

INDIANA NEW HIRE REPORTING CENTER

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 report all newly hired or rehired employees to the state directory within 20 days of the hire or rehire date.



What is new hire reporting?

All employers who employ persons within the State of Indiana are required to report all newly hired or rehired employees in Indiana within twenty (20) days of the employee's first day of work.

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.

How do I report new hires?

There are a variety of simple and easy ways to report new hires and rehires including online reporting, electronic reporting, mail, or fax. Reporting electronically, however, is the fastest and easiest way to report. Reporting electronically saves time and money. If you use a payroll or accounting service, you may ask the service to report your new hires for you. Or, you can easily report them yourself using one of the convenient methods listed below.

Electronic: www.IN-NewHire.com

- Interactive internet reporting
- Secure file upload
- Electronic File Transfer Protocol (FTP)
- Secure account and password exclusively for your company
- Confirmation receipt

Non-Electronic:

- New Hire Reporting Form (available at www.IN-NewHire.com)
- Printed lists
- W-4 Form (add company name, company address, FEIN, employee's date of hire, and employee's date of birth)

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.

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What information do I need to report?

Employer information:

- Employer or business name
- Employer address
- Employer federal tax identification number - Federal Employer Identification Number (FEIN)

Employee information:

- Employee's name
- Employee's address
- Employee's Social Security Number
- Employee's date of hire
- Employee's state of hire (required if reporting as Multistate Employer)

Multistate Employers

Multistate employers have the option of designating one state to which they will report all new hires. Employers who choose this option must provide written notification to the Secretary of the U.S. Department of Health and Human Services (DHHS) of their intention to do so. Employers may contact the Federal Office of Child Support Enforcement (OCSE) to request a form at (410) 277-9470 or visit www.acf.hhs.gov to download a form.

Claims Resolution Act of 2010

Section 802 of the CRA, effective June 8, 2011, requires employers to provide the date an employee first performed services for pay to the state New Hire Reporting Center. Employers can input this information using the existing "Employee's Date of Hire" field.

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.

Using a Third-Party Vendor

If you use a third-party vendor to report your new hires, please verify that the vendor is 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.

Feel free to call our office to speak with a customer service representative.

www.IN-NewHire.com



Indiana New Hire Reporting Center
P.O. Box 3006
Dublin, OH 43016

Phone: 866-879-0198
Fax: 800-408-1388

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