

Reconciliation Reports

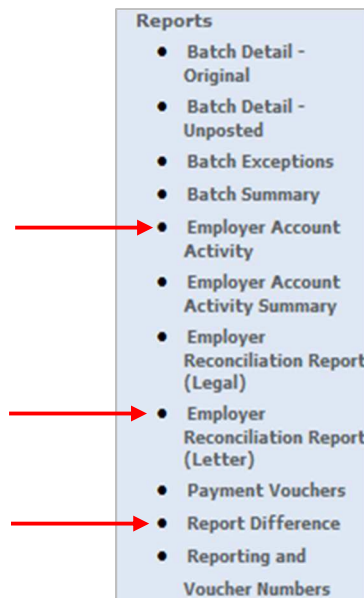
When an employer submits a reporting file, free of exceptions, the file will “post,” or be accepted by the Data Reporting System (DRS). The next step in the reporting process is to submit contribution payments via payment voucher.

Note: For instructions on how to complete a payment voucher, see:

https://www.nhrs.org/docs/default-source/employer-education/how-to-enter-a-payment-voucher---updated-2_19.pdf

Some employers may not be aware that there are reports available in the DRS to help ensure that the correct contribution amount is sent to NHRS.

1. To view these reports, log into the **Employer Reporting** module of the DRS.
 - a. **Note:** For instructions on logging into the DRS, see:
https://www.nhrs.org/docs/default-source/default-document-library/logging-into-drs-user-guide-2_2019.pdf
2. Locate the **Reports** section of the menu on the left-hand side of the screen. In this section, you will see a list of reports. The three that we will focus on are:
 - a. Employer Account Activity report
 - b. Employer Reconciliation report
 - c. Report Difference report



Employer Account Activity Report


Run Date : 02/22/2019

Run Time : 10:12 AM

NH Retirement System Employer Account Activity

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Batch ID = 88640 - 02/15/2019 Record Type = Receivable, Sort by Batch ID

Fiscal Year	Date	Batch Number	Voucher Number	Check Number	Plan	Record Type	Receivable Type	Contribution Type	Amount	Status
2019	01/31/2019	88640			Employee - P. Subdivision	Receivable	Contributions	Employer Current	\$ 4,350.74	Posted
2019	01/31/2019	88640			Employee - P. Subdivision	Receivable	Contributions	Employer Medical Subsidy	\$ 117.80	Posted
2019	01/31/2019	88640			Employee - P. Subdivision	Receivable	Contributions	Employee Current	\$ 2,748.66	Posted
2019	01/31/2019	88640			Fire - P. Subdivision	Receivable	Contributions	Employer Current	\$ 2,470.11	Posted
2019	01/31/2019	88640			Fire - P. Subdivision	Receivable	Contributions	Employer Medical Subsidy	\$ 364.43	Posted
2019	01/31/2019	88640			Fire - P. Subdivision	Receivable	Contributions	Employee Current	\$ 1,048.84	Posted
2019	01/31/2019	88640			Police - P. Subdivision	Receivable	Contributions	Employer Current	\$ 15,823.55	Posted
2019	01/31/2019	88640			Police - P. Subdivision	Receivable	Contributions	Employer Medical Subsidy	\$ 2,561.25	Posted
2019	01/31/2019	88640			Police - P. Subdivision	Receivable	Contributions	Employee Current	\$ 7,215.25	Posted
 Transaction Total:									\$ 36,700.63	

This report shows the total contributions based on the batch that posted (receivable). The amount listed under **Transaction Total** should match what you were expecting to pay.

If the amount listed is what you were expecting to pay, you may submit your contributions, due by the 25th of each month or the following business day if the 25th falls on a weekend or holiday.

If the amount listed is not what you were expecting to pay, review the **Employer Reconciliation report** and the **Report Difference report** (below) which can assist you in identifying discrepancies.

Note: The DRS accepts payment discrepancies of \$10 above or below the amount owed.

