



# **New Hampshire Retirement System**

## **DRS Overview and Monthly Reporting Instructions**

**School Districts and SAUs**



1

1

## **Overview of Program**

- **Data Reporting System (DRS)**
- **Employer reporting terms**
- **Overview of new DRS**
- **Reporting of active member data**
  - **Validating the file**
  - **Rejected files/File exceptions**
  - **Teacher contract periods**
  - **Enrollments and terminations**
  - **Vouchers / remitting contributions**
- **Setting up your account**
- **Employer “sandbox”**
- **Resources for employers**

2

2

## Data Reporting System (DRS)

- The integrity of the data NHRS receives from employers is crucial to our ability to effectively administer retirement benefits
- Employer data is used to:
  - Calculate and finalize retirement benefits
  - Process member refunds
  - Prepare annual member statements
  - Provide members with personal data through *My Account*
  - Input to determining actuarial liability and employer rates

3

3

## Data Reporting System (DRS)

- Why is the DRS changing?
  - NHRS is upgrading its pension administration database, known as PensionGold (PG)
  - The employer Data Reporting System (DRS) is a component of PG
  - The current version of the DRS (V2) has been in operation since the early 2000s, which is a long time to use a piece of software
  - It simply was time to upgrade to a more modern version of the Pension Gold software (V3)

4

4

## Data Reporting System (DRS)

- **PG Upgrade: January 2019-December 2023**
  - Development, programming and extensive internal testing of all components of the new system
- **Employer Reporting Training: June 2023 – September 2023**
  - Additional sessions will be schedule for retiree reporting and retiree insurance reporting in the fall/winter
- **Parallel Processing: October and November 2023**
  - Employer monthly reporting done in both the current version and in PGV3
  - Ensure that all employers are able to report in PGV3 before permanently switching over
  - Current version remains the system of record
- **Go-live with new system: December 1, 2023**
  - New version (3) becomes the system of record
- **Other important information**
  - If you have not done so already, employers should submit an XML test file with the new V3 file layout as soon as possible

5

5

## Data Reporting System (DRS)

- **Six big differences between PG v2 and v3:**
  1. New Hires will now be reported through the file or via web entry - paper enrollment forms no longer required
  2. Terminations will now be reported through the file or via web entry - paper termination forms will no longer required beginning in 2024
  3. DRS users will have the ability to view and clear multiple exceptions at one time
  4. Pay periods and pay dates will be set up for each employer by pay frequency (weekly, bi-weekly, semi-monthly or monthly)
  5. Teacher contract periods will be tracked to reduce exceptions related to summer payments and make it easier for teachers to estimate their benefit
  6. Payment voucher fields will be automatically populated with dollar amounts from posted reporting

6

6

## Employer Reporting Terms

- **PGv3**
- **DRS**
- **File**
- **Batch**
- **Batch card**
- **XML schema**
- **Validation tool**
- **Trial**
- **Exception**
- **Notification**
- **Report**
- **Record**
- **Subgroup**
- **Voucher**
- **Unscheduled batch**
- **Tier**
- **Teacher contract info**

*New terms are in Green*

7

7

## Employer Reporting Terms

- **Tiers replace the ‘vested by’ and ‘hired by’ indicators in current version**

TIER NAME	DESCRIPTION
<b>Tier A</b>	Member vested prior to 1/1/12
<b>Tier B</b>	Member in service prior to 7/1/11 and not vested prior to 1/1/12
<b>Tier C</b>	Member hired on/after 7/1/11
<b>Tier A/C</b>	Member hired on/after 7/1/11 who became vested prior to 1/1/12 (rare)

8

8

## Data Reporting System (DRS)

- DRS is the online portal participating employers use to send required information to NHRS

9

9

## Data Reporting System (DRS)

- DRS Account Summary page ('dashboard')
  - Recent batches, employer account information, employer communications, and associations

Representatives	Plans	Funds	Reporting Agencies
[Redacted]	Active	Human Resource	No Main Address
[Redacted]	Active	Employer Software vendor	No Main Address
[Redacted]	Active	Management	No Main Address
[Redacted]	Active	Main	No Main Address
[Redacted]	Active	Administration	No Main Address

10

10

## Data Reporting System (DRS)

1.

- Employer Account
  - Summary
  - Account Balance
  - Vouchers
  - Penalty Waivers
  - Refunds
- Employer Reporting
  - Batch Maintenance
  - Exceptions
  - Submit Reporting File
  - Submit Batches
  - Schedules
  - Job Share
  - Tier Lookup
  - Upload Documents
- Retiree Reporting
  - Batch Maintenance
  - Submit Reporting File
- Account Adjustments
  - Account Adjustments
- Reports
- Contact Us
- Help

11

11

## Data Reporting System (DRS)

### Employer Account

- Summary
- Account Balance
- Vouchers
- Penalty Waivers
- Refunds

### Employer Account:

View summary page to see recent batches, next reporting due date, and notifications; account balance totals; vouchers; penalties and waivers; and refund payments

### Employer Reporting

- Batch Maintenance
- Exceptions
- Submit Reporting File
- Submit Batches
- Schedules
- Job Share
- Tier Lookup
- Upload Documents

### Employer Reporting:

View batches and batch numbers, report by web entry; view exceptions, submit reporting files; view reporting and payment schedules; maintain job share positions; verify a member's tier; upload documents for specific members

### Retiree Reporting

- Batch Maintenance
- Submit Reporting File

### Retiree Reporting:

View, add, and edit retiree reporting batches; submit annual retiree reporting file

### Account Adjustments

- Account Adjustments

### Account Adjustments:

Fix certain errors to a member's account (Salary Continuance, Erroneous Contributions, Salary Pay Item Correction)

### Reports

- Contact Us

### Reports

Run various reports to help identify errors or validate information contained in batches submitted to NHRS

- Help

### Contact Us & Help

12

12

## Navigating the DRS

2.

