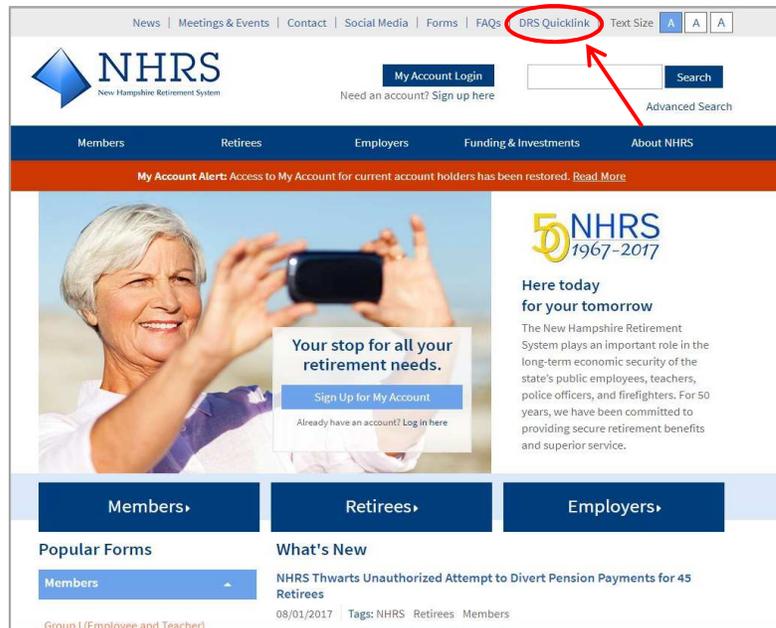


Confirming Retiree Status

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 www.nhrs.org 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: <https://www.nhrs.org/docs/default-source/employer-education/nhrs-drs-access-form.pdf>



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.

Data Reporting System Login

Fund: NH Retirement System

Username:

Password: [Forgot your password?](#)

Login

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 toll free at
1-877-600-0158 (ext. 3674)

Insurance issues:
call 603-410-3675
or toll free at
1-877-600-0158 (ext. 3675)

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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 Hampshire Retirement System and authorized insurance vendors (a vendor can be a participating employer or a third-party health care administrator).

If you are not an authorized participating employers or vendor, you are prohibited from being logged onto the NHRS Data Reporting System and should log off immediately. Violators will be prosecuted to the full extent of the law under US Code Title 18, Section 1030.

The NHRS Data Reporting System contains three modules:

Employer Reporting: 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.

Retiree Reporting: Employers use this module to report annual hour and compensation data for retired members pursuant to RSA 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.

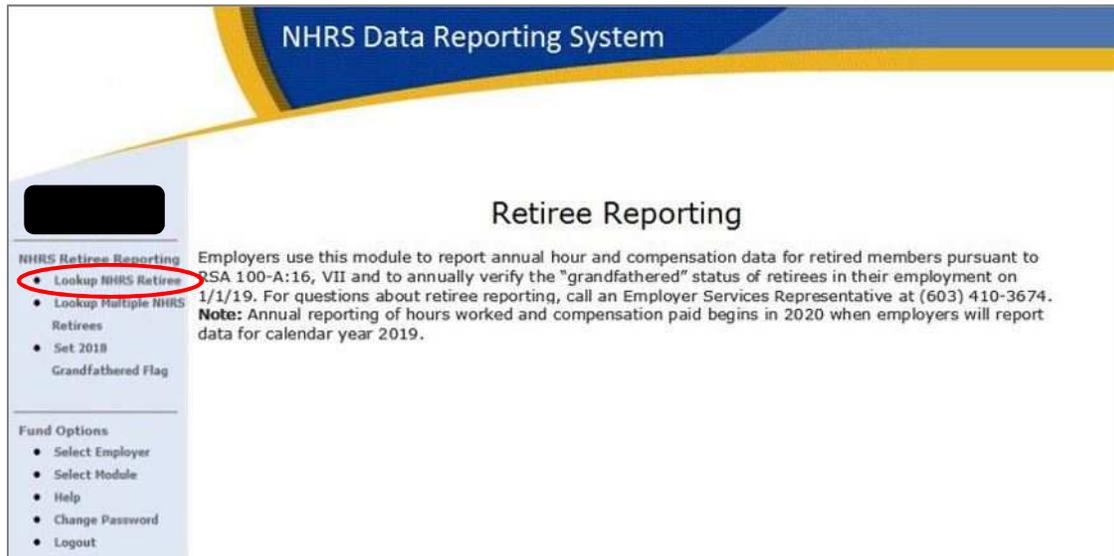
Insurance Reporting: Use this module to submit or change insurance authorizations or update insurance premium rates. For questions about insurance reporting, call a Medical Benefit representative at (603) 410-3675.

Note: Employers or vendors only have access to the modules for which they are authorized.

NOTICE TO EMPLOYERS

For information regarding password security and password login for the NHRS Data Reporting System, click on the following links:
[Password Security](#)
[Employer Guide to Password Login](#)

5. Click **Lookup NHRS Retiree**.



6. Enter the SSN and click **Search**.

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

Lookup NHRS Retiree
Enter an SSN

SSN:

One of the following messages will appear:

The SSN provided DOES match an NHRS retired member.

Or

The SSN provided does NOT match an NHRS retired member.

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.

The screenshot shows a form titled "Lookup NHRS Retirees". Below the title, it says "Select the location of the file containing possible NHRS Retirees." There is a "Choose File" button followed by the text "No file chosen". Below that is a "Search" button.

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 does or does not match NHRS retired members. The report can also be saved for future reference or re-imported to Excel.