

Retiree Reporting: No NHRS Retirees

If an employer has zero NHRS retirees on their payroll, they must report this information to NHRS annually by February 15.

To report no retirees, log into the Data Reporting System (DRS).

1. Click on **Batch Maintenance** in the Retiree Reporting section of the menu.



2. Click **View** on the scheduled batch for the calendar year you are reporting.
Note: Previously posted batches from prior years also will be listed on this screen. The current batch will show a status of scheduled.

Batch Maintenance

Retiree Reporting Batches

	Batch Number	Type	Status	Reason	Status Date	Fiscal Year	Due Date	Retiree Count	Total Salary
View	2034	Scheduled	Scheduled	Retiree Reporting	11/3/2023	2023	1/31/2024	0	\$0.00
View	77	Unscheduled	Posted	Retiree Reporting	1/31/2023	2022	1/31/2023	7	\$17,881.92
View	76	Unscheduled	Posted	Retiree Reporting	1/19/2022	2021	1/19/2022	7	\$8,950.64
View	75	Unscheduled	Posted	Retiree Reporting	1/21/2021	2020	1/21/2021	6	\$4,700.00
View	74	Unscheduled	Posted	Retiree Reporting	1/29/2020	2019	1/29/2020	5	\$12,742.56

3. Click **Report No Retirees** on the Batch Details screen.

Retiree Reporting Batches

Batch Detail

Batch Number: 2034
Type: Scheduled
Batch Reason: Retiree Reporting
Current Status: Scheduled
Fiscal Year: 2023
Due Date: 1/31/2024
Received Date:

Add Retirees
Report No Retirees
Submit a File

4. Click **Submit** to confirm that there are no retirees in the batch.

Submit Batch

Batch Number: 2034
Type: Scheduled
Batch Reason: Retiree Reporting
Current Status: Scheduled
Fiscal Year: 2023
Due Date: 1/1/2024

Are you sure you want to submit an empty batch? Select 'Submit' to confirm no retirees to report.

Submit Cancel

Additional information

If you have questions or require help with annual retiree reporting, please contact your employer reporting relationship manager or call (603) 410-3500.

Employers with questions regarding eligibility or other administrative issues regarding the law can review our frequently asked questions (FAQ) at:

<https://www.nhrs.org/faqs/faq-part-time-employment>

If your question is not addressed in the FAQ, please email info@nhrs.org.