

## Reporting Prior School Year Contracts

This guide will walk you through updating teacher contract periods to ensure wages are associated with the correct school year. Updates can be made either through your reporting file or via DRS Web Entry.

**Important Note:** You will only be able to select the previous contract period or the current contract period.

**For File-Based Reporting:** You can report contract dates within the file for the current contract period or the prior contract period only. Earlier contract periods will not be available or supported.

See [Reporting by File Upload](#) for more detailed information on file upload processing.

```
<ContractInformation  
ContractBeginDate="2023-07-01"  
ContractEndDate="2024-06-30"  
ContractSalary="60547.00"  
PayPeriodFrequency="26"  
JobShareFlag="0"  
ApplyToSubsequentPayPeriodsFlag="0"  
>
```

**Web Entry Instructions:**

1. Go to: [DRS Login](#)
2. Follow the [Copy from Prior Process](#) and submit the batch

Teacher Contract Periods can be updated either before a batch has been submitted or while correcting exceptions

**Updating Contract Periods via Batch Maintenance**

1. In the left menu, select **Batch Maintenance** under **Employer Reporting**



2. On the **Batch Maintenance** screen, select **View** for the batch to update

3. Select **View Members**

Batch Maintenance

Employer Reporting Batches

**Batch Detail**

[View](#)

**Batch Number:** [redacted]  
**Type:** Scheduled  
**Batch Reason:** Regular  
**Current Status:** Corrected [History](#)  
**Fiscal Year:** 2025  
**Due Date:** 7/15/2025  
**Received Date:** 7/8/2025  
**Report End Date:** 7/16/2025  
**Member Count:** 15  
**Total Salary Amount:** \$60,175.10  
**Identify Non-Reporters:** True  
**Include Demographics:** True  
**Voucher Number:** [redacted]  
**Trial Ran:** True  
**Submitted for Posting:** False  
**Waiting for Contracts:** False

**View Members**

**View Pay Periods**

**View Contributions Summary**

**Correct Exceptions**

Batch Maintenance

Employer Reporting Batches

	Batch Number	Type	Status	Reason	Status Date	Fiscal Year
<a href="#">View</a> Edit Delete	[redacted]	Scheduled	Corrected	Regular	7/8/2025	2025
<a href="#">View</a> Edit Delete	[redacted]	Scheduled	Balanced	Regular	6/17/2025	2025
<a href="#">View</a> Edit Delete	[redacted]	Scheduled	Balanced	Regular	5/16/2025	2025
<a href="#">View</a> Edit Delete	[redacted]	Scheduled	Balanced	Regular	4/7/2025	2025
<a href="#">View</a> Edit Delete	[redacted]	Scheduled	Balanced	Regular	3/18/2025	2025
<a href="#">View</a> Edit Delete	[redacted]	Scheduled	Balanced	Regular	2/12/2025	2025
<a href="#">View</a> Edit Delete	[redacted]	Scheduled	Balanced	Regular	2/6/2025	2025
<a href="#">View</a> Edit Delete	[redacted]	Scheduled	Balanced	Regular	2/4/2025	2025
<a href="#">View</a> Edit Delete	[redacted]	Scheduled	Balanced	Regular	12/26/2024	2025
<a href="#">View</a> Edit Delete	[redacted]	Scheduled	Balanced	Regular	11/25/2024	2025

Total 28 Pages 1 2 3 4 5 6 7 8 9 10 ...



5. Under **Salary Details** you will see the **Teacher Contract Period** drop down
6. Select the correct **Teacher Contract Period**
7. Select **Update**

Edit Current   Originally Reported   Last Posted

●   ●   ●

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### Salary Details

Pay Period: 26 (5/31/2025 - 6/13/2025) ▼

Salary Pay Item: Base Pay ▼

Salary Amount: 1939.46

Teacher Contract Period: SD 7/1/2023 - 6/30/2024 ▼

Contract Variance Reason: SD 7/1/2025 - 6/30/2026  
SD 7/1/2023 - 6/30/2024 ▼

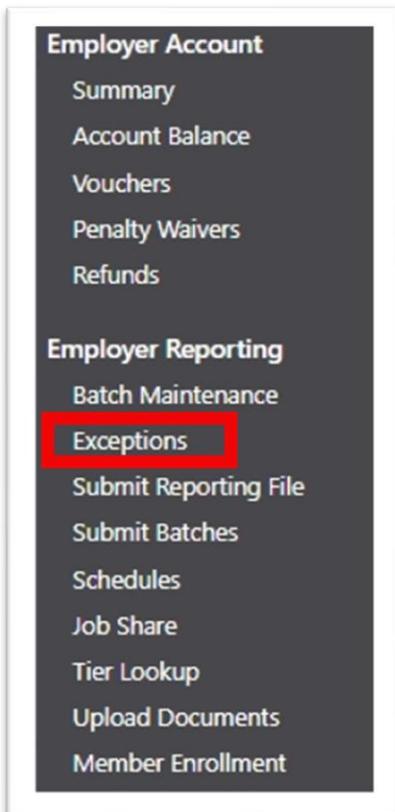
→ Update   Delete   Cancel

## Correcting Salary Exceptions

**Exception Notifications:** Once a batch is submitted, if there are any exceptions, you will receive a notification in Employer Communications and, if configured, you will also receive an email notification.

