

Enhancing Your Reporting with Employee Position Titles

This guide will walk you through how to add the **Position Title** for your employees, either through your reporting file or directly via **DRS Web Entry**.

We're introducing the **Position Title** field to provide clearer insight into each employee's role and help ensure accurate reporting records. This field replaces the **Employee ID** field for capturing position title information.

The position title information was previously collected on the paper NHRS enrollment form, which was discontinued in late 2024.

As of May 28, 2025, completing the **Position Title** field is optional — but encouraged.

You can add or update the **Position Title** field in two ways:

1. As part of your file submission
2. Directly in DRS through Web Entry or when clearing exceptions

Note: All Position Title entries and updates are saved in the DRS system. The field allows free-text entries up to 60 characters.

Adding a Position Title by File

1. For details on reporting using the XML schema, visit: [Reporting by File Upload](#)
2. The **PositionTitle** element is located under the **Member** tag in your XML submission.
 - a. The **Member** tag is nested under the **Batch** tag and contains the following fields.
 - b. At least one **Member** tag is required to be present per file when using the **Validate XML Schema** option when submitting the file.

Member

The Member tag is nested under the Batch tag and contains the following fields. At least one Member tag is required to be present per file when using the 'Validate XML Schema' option when submitting the file.

Field Name	Description	Field Value	Required or Optional	Default if not provided	XML Schema Definition
SSN	The Social Security Number for the member	Varchar(9), no dashes	Required		Optional
Prefix	The name prefix for the member	Varchar(10)	Optional		Optional
FirstName	The first name of the member	Varchar(25)	Required		Optional
MiddleName	The middle name of the member	Varchar(25)	Optional		Optional
LastName	The last name of the member	Varchar(25)	Required		Optional
Suffix	The name suffix of the member	Varchar(25)	Optional		Optional
BirthDate	The birth date of the member	Date, format: YYYY-MM-DD	Required		Optional
Gender	The gender code for the member	2082 = Female 2079 = Male 2077 = Unknown	Required		Optional
MaritalStatus	The marital status code for the member	2075 = Divorced 573 = Domestic Partner 2071 = Married 2073 = Separated 2068 = Single 2077 = Unknown 3470 = Widowed	Optional		Optional
PositionTitle	Position Title of the Employee	Use Position Title of the Employee, must be less than 60 characters	Optional		Optional
HireDate	The hire date of the member for this specific employment	Date, format: YYYY-MM-DD	Required		Optional
ParticipationBeginDate	The participation begin date of the member for this specific employment	Date, format: YYYY-MM-DD	Required		Optional
EmploymentTerminationDate	The date of employment termination, if applicable. Not applicable if a DeathDate is reported.	Date, format: YYYY-MM-DD	Optional		Optional
TerminationReason	The termination reason if a member is terminating	30000312 = Terminated Employment 30000311 = Settlement 4 = Death	Required if Employment Termination Date reported		Optional
DeathDate	The date of death of the member, if applicable	Date, format: YYYY-MM-DD	Required if Death Type reported		Optional
DeathType	The death type code, if applicable	2419 = Duty 2422 = Non-Duty 2424 = Violent	Required if Death Date reported		Optional
NewHire	Indicates if the member is a new hire as of the pay period being reported	1 = True 0 = False	Required	0	Optional
ReHire	Indicates if the member is a rehire as of the pay period being reported	1 = True 0 = False	Required	0	Optional

```
Transmittal>
Batch
FundID="001"
EmployerID="0000"
BatchType="1111"
FiscalYear="2026"
TotalSalary="4747.24"
TotalMemberCount="1"
ReportEndDate="2026-01-01"
BatchNumber="100000"
BatchName="Test SD 10.16"
.
<Member
SSN="000110000"
FirstName="AMANDA"
MiddleName="J"
LastName="Smith"
Gender="2082"
BirthDate="1954-09-05"
MaritalStatus="2073"
PositionTitle="Manager II"
HireDate="2019-05-16"
ParticipationBeginDate="2019-08-23"
.
```

