

Uploading a File to the Data Reporting System (DRS)

There are different ways employers can send their monthly wage and contribution data to NHRS. A common way, especially for larger employers, is by file upload.

Extracting and validating the payroll file

1. The first step in reporting via file upload is to extract the data file from your payroll system. Employers may submit XML, comma-delimited, or fixed-length files to the DRS.

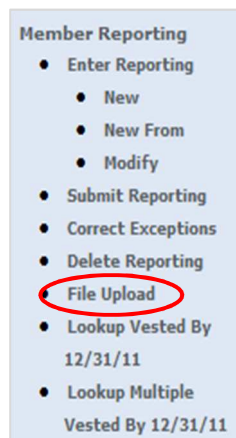
Note: NHRS recommends employers submit XML files, as these files can be validated prior to submitting to ensure that the file format is correct. Data validation is not available for submissions in the other file formats.

2. If submitting an XML file, validate the file using the **XML Schema Verification Application**, available on our [Employer Resources](#) page. Instructions on how to use the XML Schema Verification Application are available [here](#).

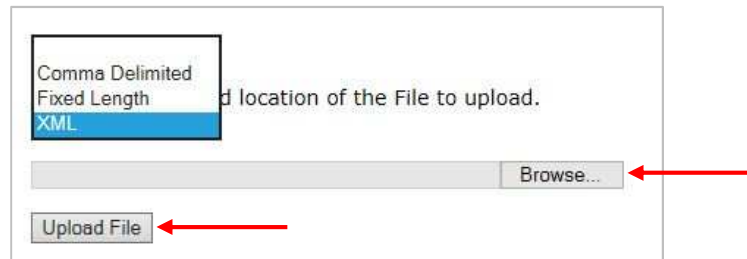
Note: This process does not alert employers to exceptions. It will alert employers to file format errors, such as a missing Social Security Number or an invalid birthdate.

Uploading the file

3. To submit the file, log into the DRS via the [DRS Quicklink](#).
 - a. Click [here](#) for a guide on how to log into the DRS.
4. Once logged in, click on **File Upload** in the Member Reporting section of the menu bar on the left-hand side of the screen.



- Click on the drop-down arrow and select the file type being uploaded. Click **Browse** and select the file from where it is saved on your computer, then click **Upload File**.



- Once the file has been uploaded, the DRS will go through **File Processing** and **File Edit**.
 - File processing is the process of validating the individual member records contained in the uploaded file. If the XML Schema Verification Application was used, the employer would have addressed issues with the file prior to submitting it, saving time in the process. File processing is done every three hours, on the hour (9 a.m., 12 p.m., 3 p.m., and 6 p.m.)
 - File edit is the process a file goes through after successfully completing file processing. The edit process identifies exceptions (errors) within the file that must be corrected. File edit is done every three hours, on the half-hour (9:30 a.m., 12:30 p.m., 3:30 p.m., and 6:30 p.m.)
- When the file is accepted (posts), employers will receive an email notification that posting is complete. Posting occurs once each day at 9 p.m.
- If errors are found within either of the two above processes, the employer is notified via email.
 - NHRS has created sets of instructions on how to clear the most common types of exceptions. These instructions are available on our [Employer Resources](#) page.
- If the file is rejected, employers will be notified via email. When the error(s) that caused the file to reject are corrected, the employer must re-submit the file. Common reasons a file may reject include:
 - Threshold Exceeded: 35% or more of the file had exceptions;
 - Batch Already Processed: The batch number was previously used and processed;
 - Invalid Data or Required Data is Missing: An employee in the file is missing information. (For file submissions in the XML format, this error would have been caught prior to submitting the file by using the Validation Tool).

For questions about uploading a file, or any part of the reporting process, please call (603) 410-3532 or email exceptions@nhrs.org.