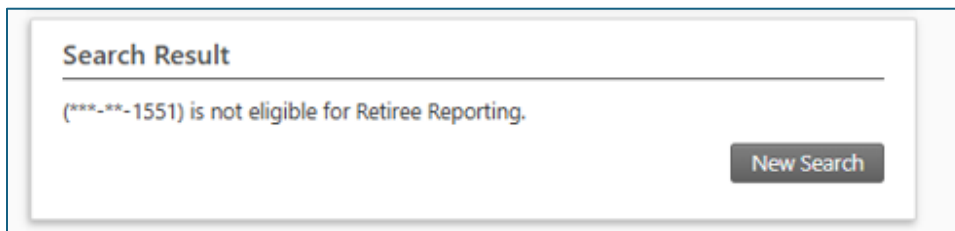
The **Retiree Lookup** screen provides three options:

1. Individual Lookup

2. Group Lookup

3. Download Retiree Reporting List

1. Individual Lookup

The **Individual Lookup** option enables you to verify whether one specific retiree is eligible for **Retiree Reporting**. To look up an individual from the **Retiree Lookup** screen, select **Individual Lookup**, enter a valid 9-digit SSN in the box provided, and click **Search**.
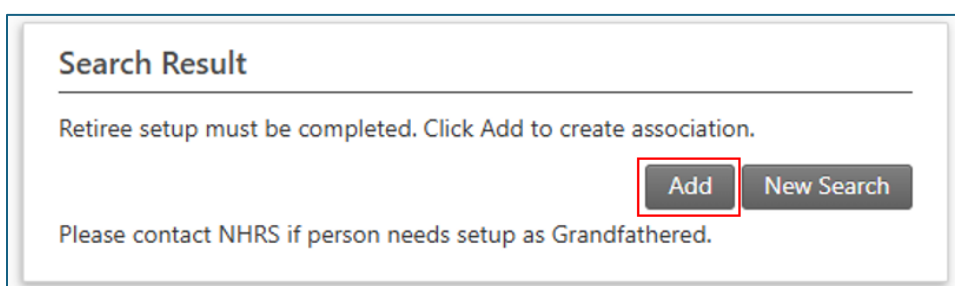
- The following window indicates the retiree is **not** eligible for **Retiree Reporting**. The member's name does not display; however, their SSN appears partially blocked. To display the full SSN, hover over the SSN.
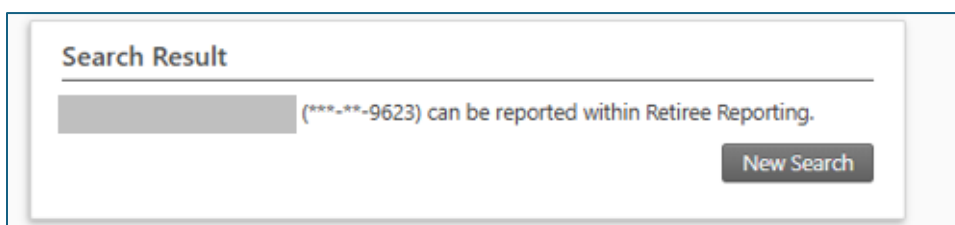
Search Result

(***-**-1551) is not eligible for Retiree Reporting.

New Search

- The following window indicates the retiree **can** be reported in your **Retiree Reporting**, but a retiree setup is required. Click **Add** to associate the employer to the retiree's benefit.
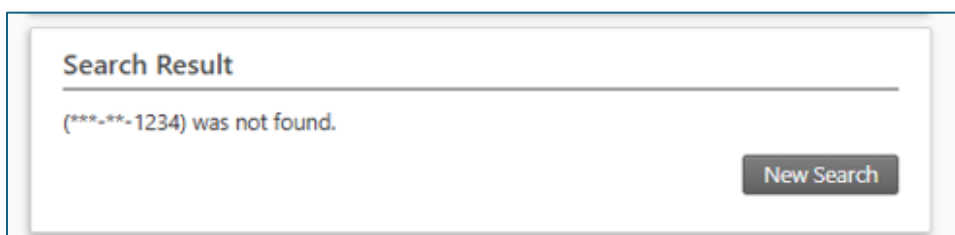
Search Result

Retiree setup must be completed. Click Add to create association.

Add   New Search

Please contact NHRS if person needs setup as Grandfathered.

- This window indicates that **retiree setup** is **complete** and can be reported in your **Retiree Reporting**.

Search Result

(***-**-9623) can be reported within Retiree Reporting.

New Search

- This window indicates that no match was found for the SSN entered.