Employer Reporting ▾

Account Summary

Recent Batches

Batch 114309	Batch 108699
Scheduled 05/24/21	Posted 07/16/21
Report End -- Received -- Due 08/16/21	Report End 06/03/21 Received 07/08/21 Due 07/15/21

Employer Communications ▾

Name	Distributed
No new notifications	

13

13

## Navigating the DRS

3.

NHRS Data Reporting System

Employer Account

8/16/2021 ⚠ <i>Next Reporting Due</i>	\$228,506.68 <i>Outstanding Balance</i>
\$11,139,883.48 <i>Last Payment (7/22/2021)</i>	8/25/2021 ⚠ <i>Next Payment Due</i>
7/16/2021 <i>Last Reporting Penalty</i>	5/19/2020 <i>Last Payment Penalty</i>

Associations

Representatives Plans Funds Reporting Agencies

Name	Status	Type	Address	Phone
	Active	Human Resource	No Main Address	
	Active	Employer Software Vendor	No Main Address	
	Active	Management	No Main Address	
	Active	Main	No Main Address	
	Active	Administration	No Main Address	

14

14

## Active Member Reporting

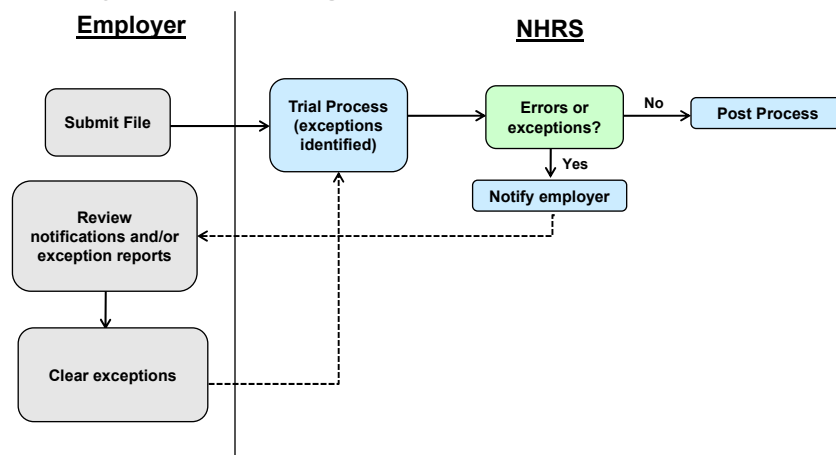
- **Overview of reporting by file upload**
  - Employer extracts data file from payroll system
  - Employer submits XML file through the DRS
  - DRS automatically checks the file
    - If file rejects, employer will receive notification with the reason the file rejected
    - If a file has exceptions, the employer will receive notifications until all exceptions are corrected
  - Employers receive a notification after posting is complete

15

15

## Active Member Reporting

### Employer Reporting Workflow



16

16



## Active Member Reporting

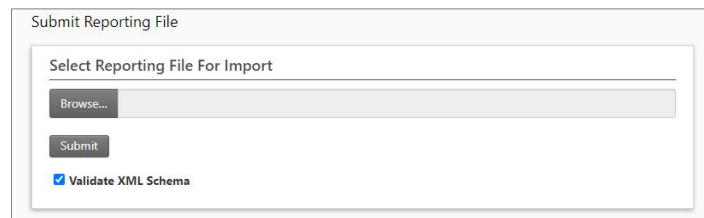
- **File upload: Extracting the data**
  - **Employer pulls the data from its payroll system**
    - **If you have successfully submitted a valid test file and have later issues with submitting a reporting file for NHRS during parallel processing:**
      - **Make sure you are using the right file schema**
      - **Contact your payroll vendor or IT staff**
      - **The PGV3 schema can be found at:**  
<https://www.nhrs.org/employers/employer-resources/drs-upgrade-project/xml-test-files>
      - **Contact NHRS**

17

17

## Active Member Reporting

- **File upload: Submitting the file**
  - **Only XML files will be accepted**
    - **XML can be validated prior to submitting**
  - **Select “Submit Reporting File” under the Employer Reporting section of the menu**
    - **Use “Browse” to locate file, click “Submit”**
      - **“Validate XML Schema” box is automatically checked**



The screenshot shows a web form titled "Submit Reporting File". Inside the form, there is a section labeled "Select Reporting File For Import" which contains a "Browse..." button and a "Submit" button. Below this section, there is a checkbox labeled "Validate XML Schema" which is checked.

