How to Enroll a Member

New or re-hired members must be enrolled via the monthly reporting file or web entry. This should be done in the first reported pay period a member is working for an employer.

The XML file layout, or "schema," contains fields to enroll a new hire or report the re-hire of a former member.

Employer Reporting File Layout

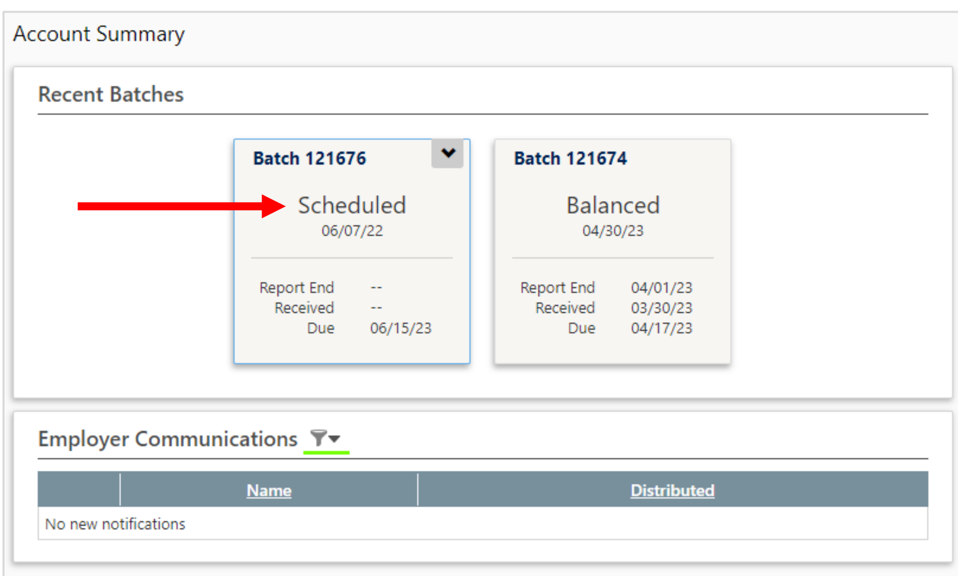
Field Name	Description	Field Value	Required or Optional	Default if not provided	XML Schema
NewHire	Indicates if the member is a new hire as of the pay period being reported	1 = True 0 = False	Required	0	Optional
ReHire	Indicates if the member is a rehire as of the pay period being reported	1 = True 0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

If you report by web entry or if your payroll software vendor was unable to program this process in your software, enrollments can be done manually by following the steps below.

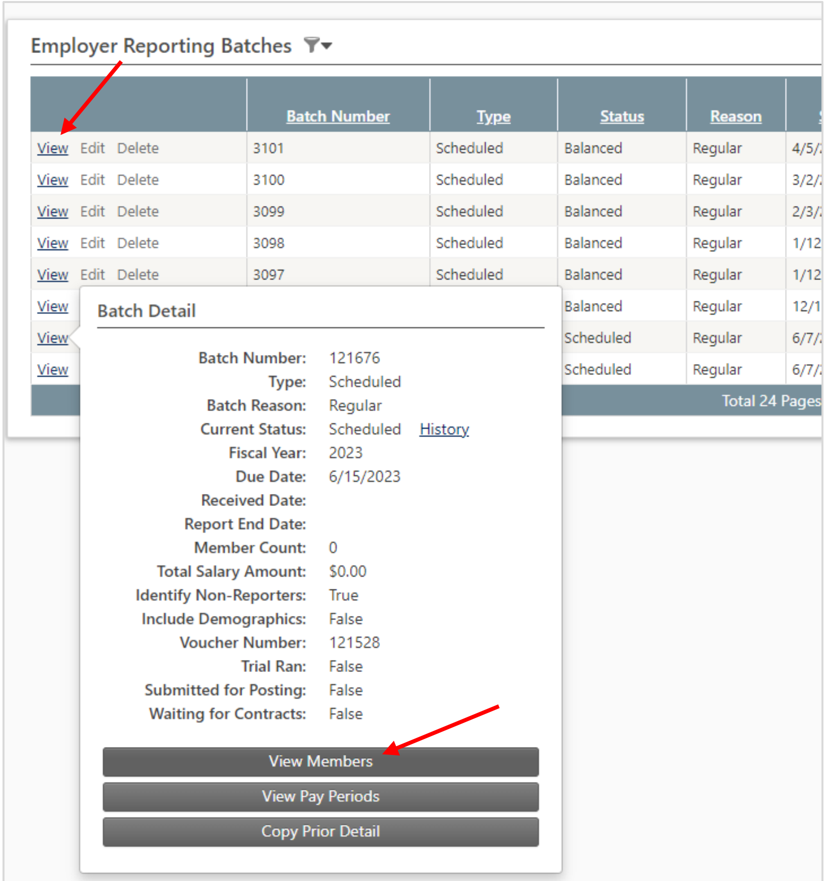
Web entry employers can add members as soon as they copy the batch or build the batch manually.

