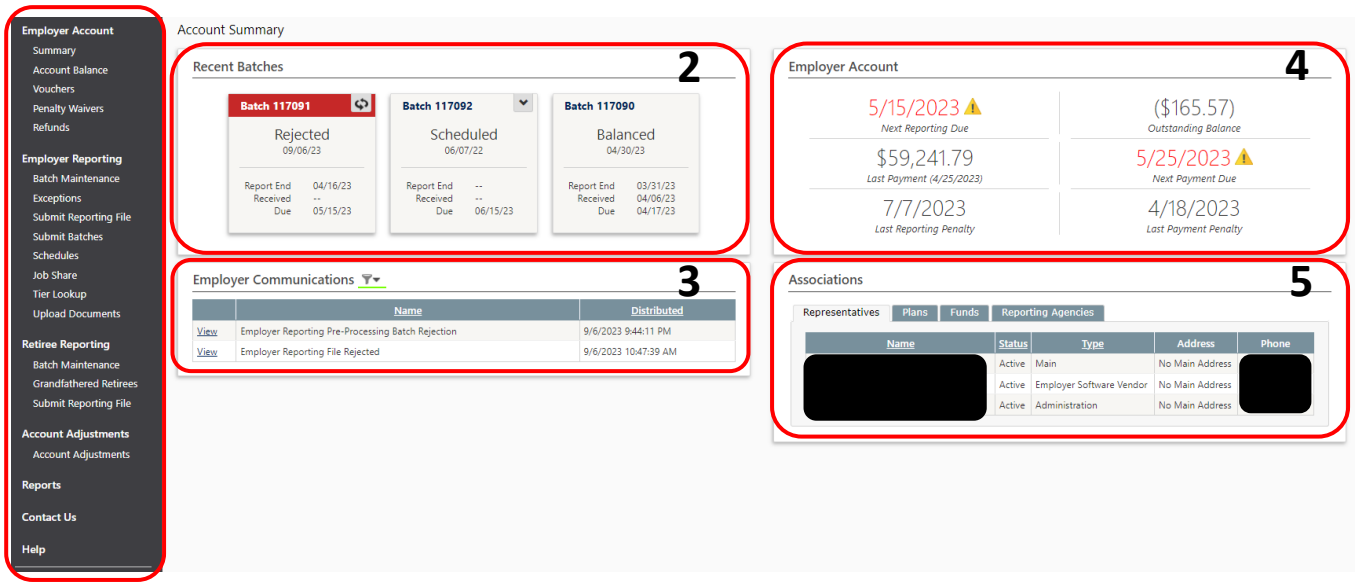
Navigating the DRS Dashboard

When users log into the DRS, they will see the **Account Summary** page, or "Dashboard," which provides employers with a quick view of key items: 1. **Navigation Bar** 2. **Recent Batches** 3. **Employer Communications** 4. **Employer Account** and 5. **Associations.**



1. Navigation Bar

Use the links in this bar – which appears on every page – to navigate the DRS.

Under **Employer Account**, you will see:

- **Summary**: This will take you to your summary screen (shown above), which is the first screen you'll see upon logging in. This screen contains details of the employer's account.
- **Account Balance**: This screen lists the account balance totals and account transactions (receivables, payments, balance due, etc.) associated with the employer.
- **Vouchers**: Vouchers provide a breakdown of a payment that an employer submits to the retirement system. The payment may cover employee and employer contributions, as well as contributions associated with service purchase payments. This screen will show the employer's vouchers, voucher numbers, and due dates for current and former vouchers.
- **Penalty Waivers**: If an employer has penalties and/or penalty waivers associated with their account, they can be viewed here.
- **Refunds**: Information about refund payments posted by NHRS can be viewed here.

Under **Employer Reporting**, you will see:

- **Batch Maintenance**: A batch is a file that contains wage and contribution data for active members. This screen will show the employer's batches, batch numbers, and the statuses of current and former batches.
- **Exceptions**: Reporting exceptions are errors found within the file. If your file contains exceptions, they can be viewed and corrected here.
- **Submit Reporting File**: Use this page to browse your computer for your reporting file; select it, then upload it to the DRS.
- **Submit Batches**: This page is where you select and submit a batch to the DRS.
- **Schedules**: This screen is where you can view your Reporting and Payment Schedules. Additionally, Pay Periods associated to the reporting schedules may be viewed and edited. If a school employer has any Teacher Contract Periods, these are displayed at the bottom of this page.
- **Job Share**: This button will only appear for employers with teacher members. If teachers are in job-share positions (i.e. two members share the duties of one full-time position), these positions can be added and managed from this screen.
- **Tier Lookup**: This screen can be used to find the tier of a specific member or members.
- **Upload Documents**: Documents and attachments can be uploaded to NHRS for a specific active member. File types that can be uploaded include:
    - Documents: DOC, DOCX, HTM, HTML, PDF, RTF, TXT, XLS, XLSX, XPS
    - Images: TIF/TIFF, JPG, JPEG, BMP, PNG, GIF

Under **Account Adjustments**, you will see:

- **Account Adjustments**: Different types of adjustments can be applied to a member's account. Account adjustments are set up with the purpose of adjusting a member's account (examples include erroneous contributions, salary continuance, salary pay item correction, missed wages, or incorrect reporting).

