



New Hire Reporting Center

Attention All Employers!

Indiana Code Section 22-4-10-8 and the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, 42 U.S.C.653a, require all employers who employ persons within the state of Indiana to electronically report all newly hired or rehired employees to the state directory **within 20 days of the hire or rehire date.**

Employers play an essential role in helping Indiana's children receive the support they need. Many families who don't receive financial support are often forced to depend on public assistance or live in poverty. By acting in accordance with the new hire reporting law, you will help children receive the support they deserve. Furthermore, new hire reporting reduces fraudulent unemployment insurance and workers' compensation claims. Ultimately, new hire reporting is an easy, yet vital process designed to help employers make a positive difference in their communities.



Contact

Indiana New Hire Reporting Center

Website:

<https://IN-NewHire.com>

Phone: (866) 879-0198

Email:

Contact@IN-NewHire.com

Hours of Operation: Monday through Friday from 8:00 a.m. to 5:00 p.m. ET

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Timely new hire reporting is critical to the prevention of fraud, waste, and abuse in public services and to the provision of court-ordered support to children.

REPORTING BASICS

What information do I need to report?

Employer Information

- Employer or business name
- Employer address
- Employer Federal Employer Identification Number (FEIN)

Employee Information

- Employee Name (First, Middle, Last)
- Employee Mailing Address
- Employee Social Security Number (SSN)
- Employee Date of Hire
- Employee Job Title
- Employee Standard Occupational Classification (SOC)
- Employee Starting Salary
- Employee Rate of Pay (hourly, annually)

What happens if an employer fails to report?

The Indiana Department of Workforce Development can impose a fine of \$25 for each failure to timely report an employee. If the Department finds that an employer and employee conspired to not report or to provide a false or incomplete report, then the Department can fine the employer \$500.

Why is new hire reporting important?

Timely new hire reporting reduces fraudulent unemployment insurance payments and workers' compensation claims. Timely reports by employers provide notification to the Indiana Department of Workforce Development that an individual is employed, allowing the Department to stop any further payments on unemployment claims. Furthermore, timely new hire reports ensure that Indiana children receive court-ordered financial support. Ultimately, new hire reporting is an easy, yet vital process designed to help employers have a positive impact on their communities.

FREQUENTLY ASKED QUESTIONS

Will the information be kept private? All of the information submitted to the New Hire Reporting Center will be kept private and secure. As allowed by law, the information may be shared with government agencies to help reduce fraud in areas such as workers' compensation, unemployment, and welfare benefits.

I've never reported new hires, how do I get in compliance?

Begin by reporting any new employees you've hired within the last 180 days. After that, continue by reporting any new hires you have within 20 days of their hire date to remain in compliance.

What if I use a third-party vendor? If you use a third-party vendor to report your new hires, please verify with your vendor that they are reporting accurate information on your behalf to ensure compliance with Indiana Code Section 22-4-10-8 and Section 313 of the Federal Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, 42 U.S.C. 653a.

EMPLOYER RESOURCES

Please visit our ['Employer Resources'](#) section to access additional information for your organization.

HOW DO I REPORT NEW HIRES?

Employers must report new hires and rehires through our online form or by electronic file reporting. If you use a payroll or accounting service, you may ask the service provider to report your new hires for you or you can easily report them yourself using one of the convenient methods listed below.

Online Reporting: <https://IN-NewHire.com>

- Interactive online form reporting
- Secure account and password exclusively for your company
- Secure file web uploads

Electronic File Reporting

- Electronic File Transfer Protocols (SFTP) (formats available at <https://IN-NewHire.com/ftp>)
- File automation
- Confirmation receipts

MULTISTATE REPORTING

Multistate employers have the option of designating one state to which they will report all new hires. Employers who choose this option must provide notification to the Secretary of the U.S. Department of Health and Human Services (DHHS) of their intention to do so. Additional information related to Multistate Employer Registrations can be found on our site at https://in-newhire.com/multistate_reporting.

For additional information, visit: <https://IN-NewHire.com>