Confirming Retiree Status

Employers have the option to search for one or more retirees by social security number (SSN) in the Data Reporting System (DRS). This is a useful tool for employers who are unsure if an employee is also an NHRS retiree.

1. To get started, click on the DRS Quicklink at the top of the <u>www.nhrs.org</u> homepage.



2. Click Authorized.

Note: For first-time use of the DRS, please contact NHRS DRS Support at (603) 410-3508 to request a login username and password, or fill out a DRS User Access Form available here: <u>https://www.nhrs.org/docs/default-source/employer-education/nhrs-drs-access-form.pdf</u>



3. Log in using your **username** and **password**.

Note: If you do not remember your password, you may reset it by clicking the **"Forgot your password?"** link.

Fund: NH Retirement System Username: Enclose Password: Enclose Login Enclose If you are having difficulties accessing the NHRS Data Reporting System, please contact. NHRS Employer Services Active Employee or HB342 Retiree Reporting issues: call 603-410-3674 or toil free at toil free at 1-877-600-0158 (ext. 3674) Insurance issues: call 603-410-3675 or toil free at 1-877-600-0158 (ext. 3675) Copyright 2017 by Levi, Ray & Shoup, Inc. All rights are reserved. This computer program is profested by copyright have and international transitsUnitabilities use the state and confidential information and is for use only by LBS personnel, its licenses, and subforded user. Unless you are an employed LB3. Is lensees, or a subforded user. Unless you are an ambridget on the program may be reproduced. Isamentibed, case there and on the wind in transition and is for use only by LBS personnel, its licenses and subforded user. Unless you are an employed LB3. Is lensees, or a subforded user. Unless you are an employed LB3. Is lensees, or a subforded user. Unless you are an employed LB3. Is lensees, or a subforded user. Unless you are an employed LB3. Is lensees, or a subforded user. Unless you are an employed LB3. Is lensees, or a subforded user. Unless you are an employed LB3. Is lensees, or a subforded user. Unless you are an employed LB3. Is lensees, or a subforded user. Is where in subformation and a torus only by LB3 personnel. Its licensees and subforded user. Why are ware with the providence provides of the only and the origin of the party as expression and the rule only and the set of subformation or subformation and provident personal or used to purunder as thater bastontan and the rule of this contand are subform	Data Reportin	g System Login
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4. Select the **Retiree Reporting** module.

Welcome	
NHRS Data Reporting System	
The NHRS Data Reporting System is for authorized participating employers of the New Han Retirement System and authorized insurance vendors (a vendor can be a participating emp a third-party health care administrator).	npshire bloyer or
If you are not an authorized participating employers or vendor, you are prohibited from be logged onto the NHRS Data Reporting System and should log off immediately. Violators wil prosecuted to the full extent of the law under US Code Title 18, Section 1030.	ing II be
The NHRS Data Reporting System contains three modules:	
Employer Reporting: Use this module to submit monthly wage and contribution data for ac members. For questions about employer reporting, call an Employer Services representativ (603) 410-3674.	tive ve at
Retiree Reporting: Employers use this module to report annual hour and compensation dat retired members pursuant to RSA 100-A:16, VII and to annually verify the "grandfathered" retirees in their employment on 1/1/19. For questions about retiree reporting, call an Empl Services Representative at (603) 410-3674. Note: Annual reporting of hours worked and compensation paid begins in 2020 when employers will report data for calendar year 2019.	a for ' status o oyer
Insurance Reporting: Use this module to submit or change insurance authorizations or upd insurance premium rates. For questions about insurance reporting, call a Medical Benefit representative at (603) 410-3675.	ate
Note: Employers or vendors only have access to the modules for which they are authorized	i.
NOTICE TO EMPLOYERS	
For information regarding password security and password login for the NHRS Data Report System, click on the following links: <u>Password Security</u>	ing
Employer Guide to Password Login	

5. Click Lookup NHRS Retiree.

	NHRS Data Reporting System
	Retiree Reporting
NHRS Retires Reporting Lookup NHRS Retires Lookup Multiple NHRS Retires Set 2018 Grandfathered Flag	Employers use this module to report annual hour and compensation data for retired members pursuant to 2SA 100-A:16, VII and to annually verify the "grandfathered" status of retirees in their employment on 1/1/19. For questions about retiree reporting, call an Employer Services Representative at (603) 410-3674. Note: Annual reporting of hours worked and compensation paid begins in 2020 when employers will report data for calendar year 2019.
Fund Options Select Employer Select Module Help Change Password Logout	

6. Enter the SSN and click Search.

Note: It is important to ensure the SSN is correctly entered.

Enter an SSN	
SSN:	
Search	

One of the following messages will appear:



Note: Retiree SSNs should be checked monthly to ensure that anyone who was not an NHRS retiree last month is not an NHRS retiree this month.

Employers also have the option to lookup multiple NHRS retirees

- 1. Input the SSNs you want to check into an Excel file formatted with one SSN per line and no spaces or dashes. Save this to your computer as a .TXT file. You may also create this same file using Notepad as long as it's saved as a .TXT file.
- 2. Click on Lookup Multiple NHRS Retirees.



3. Click Choose File and select the .TXT file from the location where it was saved.

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- 4. Once the file comes up, select Search.
- 5. When asked to open or save the report, click **Open.**
 - a. The report will show all names indicating whether the SSN <u>does</u> or <u>does not</u> match NHRS retired members. The report can also be saved for future reference or re-imported to Excel.