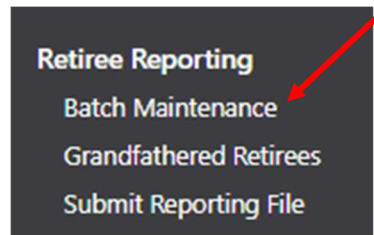


Retiree Reporting: Web Entry

Employers are required to report to NHRS any retirees who worked in part-time positions in the prior calendar year. Retirees must be reported on an annual basis, no later than February 15 each year. Please note that employers with no NHRS retirees on their payroll are also required to report to NHRS.

1. To report retirees via web entry, log into the **Data Reporting System (DRS)** and click on **Batch Maintenance** in the Retiree Reporting section of the menu.



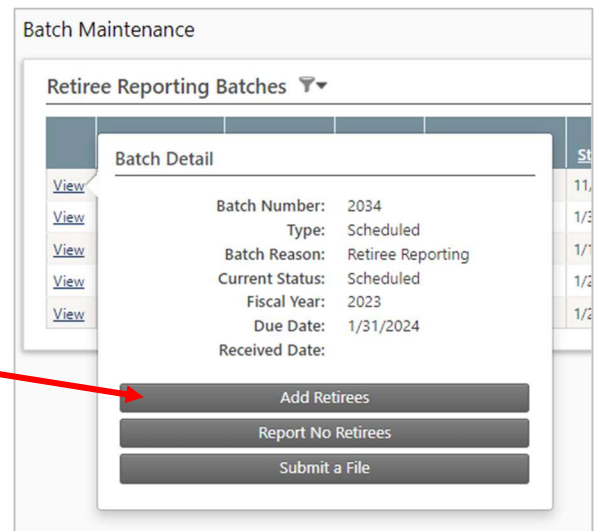
2. Click **View** on the scheduled batch for the calendar year you are reporting.
Note: Previously posted batches from prior years also will be listed on this screen. The current batch will show a status of Scheduled.

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 **Add Retirees**. This will update the batch with all reported retirees from the prior year's retiree reporting batch. There is no undo for this action. Once the user clicks **Add Retirees**, they will have to manually delete any they no longer need to report (see Step 4). **Note:** When the batch is loaded from the prior year, previous hours and wages do not carry over; these fields are blank.



- To **delete** a retiree from the batch, click on the **Delete** button beside the retiree's name. If a retiree was accidentally deleted, clicking the **Restore** button will undo the action if the batch has not yet been posted.

Retirees for Batch #2034 (Scheduled) ▼

	Name	SSN	Position Plan	Hours	Salary	Disposition	Retiree Deleted
Detail Delete Restore	[REDACTED]	[REDACTED]	Employee	0.00	\$0.00		False
Detail Delete Restore	[REDACTED]	[REDACTED]	Employee	0.00	\$0.00		False
Detail Delete Restore	[REDACTED]	[REDACTED]	Employee	0.00	\$0.00		False
Detail Delete Restore	[REDACTED]	[REDACTED]	Employee	0.00	\$0.00		False
Detail Delete Restore	[REDACTED]	[REDACTED]	Employee	0.00	\$0.00		False
Detail Delete Restore	[REDACTED]	[REDACTED]	Employee	0.00	\$0.00		False
Detail Delete Restore	[REDACTED]	[REDACTED]	Employee	0.00	\$0.00		False

Add

- To **edit** an existing retiree within the batch, click on the **Detail** button beside the retiree's name.

Retirees for Batch #2034 (Scheduled) ▼

	Name	SSN	Position Plan	Hours	Salary	Disposition	Retiree Deleted
Detail Delete Restore	[REDACTED]	[REDACTED]	Employee	0.00	\$0.00		False
Detail Delete Restore	[REDACTED]	[REDACTED]	Employee	0.00	\$0.00		False
Detail Delete Restore	[REDACTED]	[REDACTED]	Employee	0.00	\$0.00		False
Detail Delete Restore	[REDACTED]	[REDACTED]	Employee	0.00	\$0.00		False
Detail Delete Restore	[REDACTED]	[REDACTED]	Employee	0.00	\$0.00		False
Detail Delete Restore	[REDACTED]	[REDACTED]	Employee	0.00	\$0.00		False
Detail Delete Restore	[REDACTED]	[REDACTED]	Employee	0.00	\$0.00		False

Add

- On the Detail screen, you can add the annual **hours** worked and **wages** paid. Once the information has been edited, click **Update**. If the fields are disabled, that means the batch is Posted and cannot be edited.

Member Details

First Name: [REDACTED]

Last Name: [REDACTED]

SSN: [REDACTED]

Position Plan: Employee ▼

Hours: 0.00

Wages: 0.00

Exempt:

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

- To add a retiree, click the **Add** button at the bottom of the grid. Then, enter the retiree’s Social Security number (SSN).

Retirees for Batch #2034 (Scheduled)

	Name	SSN	Position Plan	Hours	Salary	Disposition	Retiree Deleted
Detail Delete Restore	[Redacted]	[Redacted]	Employee	0.00	\$0.00		False
Detail Delete Restore	[Redacted]	[Redacted]	Employee	0.00	\$0.00		False
Detail Delete Restore	[Redacted]	[Redacted]	Employee	0.00	\$0.00		False
Detail Delete Restore	[Redacted]	[Redacted]	Employee	0.00	\$0.00		False
Detail Delete Restore	[Redacted]	[Redacted]	Employee	0.00	\$0.00		False
Detail Delete Restore	[Redacted]	[Redacted]	Employee	0.00	\$0.00		False
Detail Delete Restore	[Redacted]	[Redacted]	Employee	0.00	\$0.00		False

[Add](#)

- On the Detail screen, you can add the annual hours worked and wages paid for the newly added retiree. Once the information has been edited, click **Update**. If the fields are disabled, that means the batch is Posted and cannot be edited.

Member Details

First Name:

Last Name:

SSN:

Position Plan:

Hours:

Wages:

Exempt:

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

- To submit the batch, click on the **Submit Batch** button.

Batch Detail

[View](#)

[View](#)

[View](#)

[View](#)

[View](#)

[View](#)

[View](#)

Batch Number: 2034
 Type: Scheduled
 Batch Reason: Retiree Reporting
 Current Status: Scheduled
 Fiscal Year: 2023
 Due Date: 2/12/2024
 Received Date:

[Update Retirees](#)

[Submit Batch](#)

[Submit a File](#)

Employers will receive a “Retiree Reporting Batch Posted” notification once the batch has posted.

Employer Communications

	Name
View	Retiree Reporting Batch Posted

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.