

Handling Summer Wages in the Data Reporting System

This guide outlines how to manage **Summer Wages** using the New Hampshire Retirement System's (NHRS) Data Reporting System (DRS). These features help ensure accurate salary variance processing for full-time 10-month (FT-10) employees, particularly teachers, during the summer months.

Summer Wages Checkbox (FT-10 only)

The Summer Wages checkbox available in the DRS allows employers to flag specific pay periods as **Summer Wages**. This helps by:

- Designating summer compensation from regular contract pay
- Reducing non-reporter exceptions for FT-10 employees that have no compensation during summer months.

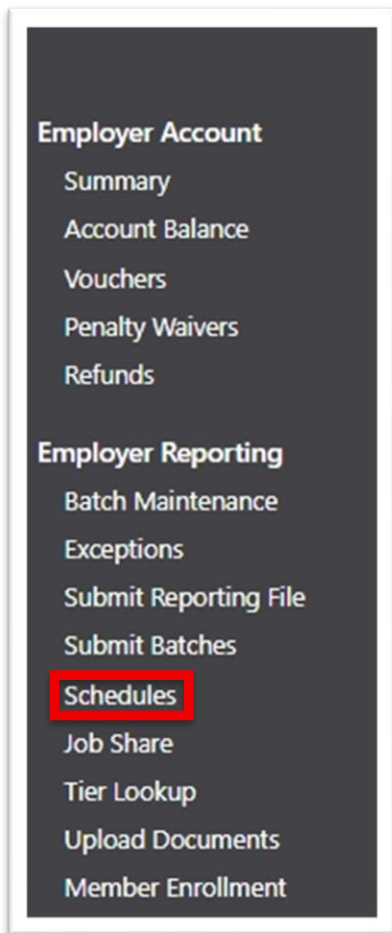
Summer Wages Salary Variance Review

During Summer Wages Pay periods, the system adjusts how salary variance is evaluated for FT-10 employees. These refinements help reduce exceptions while maintaining appropriate reviews.


Note: For the 2024/2025 Contract Period Only: NHRS has adjusted the Contract and Salary Variance parameters for this Contract Period to account for Balloon/Lump Sum payments for which the member's record may not reflect an accurate contract pay period frequency. See [Contract Pay Period Frequencies](#) for further information.


How to Update Summer Wages Schedules in the DRS


1. Go to [DRS Login](#).
2. In the left menu, select **Schedules** under **Employer Reporting**.



3. On the **Schedules** screen, stay on the Pay Periods tab.
4. Select **Edit** on the row where the pay period falls within summer months.
 - To change the reporting year, use the filter icon near **Employer Schedules**.
 - Include pay periods with no wages to prevent FT-10 members from being flagged as non-reporters.
 - **Do not** select the checkbox for the **Balloon Payment Pay Period**.

Employer Schedules 		
Pay Periods	Reporting Schedule	Payment Schedule
	Batch Number	Pay Period
Edit	142923	26
Edit	142923	25
Edit	142922	24
Edit	142922	23
Edit	142922	22
Edit	142921	21
Edit	142921	20
Edit	142920	19
Edit	142920	18
Edit	142919	17

Employer Schedules 

Fiscal Year: 2026 

Pay Period Frequency:

2026

2025

Apply

Clear

- Under **Edit Pay Periods Schedule**, check the **Summer Wages** box, then click **Update**.

Edit Pay Period Schedule

Edit Pay Period

Pay Period Frequency:

Bi Weekly

Batch Number:

142923

Pay Period:

26

Begin Date:

6/7/2026

End Date:

6/20/2026

Pay Date:

6/26/2026


Summer Wages Flag:

☐

Update

Cancel

- Return to the Schedule's dashboard, a yellow icon will appear in the pay periods grid next to the requested change, indicating the request has been submitted. Hover to view the message: *"There is a pending change awaiting approval for this record."*

Summer Wages Flag	
<input type="checkbox"/>	
<input type="checkbox"/>	<div>  <div>There is a pending change awaiting approval for this record.</div> </div>

They can also be viewed in the **Pending Pay Period Changes** section.

Pending Pay Period Changes							
	Batch Number	Pay Period	Begin Date	End Date	Pay Date	Original Pay Date	Summer Wages Flag
Edit Delete	142923	25	5/24/2026	6/6/2026	6/12/2026	6/12/2026	<input checked="" type="checkbox"/>

- Once submitted NHRS will get a notification that a pending schedule change has been made.
 - If approved, the checkbox will appear for the pay periods and become read-only.
 - If declined, it will disappear from the pending list, and NHRS will reach out to assist.