Employer Reconciliation Report

Run Date : 02/22/2019
Run Time : 10:21 AM

NH Retirement System Employer Reconciliation Report

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Sort by Member Name

Batch 88640 - 02/15/2019

Member Name	SSN	Plan	Pay Period		Paid Date	Contribution Type	Base	COB	ESDP	Total	Employee	Pension Amount	Medical Subsidy	Employer Total
			From Date	To Date										
		Police - P. Subdivision								Vested by 12/31/2011: NO		Hired on or after 7/1/2011: YES		
			12/23/2018	01/05/2019	01/09/2019	EE Current	\$1,725.29	\$5,460.69	\$0.00	\$7,185.98	\$829.98	\$1,820.21	\$294.83	\$2,114.84
			01/06/2019	01/19/2019	01/23/2019	EE Current	\$1,859.85	\$0.00	\$0.00	\$1,859.85	\$214.81	\$471.10	\$78.25	\$547.35
							\$3,585.14	\$5,460.69	\$0.00	\$9,045.83	\$1,044.79	\$2,291.31	\$370.88	\$2,662.19
		Police - P. Subdivision								Vested by 12/31/2011: NO		Hired on or after 7/1/2011: NO		
			12/23/2018	01/05/2019	01/09/2019	EE Current	\$2,293.28	\$825.87	\$0.00	\$3,119.15	\$360.26	\$790.08	\$127.89	\$917.97
			01/06/2019	01/19/2019	01/23/2019	EE Current	\$2,080.30	\$916.15	\$0.00	\$2,996.45	\$348.09	\$759.00	\$122.85	\$881.85
							\$4,373.58	\$1,742.02	\$0.00	\$6,115.60	\$706.35	\$1,549.08	\$250.74	\$1,799.82
		Police - P. Subdivision								Vested by 12/31/2011: NO		Hired on or after 7/1/2011: NO		
			12/23/2018	01/05/2019	01/09/2019	EE Current	\$2,134.52	\$1,388.00	\$0.00	\$3,522.52	\$406.85	\$892.25	\$144.42	\$1,036.67
			01/06/2019	01/19/2019	01/23/2019	EE Current	\$2,302.90	\$715.36	\$0.00	\$3,018.26	\$348.61	\$764.53	\$123.75	\$888.28
							\$4,437.42	\$2,103.36	\$0.00	\$6,540.78	\$755.46	\$1,656.78	\$268.17	\$1,924.95
		Police - P. Subdivision								Vested by 12/31/2011: YES		Hired on or after 7/1/2011: NO		
			12/23/2018	01/05/2019	01/09/2019	EE Current	\$2,819.45	\$0.00	\$180.00	\$2,999.45	\$348.44	\$759.76	\$122.98	\$882.74
			01/06/2019	01/19/2019	01/23/2019	EE Current	\$2,880.49	\$0.00	\$420.00	\$3,300.49	\$381.21	\$836.01	\$135.32	\$971.33
							\$5,699.94	\$0.00	\$600.00	\$6,299.94	\$727.65	\$1,595.77	\$258.30	\$1,854.07
		Employee - P. Subdivision								Vested by 12/31/2011: YES		Hired on or after 7/1/2011: NO		
			12/23/2018	01/05/2019	01/09/2019	EE Current	\$2,205.60	\$0.00	\$0.00	\$2,205.60	\$154.39	\$244.38	\$8.82	\$251.00
			01/06/2019	01/19/2019	01/23/2019	EE Current	\$1,902.40	\$0.00	\$0.00	\$1,902.40	\$133.17	\$210.79	\$5.71	\$216.50
							\$4,108.00	\$0.00	\$0.00	\$4,108.00	\$287.56	\$455.17	\$12.33	\$467.50
		Employee - P. Subdivision								Vested by 12/31/2011: YES		Hired on or after 7/1/2011: NO		
			12/23/2018	01/05/2019	01/09/2019	EE Current	\$2,490.58	\$0.00	\$0.00	\$2,490.58	\$174.34	\$275.98	\$7.47	\$283.43
			01/06/2019	01/19/2019	01/23/2019	EE Current	\$2,490.58	\$0.00	\$0.00	\$2,490.58	\$174.34	\$275.98	\$7.47	\$283.43
							\$4,981.16	\$0.00	\$0.00	\$4,981.16	\$348.68	\$551.92	\$14.94	\$566.86
		Employee - P. Subdivision								Vested by 12/31/2011: NO		Hired on or after 7/1/2011: NO		
			12/23/2018	01/05/2019	01/09/2019	EE Current	\$1,339.31	\$0.00	\$0.00	\$1,339.31	\$93.75	\$148.40	\$4.02	\$152.42
			01/06/2019	01/19/2019	01/23/2019	EE Current	\$1,611.20	\$0.00	\$0.00	\$1,611.20	\$112.78	\$178.52	\$4.83	\$183.35
							\$2,950.51	\$0.00	\$0.00	\$2,950.51	\$206.53	\$326.92	\$8.85	\$335.77
		Fire - P. Subdivision								Vested by 12/31/2011: NO		Hired on or after 7/1/2011: NO		
			12/23/2018	01/05/2019	01/09/2019	EE Current	\$1,900.80	\$0.00	\$0.00	\$1,900.80	\$224.29	\$528.23	\$77.93	\$606.16
			01/06/2019	01/19/2019	01/23/2019	EE Current	\$1,900.80	\$178.20	\$0.00	\$2,079.00	\$245.32	\$577.75	\$85.24	\$682.99

