

# Setting Grandfathered Retirees

Legislation passed in 2018 will change the laws governing New Hampshire Retirement System (NHRS, the retirement system) retirees working in a part-time position for retirement system participating employers. This will impact how employers report retiree data to NHRS beginning in 2019.

The “grandfathering” provision contained in the law allows retirees who are working part-time for NHRS-participating employers on the effective date of the law – January 1, 2019 – to work a maximum of 1,664 hours per calendar year for as long as they remain in at least one of the positions they held on the effective date of the bill. To meet the definition of employed on the effective date, a retiree must have been retired and worked part-time at least one day for the employer in calendar year 2018 and remain employed on the effective date of the law.

In order for NHRS to effectively administer this provision, employers are required by law to provide the names and position titles of retirees in their employment to NHRS no later than February 15, 2019. The names and positions provided in 2019 will be used annually to verify that these retirees remain in the same position as of January 1 each calendar year, beginning in 2020.

Below, NHRS has provided step-by-step instructions on how to set grandfathered retirees into the DRS.

1. Log into the **Data Reporting System (DRS)** and select the **Retiree Reporting** module, as you normally would to submit current retiree reporting.

## 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.

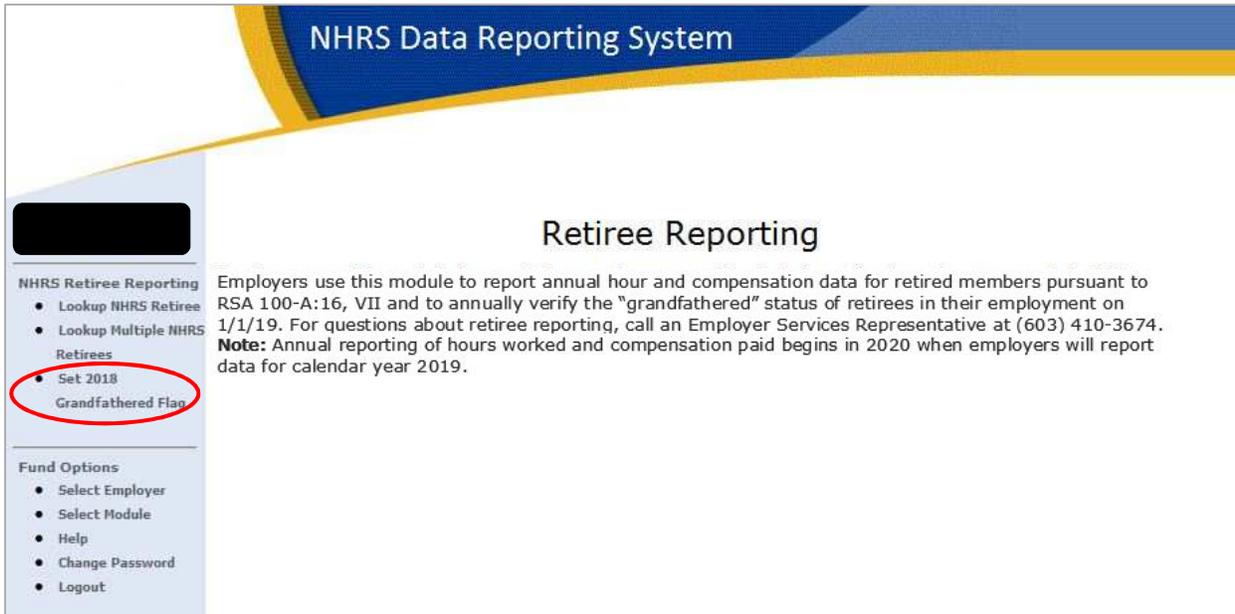
Insurance Reporting: Use this module to submit or change insurance authorizations or update insurance premium rates. For questions about insurance reporting, call a Medical Benefit representative at (603) 410-3675.

**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](#)

- From the menu on the left side of the module, select **Set 2018 Grandfathered Flag**.



- You will see a table with the names of retirees on your payroll who were reported to NHRS between January 2018 and November 2018.

**Setup Grandfathered Retirees**

Employers, no later than February 15, 2019, are required to provide the names and position titles of any NHRS retirees who worked for them in 2018 and who remain employed on January 1, 2019. Below is a list of retirees who had hours and/or compensation reported by this employer between January and November 2018. For instructions on how to complete this page, see: <https://www.nhrs.org/employers/employer-resources/#retireereport> Note: If you employ any retirees who meet the above criteria and are not listed on this page, call DRS Support at 603-410-3508 for instruction on how to add them.

Save

	SSN	Last Name	First Name	Job Title	Grandfathered
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Save

- If the retiree is still working for you as of January 1, 2019, enter his or her position title and click the **Grandfathered Box**. If a retiree is on the list, but no longer working for you, skip over their name and continue onto the next retiree listed.

**Important:** Please ensure that the information entered is correct. After February 15, 2019, no edits can be made.

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Save

	SSN	Last Name	First Name	Job Title	Grandfathered
				Town Assessor	<input checked="" type="checkbox"/>
				Police Chief	<input checked="" type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Save

**Note:** Employers with a large number of retirees should click **Save** multiple times during the data entry process. Each time you click **Save**, the completed retirees will move to the bottom of the list.

4. Once all retirees have been entered, click **Save**.
  - a. If a retiree has recently begun part-time employment and was not listed in the table, please contact NHRS at (603) 410-3508 or email [drssupport@nhrs.org](mailto:drssupport@nhrs.org). The retirement system will provide a copy of a formatted Excel spreadsheet. Fill in the required fields for each retiree you are adding and securely email the completed file back to NHRS. This information will be imported into the DRS by the retirement system.

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Save

	SSN	Last Name	First Name	Job Title	Grandfathered
					<input type="checkbox"/>
					<input type="checkbox"/>
				Town Assessor	<input checked="" type="checkbox"/>
				Police Chief	<input checked="" type="checkbox"/>

Save

Any technical questions about documenting grandfathered retirees should be directed to the above phone number and email address. Employers with questions regarding eligibility or other administrative issues regarding the law can email [HB561@nhrs.org](mailto:HB561@nhrs.org) or call (603) 410-3592.

For more information about this new law, see: <https://www.nhrs.org/about-nhrs/news/article/2018/09/19/nhrs-employer-notification-hb-561-implementation>

**Note:** The new law will eliminate the current monthly retiree reporting requirement. The final monthly reporting – for retiree hours worked and compensation paid in November 2018 – is due no later than December 31, 2018.