### To Correct Exceptions:

1. Go to: [DRS Login](#)
2. In the left menu, select **Exceptions** under **Employer Reporting** OR you can manage through **Batch Maintenance** (see previous instructions)



3. On the **Reporting Exceptions** screen select **Review** on the member that needs correction/updates

The screenshot shows the 'Employer Reporting' interface. On the left is a navigation menu with sections for 'Employer Account' (Summary, Account Balance, Vouchers, Penalty Waivers, Refunds) and 'Employer Reporting' (Batch Maintenance, Exceptions, Submit Reporting File, Submit Batches, Schedules, Job Share, Tier Lookup, Upload Documents, Member Enrollment). The main area is titled 'Exceptions' and contains a 'Reporting Exceptions' table. The table has columns for a checkbox, Member Name, SSN, and Batch Number. Three rows are visible, each with a 'Review' link and a 'Delete' link. The 'Review' link in the first row is highlighted with a red box. Below the table are buttons for 'Review Selected', 'Mark Corrected', and 'Mark In Error'.

4. Select the correct **Teacher Contract Period** in the drop down

The screenshot shows the 'Reporting Batch - Member Details' screen. At the top, there are tabs for 'Pay Period (PP 25)' and 'Salary (PP 25)', both of which are highlighted with red boxes. Below these tabs are two error messages: 'Contract information is required.' and 'Teacher Contract Period is required.'. The 'Exception Status' is set to 'In Error'. The main content area is divided into several sections: 'Member Detail' (Position Title, SSN, Gender, Birth Date, Marital Status, Death Date, Hire Date, Participation Begin Date, Termination Date, Termination Reason, New Hire, Re-hire), 'Pay Periods (1)' (Pay Period 26 and Pay Period 25), 'Salary (1)' (Base Pay, Pay Period, Salary), 'Contributions' (Employee Current, Pay Period, Pre-Tax), and 'Contract Information' (Contract Details, Pay Period, Begin Date). On the right side, there is a 'Salary Details' form, which is highlighted with a red box. This form includes fields for 'Pay Period' (25 (5/17/2025 - 5/30/2025)), 'Salary Pay Item' (Base Pay), 'Salary Amount' (1939.46), 'Teacher Contract Period' (SD 7/1/2024 - 6/30/2025), and 'Contract Variance Reason'. At the bottom of the form are 'Update', 'Delete', and 'Cancel' buttons.

5. Select **Update** to save changes

The screenshot shows a web form titled "Salary Details" with three tabs: "Edit Current", "Originally Reported", and "Last Posted". The "Edit Current" tab is active. The form contains the following fields:

- Pay Period: 25 (5/17/2025 - 5/30/2025)
- Salary Pay Item: Base Pay
- Salary Amount: 1939.46
- Teacher Contract Period: SD 7/1/2024 - 6/30/2025
- Contract Variance Reason: SD 7/1/2024 - 6/30/2025

At the bottom of the form, there are three buttons: "Update", "Delete", and "Cancel". A red arrow points to the "Update" button.

