



NEW HIRE REPORTING CENTER

CALLING ALL EMPLOYERS!

The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, 42 U.S.C. 653a and West Virginia Code 48-18-125 requires all employers to submit their new hire reports within 14 days after the employee is hired, rehired, or returns to work.

Employers must also report the hiring or rehiring of all independent contractors who receive compensation or execute a contract for services performed when payment for services equals or exceeds \$2500.00 in any year.

Reporting for independent contractors must occur at the time the contract is executed or the first payment, whichever is earlier.

www.wv-newhire.com

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REPORTING BASICS

Why must I report?

Employers serve as key partners in ensuring financial stability for many children and families. New hire reporting speeds up the child support income withholding order process, expedites collection of child support from parents who change jobs frequently, and quickly locates non-custodial parents to help in establishing paternity and child support orders. New hire reporting helps children receive the support they deserve.

What information must I report?

Before you submit your reports, be sure to have the following information at hand:

- Federal Employer ID Number (FEIN)
- Employer name
- Employer address
- Employee Social Security Number (SSN)
- Employee name
- Employee address
- Employee start date
- Employee state of hire (if reporting as a multistate employer)

How do I report?

There are a variety of ways to report new hires, including online reporting, electronic reporting and by mail or fax. For more information on the convenient reporting options available, visit www.wv-newhire.com.

FREQUENTLY ASKED QUESTIONS

Who must report? Employers and labor organizations doing business in the State of West Virginia must report all newly hired employees. A new employee is considered any individual who is eligible for federal income tax withholding from wages and provides a service to the employer. This includes part-time, rehired or recalled, and temporary employees.

How often must I report? Employers must report within 14 days of a new employee's hire date. Employers who submit reports magnetically or electronically shall submit the reports in two monthly transmissions not more than 16 days apart.

Is anyone exempt from this law? No one is exempt from this law.

EMPLOYER RESOURCES

Please visit our 'Employer Resources' repository on www.wv-newhire.com to access additional information for your organization.

ELECTRONIC REPORTING

Reporting new hires electronically benefits employers in a number of ways:

- Saves on paper, processing time, and postage;
- Reduces the likelihood of errors;
- Helps to avoid rejected records because of unreadable or missing information;
- Qualifies Multistate employers for "Multistate" new hire reporting; and
- Allows employers with many work sites to centralize their new hire reporting.

There are two ways employers can report electronically:

Online Reporting: Employers can use our website to report their new hires online. Confirmations of reports received are provided each time an employer reports using this feature. Visit www.wv-newhire.com to register for online reporting.

Electronic Reporting: Employers can export their new hire information from their payroll or human resources software into a file that meets our layout specifications. Most software manufacturers provide technical support, and some software manufacturers have recently added electronic new hire reporting options to their latest upgrades.

MULTISTATE REPORTING

If you are an employer with employees in more than one state, you are a multistate employer. Multistate employers have two options for reporting their new hires:

Option #1 Report newly hired employees to the state in which they are working, following the new hire regulations of each state to which you will report. For more information on multistate reporting, visit <https://ocsp.acf.hhs.gov/csp/mser>.

Option #2 Select one state where you have employees working and report all new hires to that state electronically. Visit www.wv-newhire.com for more information on electronic reporting.

For additional information, visit:
www.wv-newhire.com