Employers who report by file upload must wait until after their file is submitted for upload and a trial has been run. Members can then be enrolled before or after exceptions are cleared, but prior to the file being submitted for posting.

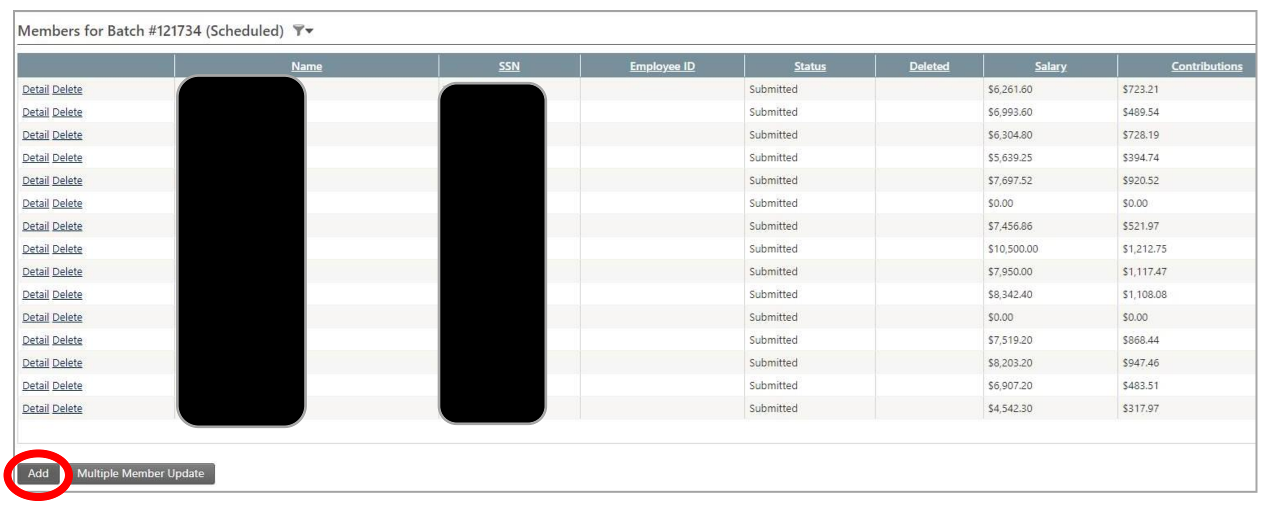
1. To add a new hire or a re-hire to the batch, click on the batch card in the dashboard.