18

18

## Active Member Reporting

- **Rejected files**
  - Files will reject if there are errors found during the trial process
  - **Common reasons a file may reject:**
    - Batch has exceeded exception tolerance
    - Batch Number is not Valid or Active
    - Member Count is out of balance
    - Batch Number has already been transmitted
    - Batch is a Scheduled Batch but the reported Normal Pay Period from the file with a Begin Date of x/xx/xxxx, End Date of x/xx/xxxx, and Pay Date of x/xx/xxxx does not match any of the expected Pay Periods that were scheduled
  - **Tip: If your file is rejected you can upload a corrected file and it will overwrite the previous file**

19

19

## Active Member Reporting

- **Rejected file example 1**

Employer Name: [REDACTED]  
Employer ID: [REDACTED]

**Notification of Employer Reporting File Rejection for New Hampshire Retirement System**

The Employer Reporting File named “[REDACTED].xml” (received on 3/10/2023 8:00:50 AM) was rejected for the following reason(s):

The Batch Number is not Valid or Active.

Rejected files are not considered received and may result in a late reporting penalty. Please make any necessary corrections and resubmit the file. Contact our office if you have any questions.

20

20

## Active Member Reporting

- **Rejected file example 2**

Employer Name: [REDACTED]

Employer ID: [REDACTED]

### Employer Reporting Post-Processing Batch Rejection

Batch Number 120744, received on February 2, 2023 by New Hampshire Retirement System, was rejected after processing due to the following reason:

Batch has exceeded exception tolerance.

This batch's due date is October 17, 2022. If you report via electronic employer reporting file, the file may be corrected and re-submitted. If you use NHRS Data Reporting System to enter and submit batches, the batch may be re-set and corrections may be made online, then the batch may be re-submitted. Contact our office if you have any questions.

21

21

## Active Member Reporting

- **Reporting exceptions**
  - **Errors identified during the DRS trial process**
    - Employers receive a notification if their file has exceptions
  - **If 35% or more of the total records in a file have errors, the file will be rejected**
  - **Exceptions should be cleared by the employer**
  - **File must be exception-free and posted by the 15<sup>th</sup> of the month to avoid penalty**

22

22

## Active Member Reporting

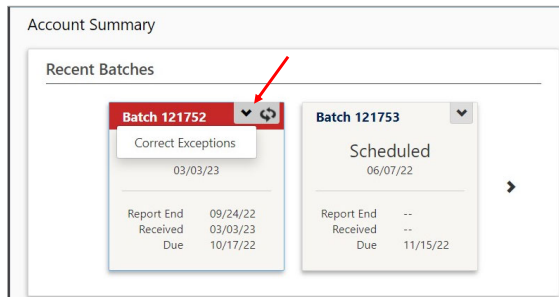
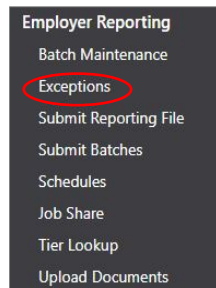
- **Most common exceptions**
  - Base salary is too high or too low
  - Contributions are out of balance
  - Negative amount reported
  - Salary variance exceeded
  - Teacher contract information missing
  - Contract salary variance

23

23

## Active Member Reporting

- **Viewing Exceptions**
  - Batch will appear as “in error” on account summary page
    - View exceptions from menu bar on left-hand side of screen or batch card drop-down arrow



24

24

## Active Member Reporting

- **Viewing Exceptions**
  - **Employers can review and correct exceptions or delete them**

Reporting Exceptions

<input type="checkbox"/>	Member Name	SSN	Batch Number	Exception Status	Date	Override Warnings	Exception Types
<input type="checkbox"/> Review Delete	[REDACTED]	***.**	121752	In Error		No	<ul style="list-style-type: none"> <li>Member Warning</li> <li>Member Error</li> <li>Pay Period Warning</li> <li>Pay Period Error</li> </ul>
<input type="checkbox"/> Review Delete	[REDACTED]	***.**	121752	In Error		No	<ul style="list-style-type: none"> <li>Pay Period Warning</li> <li>Pay Period Error</li> </ul>
<input type="checkbox"/> Review Delete	[REDACTED]	***.**	121752	In Error		No	<ul style="list-style-type: none"> <li>Member Warning</li> <li>Member Error</li> </ul>
<input type="checkbox"/> Review Delete	[REDACTED]	***.**	121752	In Error		No	<ul style="list-style-type: none"> <li>Member Error</li> </ul>
<input type="checkbox"/> Review Delete	[REDACTED]	***.**	121752	In Error		No	<ul style="list-style-type: none"> <li>Member Warning</li> </ul>

25

25

## Correcting Exceptions Example

- **Salary Variance Exceeded**
  - **A member's reported wages have significantly increased from their previously reported wages**
    - Typically results from any payouts, balloon checks, etc.

