

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.

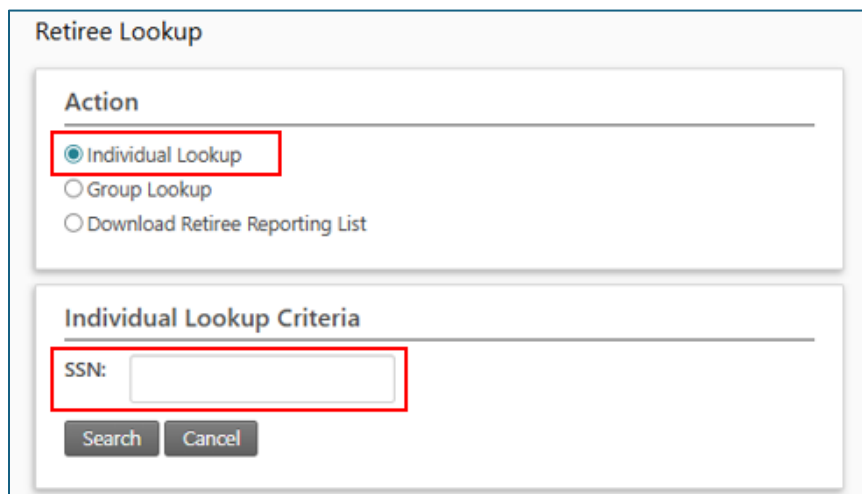


The **Retiree Lookup** screen provides three options:

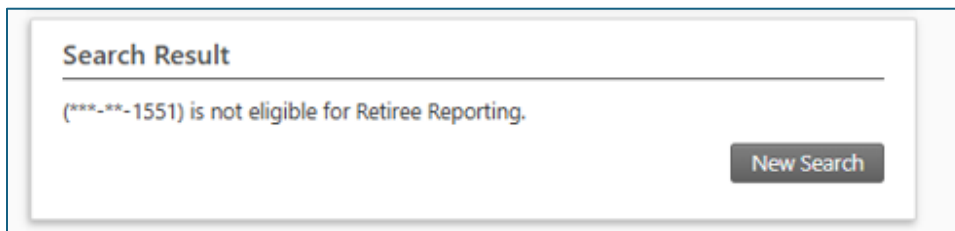
1. Individual Lookup
2. Group Lookup
3. Download Retiree Reporting List

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**.

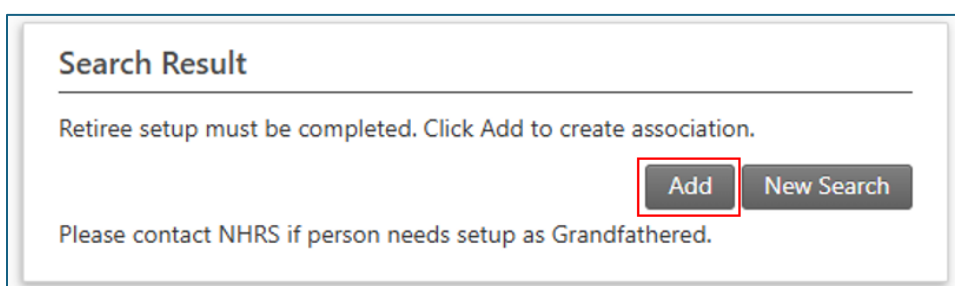
A screenshot of the 'Retiree Lookup' web form. It has two main sections. The first section, titled 'Action', contains three radio buttons: 'Individual Lookup' (which is selected and highlighted with a red box), 'Group Lookup', and 'Download Retiree Reporting List'. The second section, titled 'Individual Lookup Criteria', contains a text input field labeled 'SSN:' (also highlighted with a red box) and two buttons at the bottom: 'Search' and 'Cancel'.

- 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.



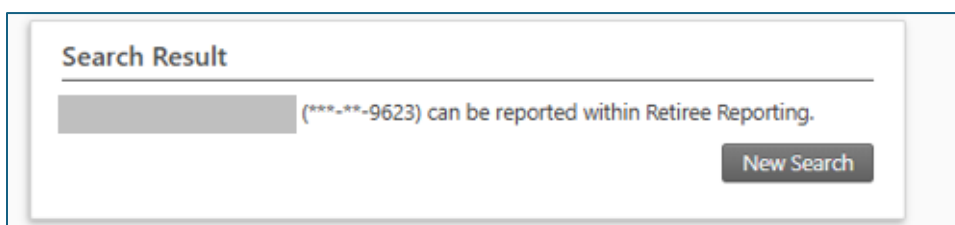
A screenshot of a web application window titled "Search Result". Below the title, the text reads: "(***-**-1551) is not eligible for Retiree Reporting." In the bottom right corner, there is a button labeled "New Search".

- 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.



