

## New Hire Reporting

The Department of Labor has been maintaining the new hire database since states began compiling the records in 1997. Required by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Public Law 104-93) it is intended to promote personal responsibility. The child support enforcement components require states to maintain a new hire database.

Within 20 days of each new hire, rehire, or employee returning to work, the employer must report the:

- Social Security number, name and address of the new hire, **AND** the
- Employer's Federal ID number [nine digits] with the employer's name and address.

The statute requires timely reporting. There are a variety of ways to comply with the statute. We encourage entering the new hire information online. It is the best method for updating current employment information. Some employers mail or fax a W4 with items 1, 2, 8 and 10 completed. An equivalent, alternative report is acceptable.

- [Arkansas](#)
- [Idaho](#)
- [Kansas](#)
- [Louisiana](#)
- [Missouri](#)
- [Nebraska](#)
- [New Mexico](#)
- [Oklahoma](#)
- [Oregon](#)
- [Texas](#)
- [Washington](#)