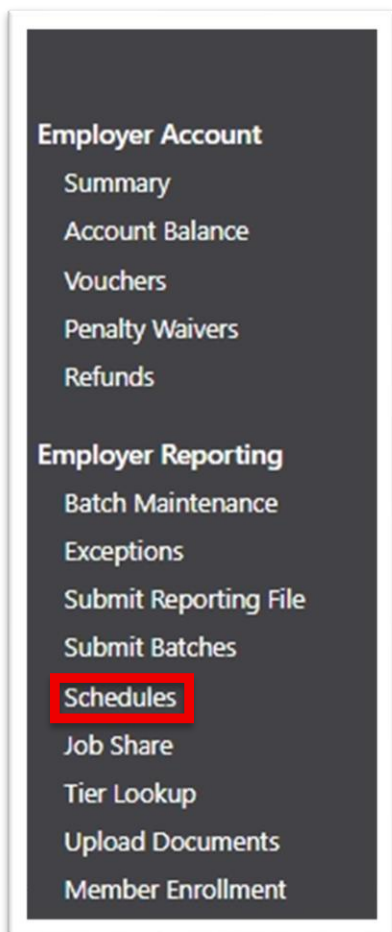
Schedules							
Employer Schedules							
Pay Periods	Reporting Schedule	Payment Schedule					
	Batch Number	Pay Period	Begin Date	End Date	Pay Date	Summer Wages Flag	
Edit	142923	26	6/7/2026	6/20/2026	6/26/2026	<input checked="" type="checkbox"/>	

EDITING OR DELETING SUMMER WAGES REQUESTS

Users will be able to update the request or delete the request before it's approved by NHRS. If approved and changes need to be made reach out to your NHRS Relationship Manager for assistance.

To update a pending request:

- Go to [DRS Login](#).
- In the left menu, select **Schedules** under **Employer Reporting**.



- On the **Schedules** screen, navigate to **Pending Changes**.
- Locate the pay period change click **Edit** to update the flag or pay date.

Pending Pay Period Changes							
	Batch Number	Pay Period	Begin Date	End Date	Pay Date	Original Pay Date	Summer Wages Flag
Edit Delete	142923	25	5/24/2026	6/6/2026	6/12/2026	6/12/2026	<input checked="" type="checkbox"/>

- Change the **Summer Wages Flag** or the **Pay Date**.

- Click **Update** to resubmit.
- The change will now be sent to NHRS for review and reflected in the **Pending Pay Period Changes** grid.

Edit Pay Period Schedule

Edit Pay Period

Pay Period Frequency: Bi Weekly

Batch Number: 142923

Pay Period: 26

Begin Date: 6/7/2026

End Date: 6/20/2026

Pay Date: 6/26/2026

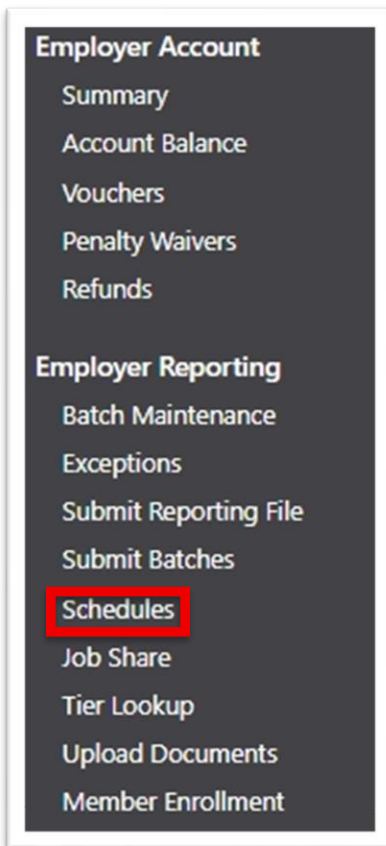
Summer Wages Flag: ☒

Update

Cancel

To delete a pending request:

- Go to [DRS Login](#).
- In the left menu, select **Schedules** under **Employer Reporting**.



- On the **Schedules** screen, navigate to **Pending Pay Period Changes**.

Pending Pay Period Changes							
	Batch Number	Pay Period	Begin Date	End Date	Pay Date	Original Pay Date	Summer Wages Flag
Edit Delete	142923	25	5/24/2026	6/6/2026	6/12/2026	6/12/2026	<input checked="" type="checkbox"/>

- Locate the **Pay Period** change click **Delete** on the **Edit** screen.
- Confirm the deletion or click **Cancel** to return.

Edit Pay Period Schedule

Edit Pay Period

Pay Period Frequency: Bi Weekly
Batch Number: 142923
Pay Period: 26
Begin Date: 6/7/2026
End Date: 6/20/2026
Pay Date: 6/26/2026

Are you sure you want to delete this record?

Delete Cancel

FREQUENTLY ASKED QUESTIONS

Do we check the Summer Wages box if no teachers are receiving pay in July?

Yes. If it falls within the summer months and your SAU typically has FT10 teachers, flagging the period prevents those members from being listed as non-reporters.

What if we make a mistake when checking the Summer Wages flag?

If the request hasn't been approved yet, you can edit or delete it in the Pending Pay Period Changes section.

Who can I contact for help?

Reach out to your NHRS Employer Reporting representative or use the contact information listed on the [NHRS Employer Resources page](#).