Search Result

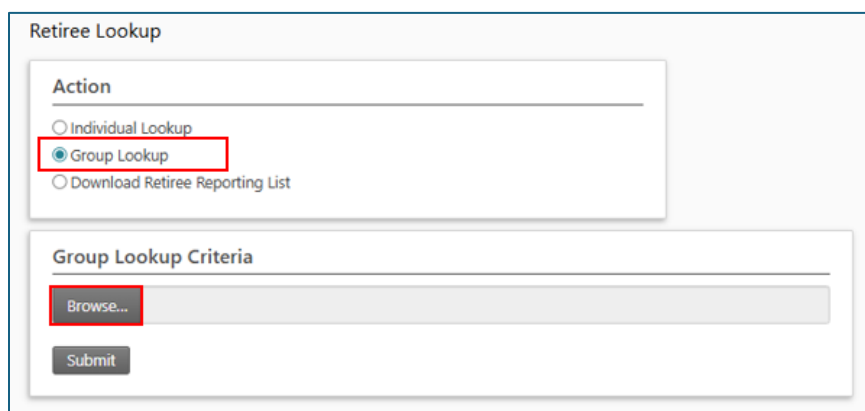(***-**-1234) was not found.

New Search

2. Group Lookup

The **Group Lookup** option enables you to bulk load SSNs to determine whether or not multiple members are eligible for **Retiree Reporting**. To look up a group of retirees from the **Retiree**

Lookup screen, you must first create a CSV or TXT file containing only the 9-digit SSNs of the members you want to look up, using the file layout below:

123456789,123456789,123456789,123456789,123456789

There is no limit to the number of SSNs you enter; however, they must be comma separated, with no spaces. Save the file to your computer.

Next, select the **Group Lookup** option, use **Browse** to locate and select the CSV / TXT file on your computer, and click **Submit**.

Retiree Lookup

Action

○ Individual Lookup
◉ Group Lookup
○ Download Retiree Reporting List

Group Lookup Criteria
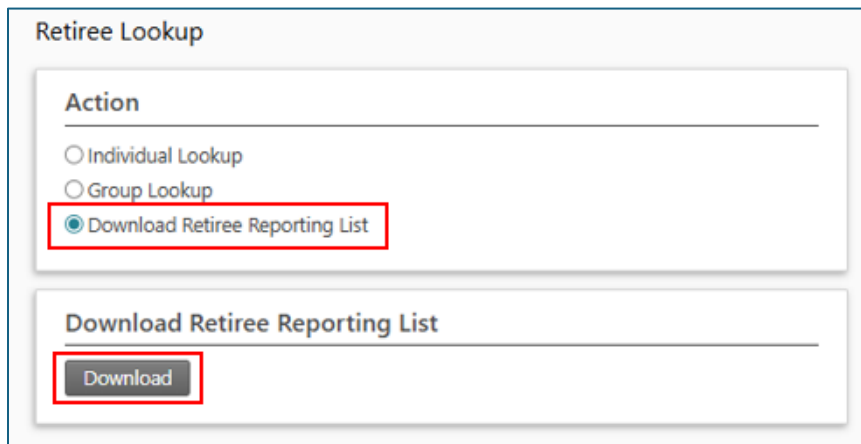
Browse...

Submit

The **Group Lookup Search Results** screen is separated into three grids that populate based on the eligibility of the members reported: Set Needed, Setup Done, Setup Not Available. Based on validation results, if retiree setup must be completed for any member(s), click the **Add** button to create the association to the employer.

Group Lookup Search Results

SSN	Setup Needed Lookup Result
***-**-6112	Retiree setup must be completed. Click Add to create association.
***-**-6372	Retiree setup must be completed. Click Add to create association.
***-**-7202	Retiree setup must be completed. Click Add to create association.

Add

SSN	Setup Done Lookup Result
***-**-0755	Example 1, Test (***-**-0755) can be reported within Retiree Reporting.

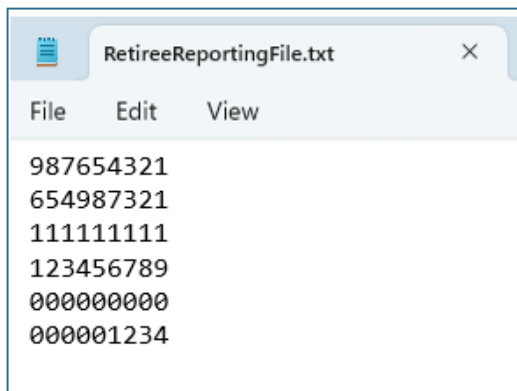| SSN	Setup Not Available Lookup Result
***-**-0000	(***-**-0000) is not eligible for Retiree Reporting.
***-**-0000	(***-**-0000) is not eligible for Retiree Reporting.
***-**-1234	(***-**-1234) was not found.
***-**-6789	(***-**-6789) was not found.

3. Download Retiree Reporting List

The **Download Retiree Reporting List** option produces a .txt list of all SSNs that have been associated with the employer listed at the top of the DRS screen. This option allows you to see who has been set up for **Retiree Reporting**. To download the list from the **Retiree Lookup** screen, select **Download Retiree Reporting List** and click **Download**. The **RetireeReportingFile.txt** is sent to your computer.

Below is an example of the .txt file:

Additional Information

If you have questions or require help with annual retiree reporting, please contact your Employer Reporting Relationship Manager or call (603) 410-3500.

Employers with questions regarding eligibility or other administrative issues regarding the law can review our frequently asked questions (FAQ) at:

https://www.nhrs.org/faqs/faq-part-time-employment

If your question is not addressed in the FAQ, please email info@nhrs.org.