Exceptions Found

<p><b>Pay Period (PP 1945)</b></p> <p>The allowable salary variance percentage between this pay period and the prior reported pay period for the variance category of Annual Base Salary has been exceeded. The allowed variance for this employer and variance category is defined as 5.00%.</p>	<p><b>Pay Period (PP 1945)</b></p> <p>Salary variance has been exceeded for Annual Base Salary. The salary must be corrected or a Salary Variance Reason selected.</p>	Exception Status: In Error
---	--	----------------------------

Batch: 121752 Report End Date: 9/24/2022

Member Detail

Employee ID: [REDACTED]	Hire Date: [REDACTED]
SSN: [REDACTED]	Participation Begin Date: [REDACTED]
Gender: [REDACTED]	Termination Date: [REDACTED]
Birth Date: [REDACTED]	Termination Reason: [REDACTED]
Marital Status: [REDACTED]	New Hire: No
Death Date: [REDACTED]	Re-hire: No
Death Type: [REDACTED]	

Member Details

First Name: [REDACTED]

Middle Name: [REDACTED]

Last Name: [REDACTED]

Name Prefix: [REDACTED]

26

26

## Correcting Exceptions Example

- **Salary Variance Exceeded**
  - Select reason for the variance from drop-down and click “Update”

Member Detail

Employee ID: [REDACTED] Hire Date: [REDACTED]  
 SSN: [REDACTED] Participation Begin Date: [REDACTED]  
 Gender: [REDACTED] Termination Date: [REDACTED]  
 Birth Date: [REDACTED] Termination Reason: [REDACTED]  
 Marital Status: [REDACTED] New Hire: No  
 Death Date: [REDACTED] Re-hire: No

Pay Periods (2)

Pay Period 1949  
Record Type: Normal  
Begin Date: 9/18/2022  
End Date: 9/24/2022  
Pay Date: 9/30/2022

Pay Period 1948  
Record Type: Normal  
Begin Date: 9/11/2022  
End Date: 9/4/2022  
Pay Date: 9/23/2022

Pay Period 1947  
Record Type: Normal  
Begin Date: 9/4/2022  
End Date: 9/10/2022  
Pay Date: 9/16/2022

Pay Period 1946  
Record Type: Normal  
Begin Date: 8/28/2022  
End Date: 9/3/2022  
Pay Date: 9/9/2022

Pay Period 1945  
Record Type: Normal  
Begin Date: 8/21/2022  
End Date: 8/27/2022  
Pay Date: 9/2/2022

Salary: [REDACTED] Contributions: [REDACTED]  
 Base Pay: [REDACTED] Employee Current: [REDACTED]

Pay Period Details

Pay Period Number: 1945  
 Pay Period Begin Date: 8/21/2022  
 Pay Period End Date: [REDACTED]

Final Reporting Reason: [REDACTED]

Annual Reporting Reason: [REDACTED]

Salary Variance Reason: [REDACTED]

Employment Information

Employment Type: Full Time 12

[Update] [Delete] [Cancel]

27

27

## Correcting Exceptions Example

- **Mark the exception as corrected**
  - Click on the gray oval under the exception card or check the box on the exception list and click on ‘Mark as Corrected’

Exceptions Found

Pay Period (PP 1945) [REDACTED] Pay Period (PP 1945) [REDACTED] Exception Status: In Error

The allowable salary variance percentage between this pay period and the prior reported pay period for the variance category of Annual Base Salary has been exceeded. The allowed variance for this employer and variance category is defined as 5.00%.

Salary variance has been exceeded for Annual Base Salary. The salary must be corrected or a Salary Variance Reason selected.

Reporting Exceptions

	Member Name	SSN	Batch Number	Exception Status	Date	Override Warnings	Exception Types
<input type="checkbox"/>	[REDACTED]	***-**-****	121752	In Error		No	Member Warning Member Error Pay Period Warning Pay Period Error
<input type="checkbox"/>	[REDACTED]	***-**-****	121752	In Error		No	Pay Period Warning Pay Period Error

28

28

## Teacher Contracts

- All members with teacher plans must be reported with a contract, and the contract dates must match up with the contract periods previously configured
- Contract info can be reported in the file or uploaded separately
- Salary records will be associated to the contract period rather than the pay period
  - This allows for checks on the Salary Amount to see if the amount is greater than or less than the expected amount

29

29

## Teacher Contracts

- Contracts will show under the “Schedules” link in the Employer Reporting Menu

Employer Schedules ▼

Pay Periods Reporting Schedule Payment Schedule

	Batch Number	Pay Period	Begin Date	End Date	Pay Date
Edit	117213	26	6/3/2023	6/16/2023	6/23/2023
Edit	117213	25	5/20/2023	6/2/2023	6/9/2023
Edit	117205	9	10/8/2022	10/21/2022	10/28/2022
Edit	117205	8	9/24/2022	10/7/2022	10/14/2022
Edit	117204	7	9/1/2022	9/23/2022	9/30/2022

Pending Pay Period Changes

	Batch Number	Pay Period	Begin Date	End Date	Pay Date	Original Pay Date
	None					

Teacher Contract Periods

Period Begin Month	Period Begin Day	Period End Month	Period End Day	Teacher Contract Type
July	1	June	30	July to June - Primary
August	1	July	31	Aug to July - Secondary

30

30

## Teacher Contracts

- If one or more contracts do not match or cannot be resolved, the employer reporting file is rejected
  - Instead of a hard rejection, DRS will mark the file as 'Waiting for Contracts' and allow the user to upload a supplementary Teacher Contracts File to correct existing contract data in the reporting batch

