Reporting Corrected Wages

The integrity of the data the New Hampshire Retirement System (NHRS, the retirement system) receives from its employers is crucial to our ability to effectively administer retirement benefits.

In cases where an employer incorrectly reports earnable compensation paid to a member, or reports pay types incorrectly for members not vested prior to 1/1/12 (for example: reporting overtime as base pay instead of compensation over base pay), the record must be corrected.

When an employer compliance audit finds that wage information was reported incorrectly, employers must **submit corrected data** to NHRS via a file upload to the NHRS Data Reporting System (DRS).

Files can be created either by **web entry** in the DRS, or as a **fixed-length file** generated directly from the employer's payroll system.

These instructions will show employers how to re-upload the correct information to replace the incorrect file.

This document is divided into different sections with separate instructions for each:
- **Web entry using the DRS** – page 2
- **Generating a completed file** – page 2
- **Submitting a completed file** – page 4
- **Fixed-length files** – page 5
- **Troubleshooting** – page 6

Notes:
– Corrections **should not** be submitted as part of the monthly employer reporting process.

– Employers may submit one correction file for each audit observation. Please **do not** include corrections for multiple observations in a single file.

– All corrections for incorrectly reported pay types should be processed before submitting corrections that result in a refund of contributions.

Web entry using the DRS

1. Log into the DRS. In the menu on the left-hand side of the screen, find the "Wage Correction" section and select **Create Wage Correction Input File**.
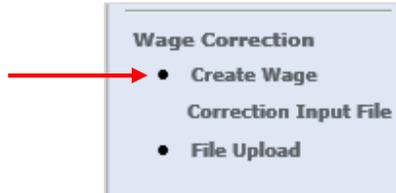
2. Enter the complete, corrected information in the appropriate fields. Click **Save**. A new line will appear below for the next entry. Repeat this step for each member in each pay period that needs to be corrected.
   a. If you are unsure of the correct batch number, you can review batch numbers going back to 2004. See **Troubleshooting** (page 6) for more information.
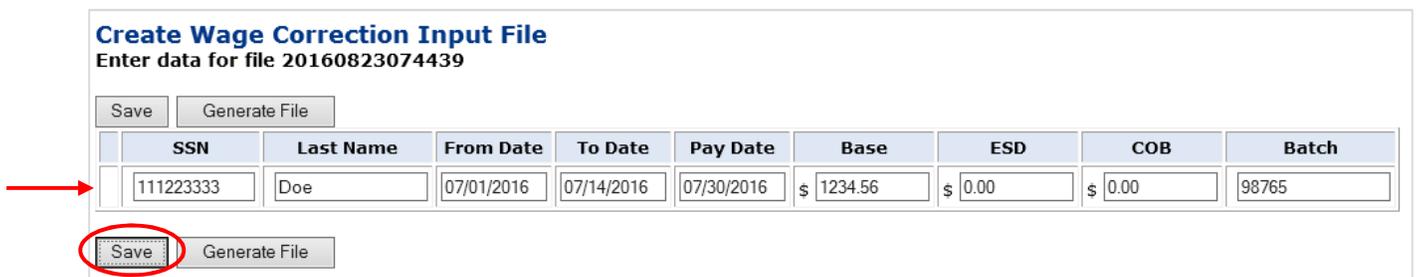
3. Once all the data has been entered, refer to the section titled **Generating a completed file** below.
   a. **Note:** If an employer has many corrections to make, they can save their entries and return to them at a later time.

Generating a completed file

1. Once all entries are complete, click **Generate File**.

2. Click **Yes** to generate the file.

Generate Wage Correction Input File Verify

Generate Wage Correction file? Click **Yes** to generate, **No** to cancel.

Yes   No

3. You will receive the message below.

Generate Wage Correction Input File Download

Wage Correction file will now be downloaded to your PC.

Please use the Wage Correction 'File Upload' link to submit this file.