2. Click **View** beside the appropriate batch, and then **View Members**.



3. Below the list of members, click **Add**.

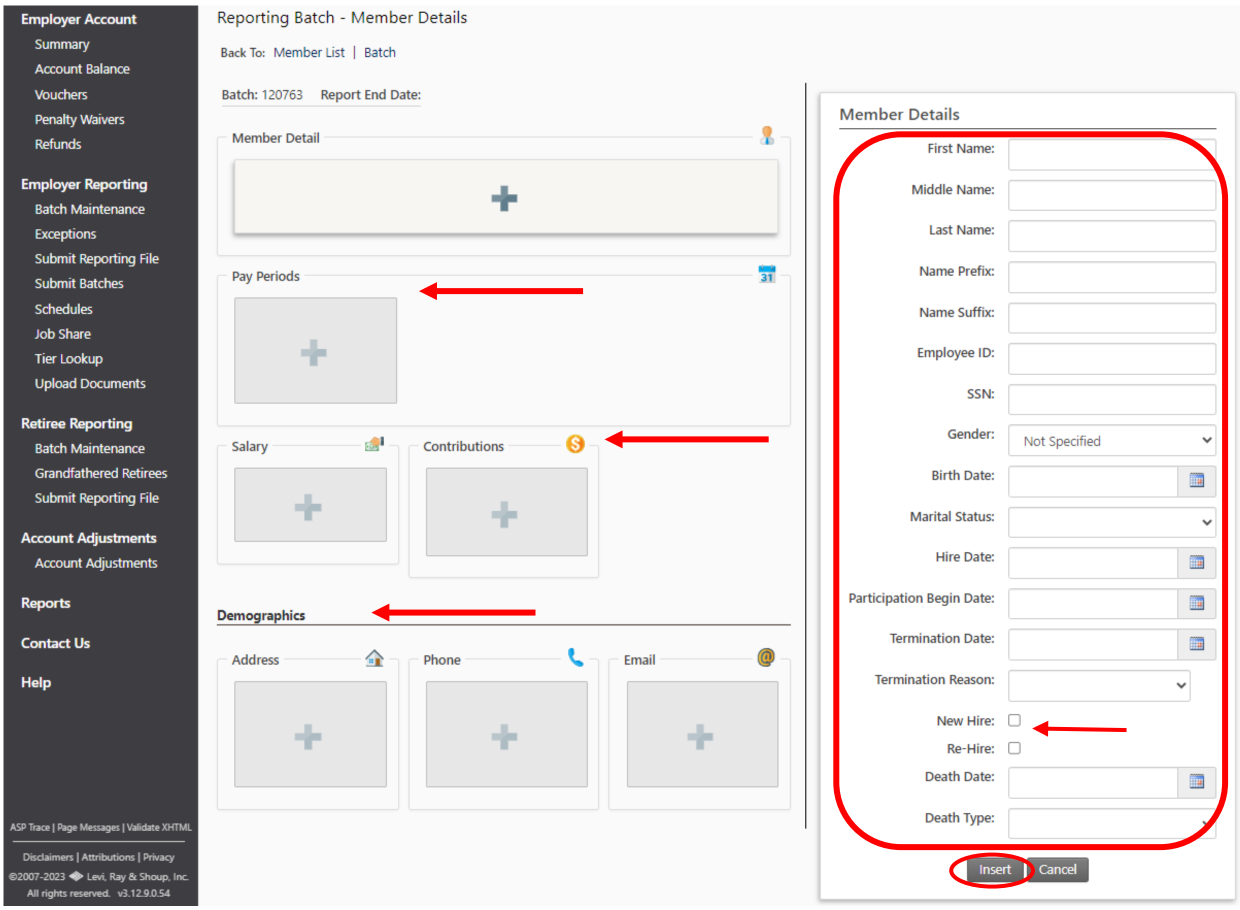

Members for Batch #121734 (Scheduled)

	Name	SSN	Employee ID	Status	Deleted	Salary	Contributions
Detail Delete	[redacted]	[redacted]		Submitted		$6,261.60	$723.21
Detail Delete				Submitted		$6,993.60	$489.54
Detail Delete				Submitted		$6,304.80	$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		$8,203.20	$947.46
Detail Delete				Submitted		$6,907.20	$483.51
Detail Delete				Submitted		$4,542.30	$317.97

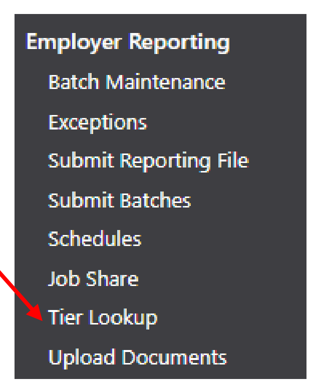
Add Multiple Member Update

4. Enter the enrollment and payroll information for each category, then click the **New Hire** or **Re-Hire** box. Choose **New Hire** if the person has never been in the retirement system before. Note: When adding a new hire to the reporting file, you must indicate that the person is a new hire. Otherwise, the user will see an exception asking if the person is a new hire. Click **Re-Hire** if the person has previously worked for any participating employer.

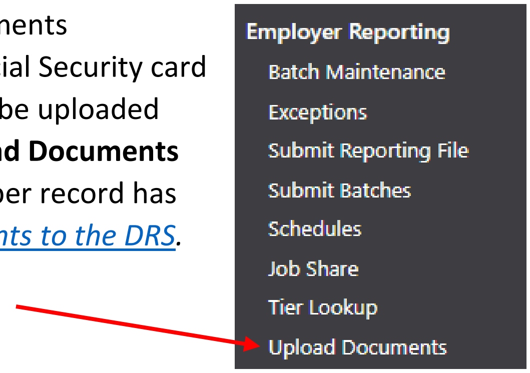
   Review the screen to confirm that all the required information has been added, then click **Insert** .



Note: If you are unsure whether someone has previous NHRS service with another employer, use the **Tier Lookup** feature in the Employer Reporting menu to search by Social Security number. If the search result says the SSN was not found, choose New Hire. If the search result shows the person's name and membership tier, choose Re-Hire.
See: *How to Lookup a Member's Tier.*



5. After the batch has posted, supplemental documents associated with a new enrollment (copies of Social Security card and birth certificate, beneficiary form, etc.) can be uploaded directly to the member's record using the **Upload Documents** link after the batch has posted and a new member record has been created. **See:** *Uploading Member Documents to the DRS*.



Tips and troubleshooting

Here are some potential exception messages you may encounter after adding a new member and how to address them.

There is a potential match using the name and birthdate for this member, but the SSN is different.

Solution: The DRS has identified a possible duplicate member profile. To resolve this, please carefully review the member's information, including their name, birthdate, and SSN. If you find any discrepancies, update the information accordingly.

The reported SSN for the Re-hire/New Hire already exists, but the address, phone number, or email does not match what is already on file for this member.

Solution: This could mean there is a duplicate member profile. To resolve this, please carefully review the member's information, including their SSN, address, phone number, and email. If you find any discrepancies, update the information accordingly.

Participation Begin Date and Pay Period Begin Date should be reviewed for accuracy.

Solution: Verify that the Participation Begin Date aligns with the Pay Period Begin Date. If there's a discrepancy, adjust the dates as needed. Also note that generally the hire date is the same as the participation begin date.