Batch Detail	
Batch Number:	117203
Type:	Scheduled
Batch Reason:	Regular
Current Status:	Rejected <a href="#">History</a>
Fiscal Year:	2023
Due Date:	9/15/2022
Received Date:	8/25/2022
Report End Date:	8/31/2022
Member Count:	11
Total Salary Amount:	\$16,478.69
Identify Non-Reporters:	False
Include Demographics:	False
Voucher Number:	117055
Trial Ran:	False
Submitted for Posting:	False
Waiting for Contracts:	True

[View Members](#)

[View Pay Periods](#)

[Upload Teacher Contract Periods](#)

31

31

## Teacher Contracts

- The uploaded Teacher Contract File should hold the complete contract information for all teacher members by SSN
- The user can then re-submit the batch

Submit Teacher Contract File

Select Teacher Contract File For Import

Browse...

Submit

32

32



## Teacher Contracts

- The contract type needs to be associated for each teacher

Batch: 117205 Report End Date: 10/24/2022

**Member Detail**

Employee ID: [REDACTED] Hire Date: [REDACTED]  
 SSN: [REDACTED] Participation Begin Date: [REDACTED]  
 Gender: [REDACTED] Termination Date: [REDACTED]  
 Birth Date: [REDACTED] Termination Reason: New Hire  
 Marital Status: [REDACTED] Re-hire: [REDACTED]  
 Death Date: [REDACTED]  
 Death Type: [REDACTED]

**Contract Information**

Pay Period: 9 (10/8/2022 - 10/21/2022)  
 Teacher Contract Type: July - June  
 Contract Begin Date: 7/1/2021  
 Contract End Date: 6/30/2022  
 Contract Salary: 49680.00  
 Pay Period Frequency: 26  
 Job Share:

[Update](#) [Delete](#) [Cancel](#)

**Pay Periods**

Pay Period 9	Pay Period 8
Record Type: Normal Begin Date: 10/8/2022 End Date: 10/21/2022 Pay Date: 10/28/2022	Record Type: Normal Begin Date: 9/24/2022 End Date: 10/7/2022 Pay Date: 10/14/2022

**Salary**

Base Pay  
Pay Period: 9  
Salary: \$1,910.77

Base Pay  
Pay Period: 8  
Salary: \$1,910.77

**Contributions**

Employee Current  
Pay Period: 9  
Pre-Tax: \$133.75  
Post-Tax: \$0.00  
Offset: \$0.00

Employee Current  
Pay Period: 8  
Pre-Tax: \$133.75  
Post-Tax: \$0.00  
Offset: \$0.00

**SPC**

+

**Contract Information**

Contract Details  
Pay Period: 9  
Begin Date: 7/1/2021  
End Date: 6/30/2022  
Salary: \$49,680.00

Contract Details  
Pay Period: 8  
Begin Date: 7/1/2021  
End Date: 6/30/2022  
Salary: \$49,680.00

33

33

## Teacher Contracts

- If the report Salary Amount is greater than or less than what is expected based on the previous pay period, a Contract Salary Variance exception is generated

Contribution (PP 9)

Salary (PP 8)

Salary (PP 8)

Contract Salary variance has been exceeded. The contract salary must be corrected or a Contract Variance Reason selected.

- This exception allows the user to move a portion of the salary and contributions to a different contract period.

34

34

## Teacher Contracts

- Clearing a contract salary variance exception

The screenshot displays a software interface for managing teacher contracts. At the top, there are three 'Pay Period' cards: 'Pay Period 9' (Normal, Begin Date: 10/8/2022, End Date: 10/21/2022, Pay Date: 10/28/2022), 'Pay Period 8' (Normal, Begin Date: 9/24/2022, End Date: 10/7/2022, Pay Date: 10/14/2022), and 'Pay Period' (Adjustment, Begin Date: 5/1/2021, End Date: 5/31/2021, Pay Date: 10/28/2022). Below these are sections for 'Salary (5)', 'Contributions (1)', 'SPC', and 'Contract Information'. The 'Salary' section shows three 'Base Pay' entries for different pay periods. The 'Contributions' section shows 'Employee Current' entries. The 'Contract Information' section shows 'Contract Details' for different pay periods. A red arrow points to the 'Pay Period' entry in the top row, and another red arrow points to the 'Base Pay' entry in the 'Salary' section.

35

35

## Enrolling New Members

- NHRS will no longer require enrollment forms
  - Employers can enroll new members through the reporting file

Employer Reporting File Layout					
Field Name	Description	Field Value	Required or Optional	Default if not provided	XML Schema
NewHire	Indicates if the member is a new hire as of the pay period being reported	1 = True 0 = False	Required	0	Optional
ReHire	Indicates if the member is a rehire as of the pay period being reported	1 = True 0 = False	Required	0	Optional

- If you don't indicate that the person is a new hire, you will get an exception asking "Is this person a new hire?"
- Note: Paper forms still required during Parallel Processing

36

36

## Enrolling New Members

- If you missed adding someone in the file, you can manually add a person
  - Click on the batch card