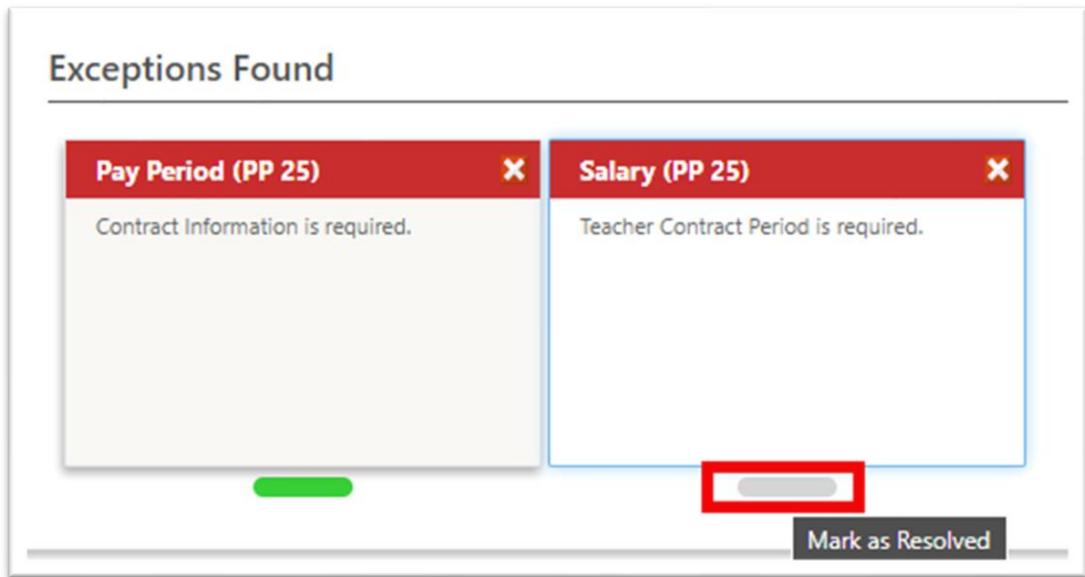
6. **Clearing Exceptions:** After selecting the correct contract information, any other exceptions must be marked cleared using one of these methods:

- o **Method 1:** Click on the dropdown box next to **Exception Status** and select **Corrected**. This method will change the status on all exception cards at the same time.

The screenshot shows a web page titled "Reporting Batch - Member Details" with a "Back To: Exceptions List" link. The "Exceptions Found" section contains two exception cards and an "Exception Status" dropdown menu.

Pay Period (PP 25)	Pay Period (PP 25)	Exception Status:
The allowable salary variance percentage between this pay period and the prior reported pay period for the variance category of Annual Base Salary has been exceeded or the participation date is incorrect. The allowed variance for this employer and variance category is defined as 5.00%.	Salary variance has been exceeded for Annual Base Salary. The salary must be corrected or a Salary Variance Reason selected.	In Error
		In Error
		Corrected

- o **Method 2:** Click on the elongated oval shape underneath the exception card. This marks the exception as resolved and it turns green



- o **Method 3:** Return to the exception screen, in the left menu, under employer reporting, check the box next to the exception, and click **Mark Corrected** at the bottom of the page
- o See [Clearing Exceptions in DRS](#) for more detailed information

Exceptions

Reporting Exceptions

<input checked="" type="checkbox"/>	Member Name	SSN	Batch Number	Exception Status	Date	Override Warnings	Exception Types
<input checked="" type="checkbox"/> <a href="#">Review Delete</a>		***..**		In Error	7/8/2025	No	<input checked="" type="checkbox"/> Pay Period Error <input checked="" type="checkbox"/> Salary Error
<input checked="" type="checkbox"/> <a href="#">Review Delete</a>		***..**		Corrected	7/8/2025	No	<input type="checkbox"/> Member Warning <input type="checkbox"/> Pay Period Warning <input checked="" type="checkbox"/> Pay Period Error
<input checked="" type="checkbox"/> <a href="#">Review Delete</a>		***..**		Corrected	7/8/2025	No	<input type="checkbox"/> Member Warning <input type="checkbox"/> Pay Period Warning <input checked="" type="checkbox"/> Pay Period Error

Multiple Record Update Options:

## Exceptions

! • Member status(es) marked as Corrected successfully.

### Reporting Exceptions

<input type="checkbox"/>		<u>Member Name</u>	<u>SSN</u>	<u>Batch Number</u>	<u>Exception Status</u>
<input type="checkbox"/>	<a href="#">Review Delete</a>		***_**		Corrected
<input type="checkbox"/>	<a href="#">Review Delete</a>		***_**.		Corrected
<input type="checkbox"/>	<a href="#">Review Delete</a>		***_**		Corrected

**Important:** Once all exceptions are cleared, the batch will be in a corrected status and picked up through a processing job in DRS.

## **FREQUENTLY ASKED QUESTIONS**

### **What if I have a contract two years or more back? Can I submit that?**

- Not through this process. Please reach out to your NHRS relationship manager for assistance.

### **Can I report two contracts for one pay period?**

- Yes, you can do this when reporting multiple payments using the same period. See instructions for reporting multiple payments here: <https://www.nhrs.org/docs/default-source/employer-education/multiple-payments.pdf>

### **The contract is missing or shows incorrectly from the prior year. What do I do?**

- Please reach out to your NHRS relationship manager for support.

### **What if only a portion of the member's salary is for the prior contract period?**

- Please reach out to your NHRS relationship manager for support.

### **Who can I contact for help?**

- Each employer is assigned to a specific NHRS relationship manager, who is your primary point of contact. Your representative is listed in the Associations section on your DRS account summary page. If your representative is unavailable, you can call our contact center at (603) 410-3500 to report your issue.