4. The following pop-up will appear on your screen. Click **Save**, and make note of where you save the file on your computer.
Note: Depending on your computer system or web browser, this message may look different.

Do you want to open or save **WageCorrection_20160823135425.txt** (107 bytes) from **erstest.nhrs.org**?   Open   Save   ▼   Cancel   ×

5. Locate the file you just saved on your computer and **Rename** it using this very specific format:

    a. "**[Employer Name] Audit Observation [number]**"

        The number at the end corresponds to the audit observation number listed in the **Employer Compliance Audit Report** provided by NHRS.

        Example filenames for single observations:
        XYZ School District Audit Observation 1
        XYZ School District Audit Observation 2
        XYZ School District Audit Observation 5

        Note: If a file for a single observation is large and must be broken up into different parts, please include "Part [number]" at the end of the file name. For the last file, please write "FINAL". For example:

        XYZ School District Audit Observation 1 - Part 1
        XYZ School District Audit Observation 1 - Part 2 FINAL

    Instructions on how to rename a file are provided in the section titled **Troubleshooting**. This is an important part of correcting the reported wages that is often done incorrectly. **If you have any questions while renaming your file, please contact NHRS**.

6. Once the file has been renamed, refer to the section titled **Submitting a completed file** below.

Submitting a completed file

1. Log into the DRS. Under the "Wage Correction" heading, click **File Upload**.

   Wage Correction
   - Create Wage
     Correction Input File
   - File Upload

2. Click **Browse**.

   Wage Correction Upload File
   Select the location of the Wage Correction File to upload.

   Browse…

   Upload File

3. Locate the file you **saved and renamed** on your computer. Click **Open**.

   Choose File to Upload

   NHRS Audit Corrections   Search NHRS Audit Corrections

   Organize ▾   New folder

   Name ^   Date modified   Type
   XYZ School District Audit Correction 1   4/18/2017 2:30 PM   Text Docume

   File name: XYZ School District Audit Correctior   All Files (*.*)

   Open   Cancel

4. Click **Upload File**.

   Wage Correction Upload File
   Select the location of the Wage Correction File to upload.

   Browse…

   Upload File

5. The following message will appear indicating that your file was successfully uploaded.

Wage Correction File Upload Successful

WageCorrection_20160823072903.txt was successfully uploaded.

Return

6. If you have multiple files, repeat these steps until all files are uploaded.

Fixed-length files

As an alternative to web entry, some employers may be able to generate a **fixed-length file** from their payroll system. This method is easier for large numbers of corrected entries.

Listed below is the **file layout** for reporting corrected pay types, along with examples of the required data and file display. You may need to consult with your payroll vendor or IT staff to generate a fixed-length file with the correct layout. For more information, contact NHRS at (603) 410-3508 or DRSSupport@nhrs.org.

File layout

Field	Field Name	Description	Position	Length	Type
1	SSN	SSN with no dashes (123456789)	1	9	Character
2	LastName	Member's Last Name	10	30	Character
3	FromDate	Pay Period's From Date (MMDDYYYY)	40	8	Date
4	ToDate	Pay Period's To Date (MMDDYYYY)	48	8	Date
5	PayDate	Pay Period's Pay Date (MMDDYYYY)	56	8	Date
6	Base	Pay Period's BASE Pay (123456799 = $1,234,567.99)	64	(9,2)	Numeric
7	ESD	Pay Period's Extra/Special Duty Pay (123456799 = $1,234,567.99)	73	(9,2)	Numeric
8	COB	Pay Period's Comp Over Base Pay (123456799 = $1,234,567.99)	82	(9,2)	Numeric
9	Batch	Batch number	91	15	Character

Sample data
The example below shows the format that should be used in the file:

SSN = **111223333**, Last Name = **Smith**, FromDate=**09/06/2015**, ToDate = **09/19/2015**, PayDate = **09/21/2015**, Base **= $2,297.05**, ESD **= $0.00**, COB = **$1.99**, Batch# = **72130**

Sample display
The example below shows how the corrected data should appear in the fixed length file:

```
          10        20        30        40        50        60        70        80        90       100
111223333Smith··································090620150919201509212015000229705000000000000000019972130··········
```

Sample file name
You must **rename** the file using this very specific format:

"**[Employer Name] Audit Observation [number]**"

The number corresponds to the audit observation number listed in the **Employer Compliance Audit Report** provided by NHRS.