Account Summary

Recent Batches

<b>Batch 121676</b> Scheduled 06/07/22 Report End: -- Received: -- Due: 06/15/23	<b>Batch 121674</b> Balanced 04/30/23 Report End: 04/01/23 Received: 03/30/23 Due: 04/17/23
---	--

Employer Communications

Name	Distributed
No new notifications	

37

37

## Enrolling New Members

- Click “View” to open the batch detail box
- Click “View Members” in the batch detail box

Employer Reporting Batches

	Batch Number	Type	Status	Reason	
<a href="#">View</a>	3101	Scheduled	Balanced	Regular	4/5/...
<a href="#">View</a>	3100	Scheduled	Balanced	Regular	3/2/...
<a href="#">View</a>	3099	Scheduled	Balanced	Regular	2/3/...
<a href="#">View</a>	3098	Scheduled	Balanced	Regular	1/12/...
<a href="#">View</a>	3097	Scheduled	Balanced	Regular	1/12/...
<a href="#">View</a>			Balanced	Regular	12/1/...
<a href="#">View</a>			Scheduled	Regular	6/7/...
<a href="#">View</a>			Scheduled	Regular	6/7/...

Batch Detail

Batch Number: 121676  
Type: Scheduled  
Batch Reason: Regular  
Current Status: Scheduled [History](#)  
Fiscal Year: 2023  
Due Date: 6/15/2023  
Received Date:  
Report End Date:  
Member Count: 0  
Total Salary Amount: \$0.00  
Identify Non-Reporters: True  
Include Demographics: False  
Voucher Number: 121528  
Trial Run: False  
Submitted for Posting: False  
Waiting for Contracts: False

[View Members](#)  
[View Pay Periods](#)  
[Copy Prior Detail](#)

Total 24 Pages

38

38

# Enrolling New Members

- At the bottom of the page, click "Add"

Members for Batch #121734 (Scheduled) ▼

	Name	SSN	Employee ID	Status	Deleted	Salary	Contributions
Detail Delete				Submitted		\$6,261.60	\$723.21
Detail Delete				Submitted		\$6,993.60	\$489.54
Detail Delete				Submitted		\$6,304.60	\$728.19
Detail Delete				Submitted		\$5,639.25	\$394.74
Detail Delete				Submitted		\$7,697.52	\$920.52
Detail Delete				Submitted		\$0.00	\$0.00
Detail Delete				Submitted		\$7,456.86	\$521.97
Detail Delete				Submitted		\$10,500.00	\$1,212.75
Detail Delete				Submitted		\$7,950.00	\$1,117.47
Detail Delete				Submitted		\$8,342.40	\$1,108.08
Detail Delete				Submitted		\$0.00	\$0.00
Detail Delete				Submitted		\$7,519.20	\$868.44
Detail Delete				Submitted		\$6,203.20	\$947.46
Detail Delete				Submitted		\$6,907.20	\$483.51
Detail Delete				Submitted		\$4,542.30	\$317.97

**Add** Multiple Member Update

# Enrolling New Members

Reporting Batch - Member Details

Back To: Member List | Batch

Batch: 120763 Report End Date:

Member Detail

Pay Periods

Salary Contributions

Demographics

Address Phone Email

Member Details

First Name:

Middle Name:

Last Name:

Name Prefix:

Name Suffix:

Employee ID:

SSN:

Gender:

Birth Date:

Marital Status:

Hire Date:

Participation Begin Date:

Termination Date:

Termination Reason:

New Hire:

Re-Hire:

Death Date:

Death Type:

**Insert** **Cancel**

- Enter the new member's information for each category
- Click "Insert"

## Terminating Members

- **NHRS will no longer require termination forms**
  - Employers can terminate members through reporting batch
  - Click on batch card, then “View Members”
  - Click “Detail” beside member’s name

Members for Transmittal Batch #41962843 (Scheduled)

	Name	SSN	Employee ID	Status	Member Deleted	Salary	Contributions	SPC Payments
<a href="#">Detail</a> <a href="#">Delete</a>		***-**-****		Submitted	<input type="checkbox"/>	\$1,410.50	\$63.08	\$0.00
<a href="#">Detail</a> <a href="#">Delete</a>		***-**-****		Submitted	<input type="checkbox"/>	\$1,410.50	\$51.02	\$0.00
<a href="#">Detail</a> <a href="#">Delete</a>		***-**-****		Submitted	<input type="checkbox"/>	\$1,410.50	\$51.02	\$0.00
<a href="#">Detail</a> <a href="#">Delete</a>		***-**-****		Submitted	<input type="checkbox"/>	\$2,344.50	\$84.81	\$0.00
<a href="#">Detail</a> <a href="#">Delete</a>		***-**-****		Submitted	<input type="checkbox"/>	\$5,614.00	\$203.05	\$0.00
<a href="#">Detail</a> <a href="#">Delete</a>		***-**-****		Submitted	<input type="checkbox"/>	\$3,004.50	\$134.36	\$0.00
<a href="#">Detail</a> <a href="#">Delete</a>		***-**-****		Submitted	<input type="checkbox"/>	\$1,799.50	\$65.09	\$0.00
<a href="#">Detail</a> <a href="#">Delete</a>		***-**-****		Submitted	<input type="checkbox"/>	\$1,794.00	\$80.23	\$0.00
<a href="#">Detail</a> <a href="#">Delete</a>		***-**-****		Submitted	<input type="checkbox"/>	\$1,965.00	\$71.07	\$0.00
<a href="#">Detail</a> <a href="#">Delete</a>		***-**-****		Submitted	<input type="checkbox"/>	\$1,794.00	\$80.23	\$0.00