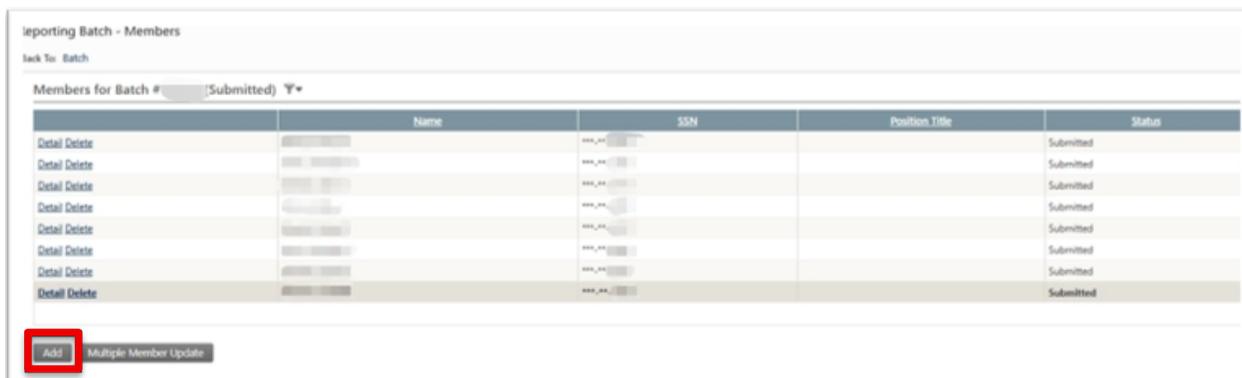


Web Entry Instructions:

You can also report Position Title data using Web Entry. For full instructions, see: [DRS Web Entry Guide \(PDF\)](#)

For a New Member:

1. After submitting your batch, go to the **Employer Reporting** tile in DRS.
2. Select **View Members**.
3. Scroll to the bottom of the batch screen and click **Add** to enter a new member.



4. On the **Member Details** page, you will see the **Position Title** field.
5. Enter the **Position Title** information along with the remaining member details as usual and click **Insert**.

Reporting Batch - Member Details

Back To: [Member List](#) | [Batch](#)

Batch: Report End Date: 4/30/2025

Member Detail

+

Pay Periods

+

Salary

+

Contributions

+

Demographics

Address
+

Phone
+

Email
+

Member Details

First Name:

Middle Name:

Last Name:

Name Prefix:

Name Suffix:

Position Title:

SSN:

Gender:

Birth Date:

Marital Status:

Hire Date:

Participation Begin Date:

Termination Date:

Termination Reason:

New Hire:

Re-Hire:

Death Date:

Death Type:

Reporting Batch - Member Details

Back To: [Member List](#) | [Batch](#)

Batch: Report End Date: 4/30/2025

Member Detail

Amanda J Smith

Position Title: Manager II

SSN: 000110000

Gender: Female

Birth Date: 9/5/1954

Marital Status: Married

Death Date:

Death Type:

Hire Date: 5/16/2025

Participation Begin Date: 5/16/2025

Termination Date:

Termination Reason:

New Hire: Yes

Re-hire: No

Updating an Existing Member:

1. After the batch is submitted, click the **Employer Reporting** tile in DRS.
2. Select **View Members**.
3. Find the member you want to update and click the **Detail** link to the left to their name.

Reporting Batch - Members

Batch To: Batch

Members for Batch # [redacted] (Submitted) ▼

	Name	SSN	Position Title	Status
Detail Delete	[redacted]	***-**-****		Submitted
Detail Delete	[redacted]	***-**-****		Submitted
Detail Delete	[redacted]	***-**-****		Submitted
Detail Delete	[redacted]	***-**-****		Submitted
Detail Delete	[redacted]	***-**-****		Submitted
Detail Delete	[redacted]	***-**-0000	Manager II	Submitted
Detail Delete	[redacted]	***-**-****		Submitted
Detail Delete	[redacted]	***-**-1212	Admin I	Submitted

4. On the **Member Details** page, you will see the **Position Title** field.
5. Enter the **Position Title** information along with the remaining member details as usual and click **Update**.

Member Details

First Name: [redacted]

Middle Name: [redacted]

Last Name: [redacted]

Name Prefix: [redacted]

Name Suffix: [redacted]

Position Title: Admin I

SSN: [redacted] 1212

Gender: Female ▼

Birth Date: 2/12/1995 [calendar icon]

Marital Status: Married ▼

Hire Date: 3/25/2024 [calendar icon]

Participation Begin Date: 3/25/2024 [calendar icon]

Termination Date: [calendar icon]

Termination Reason: ▼

New Hire:

Re-Hire:

Death Date: [calendar icon]

Death Type: ▼

Update Delete Cancel