Example filenames for observations:
XYZ School District Audit Observation 1
XYZ School District Audit Observation 2
XYZ School District Audit Observation 5

Note: Instructions on how to rename a file are provided in the section titled **Troubleshooting**.
This is an important part of correcting reported wages that is often sent to NHRS incorrectly. **If you have any questions while renaming your file, please contact NHRS**.

Once the file is renamed and saved, refer to the section above titled **Submitting a completed file** (page four).


Troubleshooting

Return to entering data

If you cannot enter all the data in a single session, you can return to the file at a later date.

1. Log into the DRS and click **Create Wage Correction Input File** in the menu on the left-hand side of the screen.

2. The following page is displayed. It will list the File Number(s) you have been working on. Click on the **file number**.
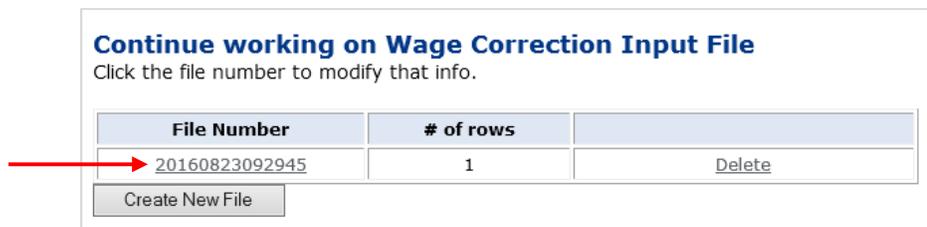
3. Refer to the **Web entry using the DRS** section above (page two), and find step number two. Continue following the steps from there.

Deleting a member record

1. If an entry is incorrect, it will need to be deleted. Click **Delete** to remove the incorrect entry.

Create Wage Correction Input File
Enter data for file 20160822075528

	SSN	Last Name	From Date	To Date	Pay Date	Base	ESD	COB	Batch
Delete	111-22-3333	Doe	01/01/2010	01/14/2010	01/31/2010	$ 1245.31	$ 0.00	$ 125.00	12345
						$ 0.00	$ 0.00	$ 0.00	

Save   Generate File

2. The following message will appear. Click **Yes** to delete the entry.

Delete Wage Correction Entry Verify

Delete entry record for Doe? Click **Yes** to delete, **No** to cancel.

Yes No

Deleting a file

1. Click **Create Wage Correction Input File** in the menu on the left-hand side of the screen.
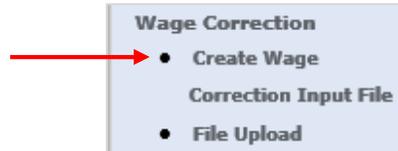
Wage Correction
- Create Wage Correction Input File
- File Upload

2. The following page is displayed. It will list the File Number(s) you have been working on. Click **Delete** on the row of the corresponding file number.

Continue working on Wage Correction Input File
Click the file number to modify that info.

| File Number	# of rows	
20160823092945	1	Delete

Create New File

3. The following message will appear. Click **Yes** to delete.

Delete Wage Correction Entry File Data Verify

Delete Wage Correction Entry File Data 20160823092945? Click **Yes** to delete, **No** to cancel.