Total 2 Pages 1 2 >

41

41

## Terminating Members

- **Enter the “Termination Date” and “Termination Reason,”** then click “Update”
  - **We will still require paper forms until further notice**

Member Details

First Name: [Redacted]

Middle Name: [Redacted]

Last Name: [Redacted]

Name Prefix: [Redacted]

Name Suffix: [Redacted]

Employee ID: [Redacted]

SSN: [Redacted]


Gender: [Redacted]

Birth Date: [Redacted]

Marital Status: [Redacted]

Hire Date: [Redacted]

Participation Begin Date: [Redacted]

Termination Date: [Redacted] 

Termination Reason: [Redacted]

New Hire:

Re-Hire:

Death Date: [Redacted]


Death Type: [Redacted]

42

42

## Payment Vouchers

- Select “Voucher” button in menu to access payment vouchers
  - Scheduled vouchers: Created automatically and associated to a particular batch number
  - Unscheduled vouchers: Created manually by NHRS and not associated to batch. Can be used for payments not related to a batch or reporting cycle

Vouchers 

	Fiscal Year	Voucher Number	Type	Status	Due Date	Amount Due	Payment Amount
<a href="#">View</a>	2020	41907107	Scheduled	Scheduled	9/13/2019	\$0.00	\$0.00
<a href="#">View</a>	2020	41907106	Scheduled	Scheduled	8/30/2019	\$0.00	\$0.00
<a href="#">View</a>	2020	41907105	Scheduled	Scheduled	8/16/2019	\$0.00	\$0.00
<a href="#">View</a>	2020	41907104	Scheduled	Scheduled	8/2/2019	\$1,552.30	\$0.00
<a href="#">View</a>	2020	41907103	Scheduled	Submitted	7/19/2019	\$1,449.78	\$1,449.78
<a href="#">View</a>	2020	41907102	Scheduled	Processed	7/5/2019	\$1,449.78	\$1,449.78

Total 3 Pages < 1 2 3

43

43

## Payment Vouchers

- When clicking “View” on a voucher, it will show a breakdown of a payment by Tier, Group, and Subgroup

Batch Number:	52521
Voucher Number:	52515
Voucher Status:	Scheduled
Due Date:	7/3/2019
Fiscal Year:	2020
Amount Due:	\$12,444.76
Payment Amount:	\$0.00

Details				
Batch	Plan	Receivable Type	Contribution Type	Amount
52521	Tier A - Group II - Police	Contributions	Employee Current	\$878.44
52521	Tier A - Group II - Fire	Contributions	Employee Current	\$584.58
52521	Tier A - Group I - Employee	Contributions	Employee Current	\$1,853.99
52521	Tier B - Group II - Police	Contributions	Employee Current	\$2,416.41
52521	Tier B - Group II - Fire	Contributions	Employee Current	\$667.39
52521	Tier B - Group I - Employee	Contributions	Employee Current	\$2,451.22
52521	Tier C - Group II - Police	Contributions	Employee Current	\$1,059.28
52521	Tier C - Group II - Fire	Contributions	Employee Current	\$888.93
52521	Tier C - Group I - Employee	Contributions	Employee Current	\$1,569.91
52521	Tier A - Group I - Employee	Contributions	Additional Annuity	\$50.00
52521	Tier B - Group I - Employee	Contributions	Additional Annuity	\$24.61
<b>Payment Amount Total</b>				<b>\$12,444.76</b>

44

44

## Remitting Contributions

- **Submit Voucher**
  - After all voucher detail is saved to the voucher, it can be submitted for processing by selecting the 'Submit' button
    - An error is displayed if the payment amount for the voucher does not match the sum of the voucher detail amounts
    - If the amounts match, the voucher status is updated to "Submitted," and the "Employer Voucher Submitted" notification occurs for subscribed PGV3 users
  - A voucher with a status of submitted cannot be modified; however, a 'Reset' link is available that will set the voucher status back to "scheduled" or "unscheduled" if additional updates are needed
    - The 'Reset' link is not available for submitted vouchers when the associated reporting batch was 'Submitted for Posting' and the posting process has not yet occurred

45

45

## Remitting Contributions

- **Recommend sending payments via ACH**
- **NHRS QuickPay**
  - Schedule and pay monthly contributions online
  - Safe, secure, convenient ... FREE!
  - <https://www.nhrs.org/employers/employer-resources/nhrs-quickpay>

46

46

## Account Adjustments

- Employers can fix certain errors in a member's account and upload wage correction files from the "Account Adjustments" link in the main menu

Account Adjustments - Add

Apply Account Adjustments

**Member**

Member Name: [Browse](#)

**Type**

Erroneous Contributions

Salary Continuance

Salary Pay Item Correction

Type  
Details  
Summary

47

47

## Reports

- There are reports in the DRS that will assist identifying discrepancies, viewing prior batch information, displaying member records, and more
  - Employee Listing Report - Displays current employees, including active members and payees associated with an employer. It can be run with a Hire Date range or include all currently active employees.
  - Employer Account Activity - Displays the receivable, payment, and refund transactions for a selected employer. Filtering can be used to limit the report to a specific plan, batch, date range, or a fiscal year.
  - Employer Reporting and Voucher Numbers Report - Displays batch numbers and voucher numbers assigned to scheduled reporting batches and payment vouchers for the selected fiscal year.

