
Employer Education: Reporting

Glossary Terms

Data Reporting System (DRS): The DRS is an online portal for New Hampshire Retirement System (NHRS) participating employers that consists of three separate modules:

- The Employer Reporting module is used to report monthly wage and contribution data for active, full-time employees.
- The Retiree Reporting module is used to report hours worked and compensation paid to NHRS retirees who are on the payroll. This reporting is done annually.
- Employers and third-party administrators (TPAs) use the Insurance Reporting module to update insurance premiums and to submit insurance authorizations for their retirees.

The DRS is accessible from www.nhrs.org.

File: A collection of data stored in one unit, identified by a file name. Employers create and submit files to NHRS each month.

Batch: For NHRS purposes, this is a file that contains wage and contribution data for active members.

XML Schema: The structure used to define elements in an XML document. Think of this as the file format.

Validation Tool: A software application available on NHRS.org that allows employers to test whether their employer reporting XML file is properly formatted (valid) before submitting it.

File Processing: The process of validating the individual member records contained in a file uploaded to the DRS.

Edit: The process a file goes through after completing the validation process and successful file processing. The edit process identifies exceptions (errors) within the file that must be corrected.

Exception: An error in a file being submitted to NHRS. Exceptions must be corrected in order for the batch to post.

Notification: An automated email message sent to the address associated with an employer's account. Employers receive notifications during the file processing and edit stages if issues with the active member file are identified. Employers also receive a confirmation email when the file

is accepted and posted to the DRS. **Note:** Some employers use a group email in order for multiple users see these notifications. NHRS encourages this practice to ensure notifications are addressed in case of unexpected absences. If you are not certain where your notifications are sent, contact Chris Payeur at 410-3674.

Report: The DRS can generate various reports that provide information designed to help employers identify errors or validate information contained in the batches submitted to NHRS.

Record: Wage and contribution information associated with an individual member that is submitted in the monthly file.

Plan: Members are reported under the plan in which they are enrolled. The plans are: Employee – Political Subdivision; Employee – State; Teacher – Political Subdivision; Police – Political Subdivision; Police – State; Fire – Political Subdivision; Fire – State.