Under **Retiree Reporting**, you will see:

- **Batch Maintenance:** A batch is a file that contains data for retired members. This screen will show the employer's current batch, batch numbers, and the batches from previous years.
- **Grandfathered Retirees:** Employers are required to annually check the list of Grandfathered retirees on this page and verify that these retirees remain in the same position(s) they held on January 1, 2019.
- **Submit Reporting File:** This page is where you will select your annual retiree reporting batch and submit it to the DRS.

Reports: Use the Reports button to generate a report(s). For a listing of available reports and what they do, see our **Generating Reports** document.

Contact Us: This page lists NHRS contact information.

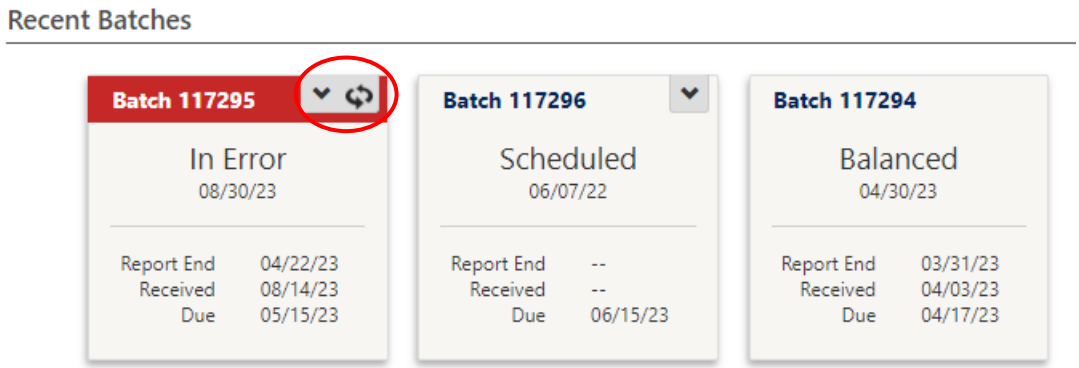
Help: This leads to the DRS Help guide.

2. Recent Batches

This section displays current batches in a status of Submitted, In Error, Corrected, or Rejected. It also shows the next occurring scheduled and/or unscheduled batches, and the most recently posted and/or balanced batch.

Batch Cards

The squares are called "cards." Cards are used to display information about the employer's most recent reporting batches. The batch can be identified by its batch number, and its detail is shown within it. The cards can be clicked on to navigate directly to more details and other options for the selected batch.

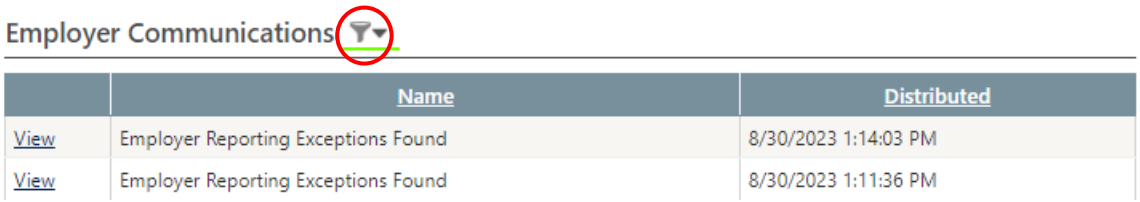


Depending on the status of the batch, the card may have a drop-down that can be used to jump to specific actions. The drop-down is accessed by using the down arrow in the upper-right corner of the card.

Cards may also have two sides (front and back) and can be flipped to see additional details. To flip a card, select the double arrows in the upper-right corner of the card, if available.

3. Employer Communications

This section includes notifications that are automatically generated and sent to the employer when certain activities occur related to your account or your employer reporting batches.



Items can be filtered by name and distribution date using the funnel icon beside the section title. Initially, the grid only displays recent messages, but the filter can be used to find older documents.

4. Employer Account

This section displays the employer's next reporting due date, outstanding balance, last payment date and amount, and next payment due date, if known.

5. Associations

This section displays the employer's representatives, associated plans, associated funds, and associated reporting agencies. Each has its own tab.