48

48



## Getting Started



- Existing users will be able to use their sign-on credentials to set up an account in the new DRS
- New authorized users must set up a DRS account in the new system

49

49

## Resources for Employers



### OPERATION GRANITE WAVE

*NHRS Employer Data Reporting System Upgrade Project*

- DRS Project Upgrade page:  
<https://www.nhrs.org/employers/employer-resources/drs-upgrade-project>
  - Latest project news
  - Technical documents
  - FAQ
  - Training dates
  - More to come

50

50

## Resources for Employers



- PGv3 related questions – [PGV3DRS@nhrs.org](mailto:PGV3DRS@nhrs.org); 410-3570
- Reporting Exceptions & Retiree Reporting Errors – 410-3532; [exceptions@nhrs.org](mailto:exceptions@nhrs.org)
- DRS Support (for DRS account setup only) – 410-3508; [drssupport@nhrs.org](mailto:drssupport@nhrs.org)
- Employer Resource page: [www.nhrs.org/employers/employer-resources](http://www.nhrs.org/employers/employer-resources)

51

51

## Appendices



# Additional information

52

52

## Active Member Reporting

- **Monthly deadlines**
  - Employer reporting files are due – free of errors – no later than the 15<sup>th</sup> of the following month
    - 25-day early reporting window
  - Data currently submitted by employers via web entry or upload of XML
  - Payments are due by 25<sup>th</sup> of the month
  - Penalties apply for late/incorrect reporting or payments

*These are the current deadlines, they are not changing*

53

53

## Active Member Reporting Penalties

- **NHRS will assess penalties for late or inaccurate reporting of member data and/or late contribution payments**
  - Employer files must be free of exceptions and posted by the 15<sup>th</sup> of the month
  - Contribution payments with vouchers must be received on or before the 25<sup>th</sup> of the month to avoid an interest penalty
  - Interest on the amount due is at the rate of 1% for each month that the data remains uncorrected
- **Employers may request an abatement of penalty**
- **Employers who attend a PGM3 training session will receive automatic penalty waiver for first three months on new system**

54

54

## Settlements

- **If you are unsure whether a draft settlement qualifies as Earnable Compensation:**
  - **Send to NHRS in advance for review. NHRS will determine if contributions should be withheld**
    - Please put “DRAFT SETTLEMENT” in the subject line
  - **Send through secure email to: [joy.tardif@nhrs.org](mailto:joy.tardif@nhrs.org) at least one day prior to finalization**
    - NHRS uses Zix email encryption to send secure emails. If you do not already use an email encryption service, you can create a Zix account for free via [www.nhrs.org](http://www.nhrs.org)

55

55

## Retiree Reporting

- **Retiree reporting in PGv3 is very similar to v2**
- **NHRS will host separate trainings for retiree reporting at the end of the year**
- **Employers have two annual tasks, both due by February 15:**
  - **Report hours/compensation**
    - Employers with no retirees must also report
  - **Review grandfathered list to verify a retiree remains in the same position(s) held on January 1, 2019**
- **Late penalty for annual retiree reporting (\$25/day)**

56

56

## Insurance

- Retiree insurance management in PGv3 is more intuitive and gives vendors and employers more control
- NHRS will host separate trainings for insurance reporting in early fall

57

57

## Additional Resources for Employers

- NHRS email list
  - Sign up from any page on [www.nhrs.org](http://www.nhrs.org)
- Earnable Compensation questions
  - Interpretive Memoranda – <https://www.nhrs.org/employers/statutory-interpretive-guidance>
- FAQs: <https://www.nhrs.org/faqs>
- Narrated presentations: <https://www.nhrs.org/education>



58

58

## Additional Resources for Employers

- **Reporting Exceptions & Retiree Reporting Errors – 410-3532; [exceptions@nhrs.org](mailto:exceptions@nhrs.org)**
- **Employer Reconciliation – 410-3676**
- **Insurance – 410-3675**
- **Employer Compliance and Audits – 410-3681**

59

59

The New Hampshire Retirement System (NHRS) is governed by New Hampshire RSA 100-A, rules, regulations, and Federal laws including the Internal Revenue Code. NHRS also implements policies adopted by the Board of Trustees. These laws, rules, regulations, and policies are subject to change. Even though the goal of NHRS is to provide information that is current, correct, and complete, NHRS does not make any representation or warranty as to the current applicability, accuracy, or completeness of any information provided. The information herein is intended to provide general information only, and should not be construed as a legal opinion or as legal advice. Members are encouraged to address specific questions regarding NHRS with an NHRS representative. In the event of any conflict between the information herein and the laws, rules, and regulations which govern NHRS, the laws, rules, and regulations shall prevail.



60

60