

Retiree Reporting: File Upload

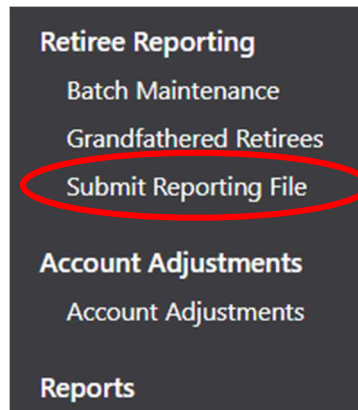
Employers are required to report to NHRS any retirees who worked in part-time positions in the prior calendar year. Retirees must be reported on an annual basis, no later than February 15 each year. Please note that employers with no NHRS retirees on their payroll are also required to report to NHRS.

Rather than reporting by web entry, many larger employers will have their payroll vendor prepare a file that can be uploaded to the Data Reporting System (DRS). A fixed-length file layout is available on the Employer Resources page of the NHRS website. See: <https://www.nhrs.org/employers/employer-resources>

Note: This is the same file layout used in the previous version of the DRS. Data Reporting System.

Employers should review and verify their data before uploading the file to NHRS. Submitting incorrect or incomplete data could have an adverse effect on retirees.

1. To report via file upload, click **Submit Reporting File** in the Retiree Reporting section of the menu on the left-hand side of the screen.

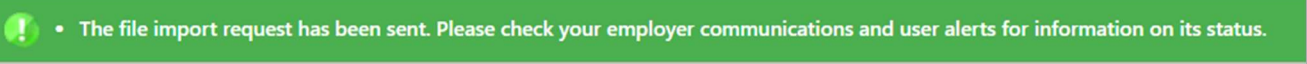


2. Click **Browse** and find the generated TXT file saved on your computer. Click **Submit**.

A light grey form titled 'Submit Reporting File'. It contains a section 'Select Reporting File For Import' with a file input field. The file name 'NHRS-retiree-reporting-file.txt' is visible. A red box highlights the 'Browse...' button and the file name. Below the input field is a 'Submit' button with a red arrow pointing to it.

3. You will see a message that the file has been sent. Keep an eye on your employer communications and user alerts for information on its status.

Submit Reporting File

 • The file import request has been sent. Please check your employer communications and user alerts for information on its status.

Select Reporting File For Import

Browse...

Submit

Employers who send a valid file will not receive a file exception notification if there are issues with the file. The retirement system will follow up if our review of the file identifies any questions or data issues.

Employers will, however, receive a notice if the file rejects.

«Date»

Employer Name: «EmployerName»
Employer ID: «EmployerID»

Notification of Retiree Reporting File Rejection for New Hampshire Retirement System

The Retiree Reporting File named “«FileName»” (received on «ReceivedDate») was rejected for the following reason(s):

«ErrorDescription»

Rejected files are not considered received. Please make any necessary corrections and resubmit the file. Contact our office if you have any questions.

Reasons a file may reject are:

- The file does not match the file layout.
- More than one calendar year was reported in the reporting file.
- One or more Social Security numbers (SSN) in the batch could not be matched to a retiree in our system. A list of non-matching SSNs will be included in the error notification.
- Salary or hours within the reporting file are less than or equal to zero for one or more retirees.

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.