

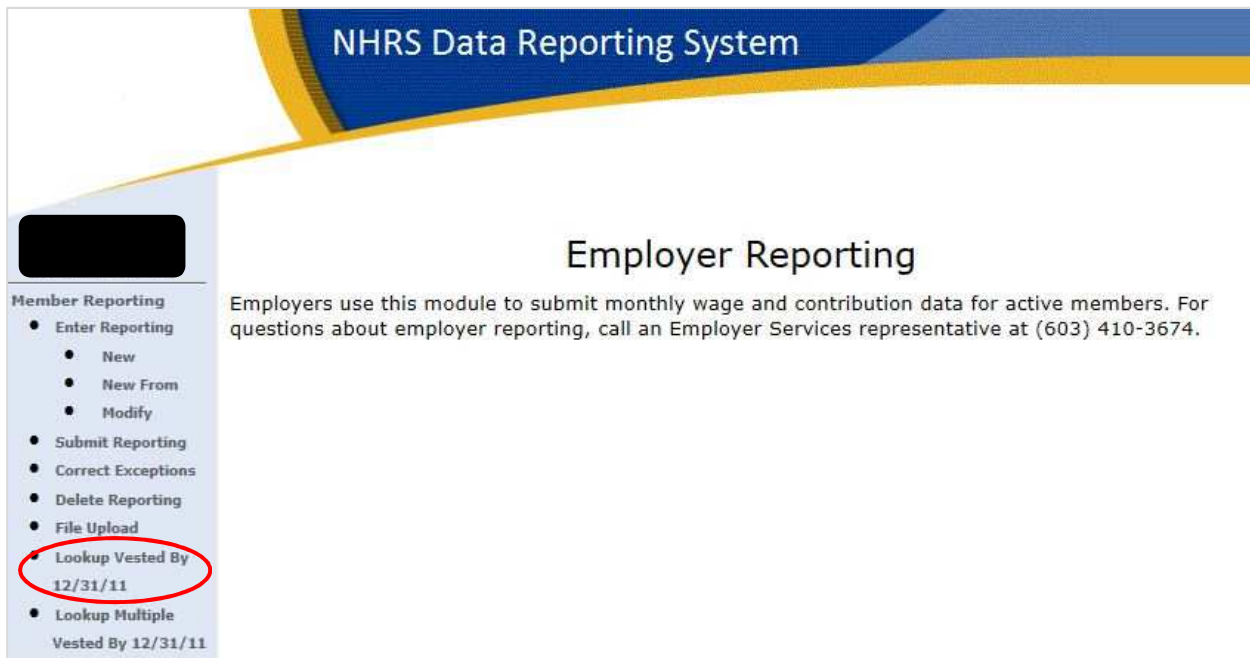
How to Lookup Vested Members

In 2011, the Legislature made a number of changes to the retirement system statute, including changes to the definition of Earnable Compensation that impact employer reporting. Most of these changes involve members who were not vested prior to January 1, 2012.

Employers are able to lookup a member's vested status as of December 31, 2011 in the Data Reporting System (DRS).

To lookup one member's vested status

1. Log into the Employer Reporting module of the DRS. In the menu bar on the left-hand side of the screen, select **Lookup Vested By 12/31/11**.



The screenshot displays the NHR Data Reporting System interface. At the top, a blue and yellow banner reads "NHR Data Reporting System". Below this, the main heading is "Employer Reporting". To the left is a vertical menu titled "Member Reporting" with the following items: "Enter Reporting" (with sub-items "New", "New From", "Modify"), "Submit Reporting", "Correct Exceptions", "Delete Reporting", "File Upload", "Lookup Vested By 12/31/11" (circled in red), and "Lookup Multiple Vested By 12/31/11". To the right of the menu, a text box states: "Employers use this module to submit monthly wage and contribution data for active members. For questions about employer reporting, call an Employer Services representative at (603) 410-3674."