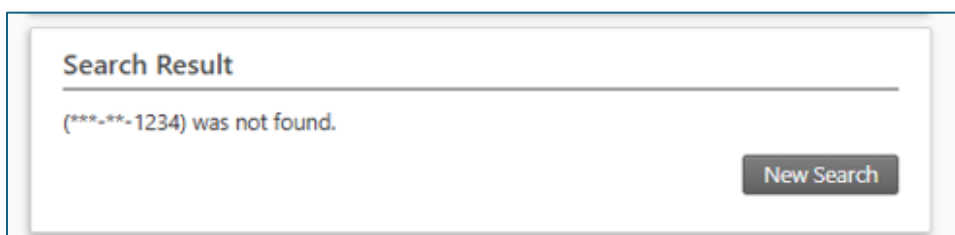
A screenshot of a web application window titled "Search Result". Below the title, the text reads: "Retiree setup must be completed. Click Add to create association." Below this text, there are two buttons: "Add" and "New Search". The "Add" button is highlighted with a red rectangular box. At the bottom of the window, it says: "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**.



A screenshot of a web application window titled "Search Result". Below the title, the text reads: "(***-**-9623) can be reported within Retiree Reporting." In the bottom right corner, there is a button labeled "New Search".

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



A screenshot of a web application window titled "Search Result". Below the title, the text reads: "(***-**-1234) was not found." In the bottom right corner, there is a button labeled "New Search".

2. Group Lookup

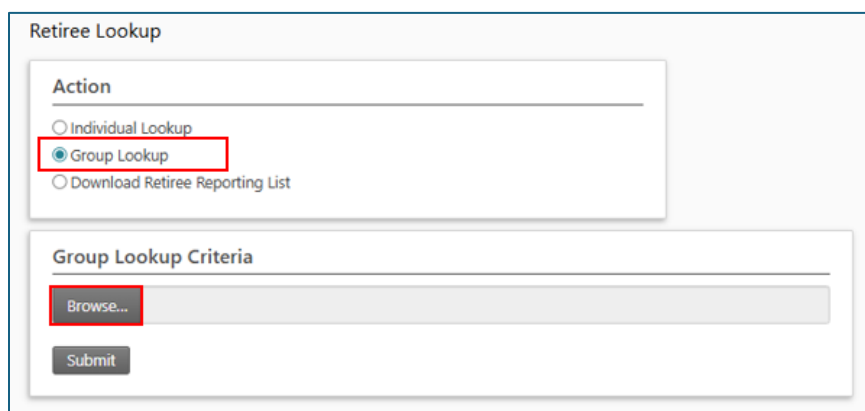
The **Group Lookup** option enables you to bulk load SSNs to determine whether or not multiple members are eligible for **Retiree Reporting**. To look up a group of retirees from the **Retiree**

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**.



The image shows a web form titled "Retiree Lookup". It has two main sections. The first section, "Action", contains three radio buttons: "Individual Lookup", "Group Lookup" (which is selected and highlighted with a red box), and "Download Retiree Reporting List". The second section, "Group Lookup Criteria", contains a "Browse..." button (highlighted with a red box) and a "Submit" button.

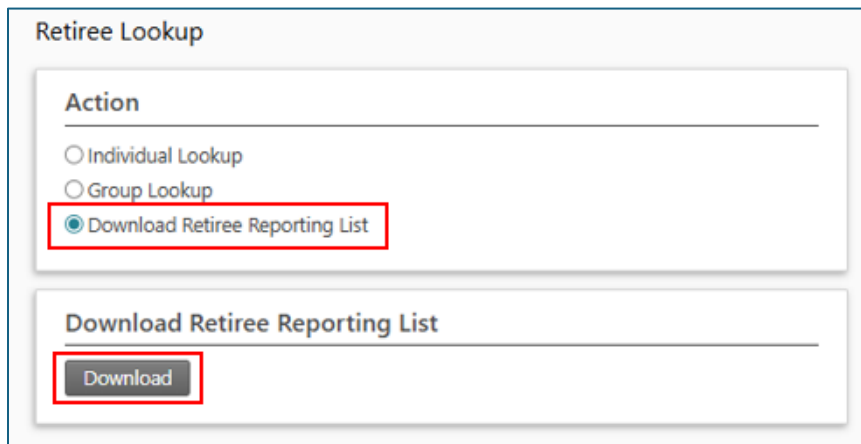
The **Group Lookup Search Results** screen is separated into three grids that populate based on the eligibility of the members reported: Set Needed, Setup Done, Setup Not Available.

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.
<div>Add</div>	
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.

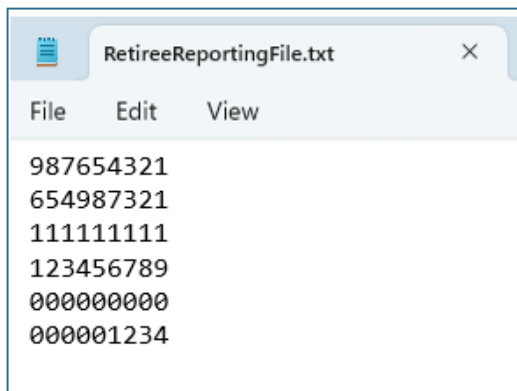
3. Download Retiree Reporting List

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.



The screenshot shows the 'Retiree Lookup' interface. Under the 'Action' section, three radio buttons are present: 'Individual Lookup', 'Group Lookup', and 'Download Retiree Reporting List'. The 'Download Retiree Reporting List' option is selected and highlighted with a red box. Below this, there is a section titled 'Download Retiree Reporting List' which contains a 'Download' button, also highlighted with a red box.

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.