This report shows the batch broken down by pay period, by employee. What is shown in this report should agree with your payroll reports.

Note: Since the batch already posted, you will not be able to make any edits to the record. If you notice any discrepancies, please notify NHRS so we can update the member record and adjust the employer receivable accordingly.

Report Difference

Run Date : 02/22/2019
Run Time : 10:19 AM

NH Retirement System Report Difference Detail

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Batch 88784 - 02/15/2019 / Sort by Name

Contribution Type: Additional Annuity

Original Amount Reported:	0.00
Net Change:	0.00
Receivable Adjustments:	0.00
Amount Due:	\$ 0.00
Total Paid:	0.00
Previous Refunds:	0.00
Balance Due/(Owed):	\$ 0.00

Contribution Type: Employee Current

Original Amount Reported:	64,085.14
Net Change:	0.00
Receivable Adjustments:	0.00
Amount Due:	\$ 64,085.14
Total Paid:	0.00
Previous Refunds:	0.00
Balance Due/(Owed):	\$ 64,085.14

Member Name SSN	PPD #	Plan Before Plan After	Base Before Base After	Comp Over Base Before Comp Over Base After	Extra & Special Duty Before Extra & Special Duty After	Employee Contributions Before Employee Contributions After
[REDACTED]	201901	Employee - P. Subdivision	288.80 0.00	0.00 0.00	0.00 0.00	(9.94) 0.00
		Difference:	(288.80)	0.00	0.00	9.94
	201901	Employee - P. Subdivision	142.00 0.00	0.00 0.00	0.00 0.00	9.94 0.00
		Difference:	(142.00)	0.00	0.00	(9.94)
Net Change: \$ 0.00		Totals Before:	\$ 430.80	\$ 0.00	\$ 0.00	\$ 0.00
		Totals After:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

This report shows corrections that were made during the exception clearing process. It displays what the data was when it was originally submitted, and then what it was after clearing exceptions.

The amount in your system may differ from the amount NHRS is asking for because of changes made during the exceptions process.

Note: This report only shows changes made that affect wages and contributions.

Additional Information

Please note that to avoid penalties, member reporting files are due to NHRS by the 15th of each month. Employer contribution payments are due by the 25th of each month.

For questions about employer reporting and reconciliation, please call (603) 410-3532 or email exceptions@nhrs.org.