2. Enter the member's Social Security Number (SSN).



Lookup Vested By 12/31/2011
Enter an SSN

SSN:

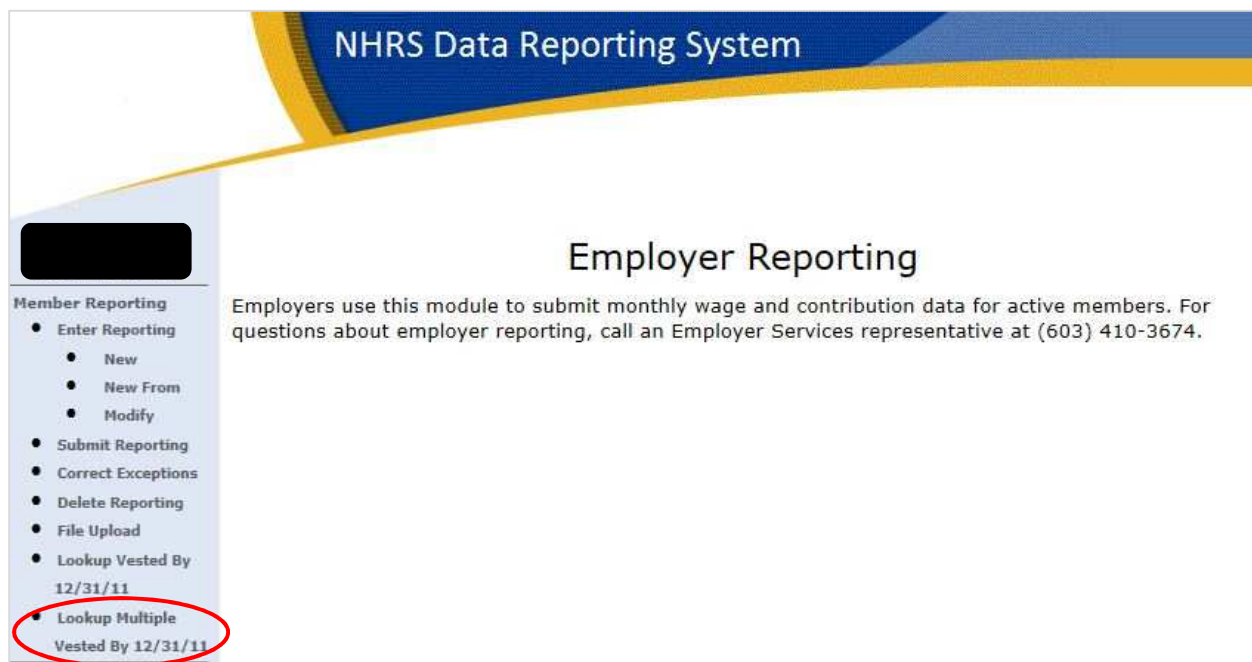
Search

3. A message will appear claiming whether the member was or was not vested as of 12/31/2011.

***_** - [REDACTED] is NOT Vested by 12/31/2011 and WAS Hired On or After 7/1/2011.

To lookup multiple members' vested status

1. Create a text (.txt) file consisting of all the SSNs being checked.
2. Log into the Employer Reporting module of the DRS. In the menu bar on the left-hand side of the screen, select **Lookup Multiple Vested By 12/31/11**.



NHRS Data Reporting System

Employer Reporting

Employers use this module to submit monthly wage and contribution data for active members. For questions about employer reporting, call an Employer Services representative at (603) 410-3674.

Member Reporting

- Enter Reporting
 - New
 - New From
 - Modify
- Submit Reporting
- Correct Exceptions
- Delete Reporting
- File Upload
- Lookup Vested By 12/31/11
- **Lookup Multiple Vested By 12/31/11**

3. Click **Browse** to find the text file, then click **Search**. A file will be appear listing which SSNs match a member who was vested on or before 12/31/2011.



The screenshot shows a web application interface. On the left, there is a sidebar menu titled "Member Reporting" with a sub-menu "Enter Reporting" containing items "New" and "New From". The main content area has a heading "Lookup Vested By 12/31/2011" and a sub-heading "Select the location of the file containing possible Vested By 12/31/2011 members." Below this is a text input field with a "Browse..." button to its right. A "Search" button is located below the input field.