Yes No

Renaming a file

1. Right click on the file and select **Rename**.

Please note: the drop down list may be different based on the operating system used.
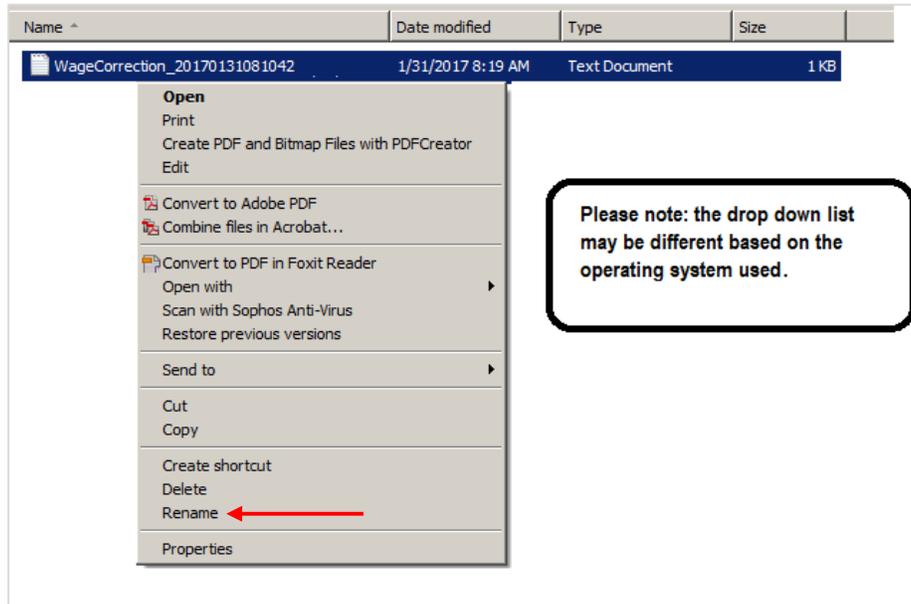
2. Type the new name in and click the **Enter key** on your keyboard.
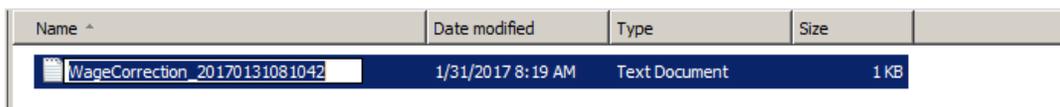
Reviewing old batch numbers

If you need to review an old batch number, you can do so by viewing a report in the DRS.

1. Find the **Reporting and Voucher Numbers** report in the "Reports" section of the menu.

- Payment Vouchers
- Report Difference
- Reporting and Voucher Numbers
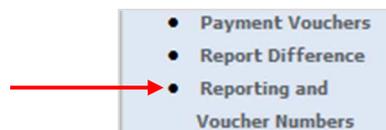
2. The current NHRS fiscal year is pre-filled. Enter the **fiscal year** for the year you are working on. Click **Run Report**.

ERS Reporting and Voucher Number Listing

Fiscal Year: 2010

Run Report

3. The batch numbers for that fiscal year will be listed.

Reporting Batches

Batch Number	Due Date	Active?	Batch Type	Received Date	Status	Status Date
35802	08/15/2009	True	Scheduled	08/11/2009	Balanced	08/11/2009
35803	09/15/2009	True	Scheduled	09/02/2009	Balanced	09/02/2009
35804	10/15/2009	True	Scheduled	10/05/2009	Balanced	10/05/2009
35805	11/15/2009	True	Scheduled	10/27/2009	Balanced	10/29/2009
35806	12/15/2009	True	Scheduled	12/02/2009	Balanced	12/07/2009
35807	01/15/2010	True	Scheduled	01/05/2010	Balanced	01/07/2010
35808	02/15/2010	True	Scheduled	01/26/2010	Balanced	01/26/2010
35809	03/15/2010	True	Scheduled	03/03/2010	Balanced	03/03/2010
35810	04/15/2010	True	Scheduled	03/24/2010	Balanced	03/24/2010
35811	05/15/2010	True	Scheduled	04/23/2010	Balanced	04/28/2010
35812	06/15/2010	True	Scheduled	05/24/2010	Balanced	05/25/2010
35813	07/15/2010	True	Scheduled	06/30/2010	Balanced	07/01/2010