# CSE/

# NEW HIRE REPORTING RESPONSIBILITIES (F

(For Employers)

# WHY IS IT IMPORTANT TO REPORT NEW HIRE INFORMATION?

New Hire Reporting is essential in helping families and children receive timely child support payments they need and deserve.

New Hire Reporting accelerates the income withholding process and expedites collection of child support payments, especially from parents who change jobs frequently and fail to report changes in a timely manner.

New Hire Reporting is a valuable tool that contributes to the well-being of many families, and assists with preventing fraudulent unemployment payments and/or welfare benefit payments.

Employers can be fined for failure to report new hire information (\$25 per newly hired employee). If there is a conspiracy between the employer and the employee "not" to report, the fine could increase to \$500 per newly hired employee. In addition, states may impose additional civil penalties for non-compliance.



#### WHAT IS NEW HIRE REPORTING?

ORC 3121.89-3121.8911

 and the Personal
 Responsibility and Work

 Opportunity Reconciliation

 Act requires <u>ALL</u> employers
 to report newly hired and
 rehired employees to a

state directory within 20 days of their hire date (this includes contractors providing services if paid \$2500 or more per year).

New Hire Reporting is

required by law in all 50 states and has been mandatory since 1998.

All public, private, nonprofit and government employers in the State of Ohio are required to report.

#### **HOW DO I REPORT NEW HIRE INFORMATION?**

- There are several options available for employers to report new hire information including:
- Electronic Reporting
   Accessible 24 hours per
   day—employers may visit
   the secured New Hire
   Reporting Center website
   at: www.oh-newhire.com
- <u>File Transfer Protocol</u>
   (FTP) Export information
   directly from your payroll

or Human Resources software. (If you use a Payroll Company, this service may be available through them directly). Register through the New Hire Reporting Center at: <a href="https://www.oh-newhire.com">www.oh-newhire.com</a>

Mail or Fax Print a blank new hire reporting form (available at www.oh-newhire.com click the forms link) Fax: 614-221-7088
Email: ohnewhire@policystudies.com

W-4 Form

If you choose this method, you must ensure each W-4 is legible and has the employer's name, FEIN and address written at the top of each form.

#### **HOW WILL NEW HIRE INFORMATION BE USED?**

There are strict guidelines in place for new hire information. Ohio's child support computer system is matched with new hire information reported by employers. This information is used to:

 Locate non-custodial parents and to assist in establishing paternity (father-child relationship).

 Establish and enforce child support orders. It is especially helpful in the enforcement and collection of child support due to families. Prevent fraud against welfare and unemployment insurance costs.



### HOW OFTEN DO I NEED TO REPORT NEW HIRE INFORMATION ?

- Employers must submit information on every new hire within 20 days of the date of hire. If the employer submits new hire information electronically or through FTP, the employer is responsible to submit twice each month (if necessary based on the volume of hiring), no more than 16 days apart.
- As long as an employee completed a W-4 form (even if the person only

- worked a short period of time), this information must be reported. Information such as a home address and work history can be helpful when trying to locate an individual.
- If you do not have any new hires, there is no need to report.
- Submitting quarterly wage reports to the Ohio Employment Security Commission does NOT satisfy the New Hire

- Reporting responsibilities, as this information is not available for two to six months after the date of hire.
- **Employers** NOT are responsible to report when an employee is terminated. Only new hires or re-hires must be reported through this process. However, the employer should notify the agency that issued wage withholding order if one is on file.



#### **Employer Resources**

- Ohio Department of Job and Family Services 800-686-1556 http://jfs.ohio.gov/ocs
- Office of Unemployment Compensation 614-466-2319 http://jfs.ohio.gov.ouc
- Ohio Department of Taxation 614-466-2166 http://tax.ohio.gov
- Ohio Department of Commerce (Division of Administration) 614-466-3636 http://www.com.ohio.gov
- Ohio Department of Commerce (Labor and Worker Safety) 800-671-6858 http://www.com.ohio.gov/laws
- Ohio Department of Commerce (Division of Financial Institutions) 614-728-8400 http://www.com.ohio.gov/fiin
- Ohio Department of Development (1st Stop Business Connection) 800-248-4040 http://www.odod.state.oh.us/ onestop

## WHY DO EMPLOYERS PLAY A VITAL ROLE IN CHILD SUPPORT COLLECTION?

- Employers help collect 70% of child support due to families and children by complying with child support and medical support orders.
- Employers help save tax payer dollars and reduce government spending by increasing child support collections for families who would otherwise be forced to seek public
- assistance (welfare) benefits.
- Employers help prevent fraud and reduce public assistance overpayments by complying with New Hire Reporting laws.
- Employers help promote a stable and reliable workforce. Employees whose children are provided regular support
- payments will face less stress and be better able to focus on their jobs.
- Employers encourage a future skilled workforce.
  Providing financial stability through child support contributes to the education and training of a new generation of workers.

# IF YOU NEED ASSISTANCE WITH NEW HIRE REPORTING...

- You may contact: Ohio New Hire Reporting Center 800-872-1490.
- Help Desk Staff are available Monday—Friday 8:00 a.m.—5:00 p.m.
- Open 24 hours a day, 7 days a week.



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