

## **NEW HIRE REPORTING INFORMATION FOR IDAHO**

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# NEW HIRE REPORTING INFORMATION FOR IDAHO

## 1. What is the new hire law?

The “Personal Responsibility and Work Opportunity Reconciliation Act” (PRWORA) of 1996 was passed as part of the larger welfare reform legislation. This Act requires that all employers report information on people they hire or re-hire to a state directory shortly after they are hired. Although a Federal law, this legislation looks to the individual states to implement the law and to maintain the directories of new hires. Idaho Code at Title 21, Chapter 383, Section 383-94 and at Title 31, Chapter 576D, Sections 576D-16 and 576D-17. is the implementation of PRWORA within the State of Idaho.

## 2. Why is new hire reporting required?

New hire reporting was designed to speed up any child support withholding order processes by expediting collection of child support from parents who change jobs frequently. It also helps locate non-custodial parents to help in establishing paternity and child support orders. Thus, employers serve as key partners in ensuring financial stability for many children and families by helping them receive the financial support they deserve.

## 3. Who is required to report?

Employers doing business in the state of Idaho must report on the following employees:

- **New Employees:** Employers must report information on newly hired employees who reside or work in the State of Idaho. This includes employees of all ages, those who work less than a full day, those still in a probationary period, part-time and seasonal employees. This information must be reported even if the employee is employed for only one day before termination.
- **Rehired or recalled employees:** Employers must report information on employees who are rehired or recalled to work after being laid off, furloughed, separated, granted a leave without pay or are terminated from employment after 12 months and who reside or work in the State of Idaho.
- **Temporary employees:** Temporary agencies are responsible for reporting information on any employee hired to report for an assignment. This need be done only once, employees do not need to be re-reported each time they report to a new client, unless there is a break in service or gap in wages, in which case they need to be reported as a rehire.

## 4. What information must be reported?

In accordance with the Federal legislation, the State of Idaho requires the following information to be reported:

- The employer’s Federal Employer Identification Number (FEIN). If the employer has more than one FEIN, use the same one used to report quarterly wage information
- The employer’s Idaho Unemployment Insurance account number
- The employer’s name
- The employer’s address
- The employee’s name (full name: first, middle and last)
- The employee’s address
- The employee’s Social Security Number
- The employee’s date of hire

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## **5. How and where is this information reported?**

Idaho's New Hire Reporting offers several options that make it easy for employers to report new hires. The options available are:

### **Electronic Reporting**

- To report new hires on-line call the Idaho Department of Labor to get a Personal Identification number toll-free at 800-627-3880. Then go to <https://labor.idaho.gov/applications/newhire/OnLineDataEntry/Default.aspx> to report the new hires on-line.
- Go to <https://labor.idaho.gov/applications/newhire/Formats.aspx> for the data specifications and other instructions on how to send a diskette with new hire reporting information. Mail any diskettes to the address below.
- Send new hire reports as an unencrypted e-mail to [newhire@labor.idaho.gov](mailto:newhire@labor.idaho.gov). This is not recommended as sensitive personal information (EIN and SSN) would be sent in an unencrypted form over public channels.

### **Non-Electronic Reporting**

- New hire reporting form: Click <https://labor.idaho.gov/applications/newhire/newhireform.doc> to download the form or use the one attached.
- W-4 form: You may choose to submit a W-4 form as a new hire report. If you do, please ensure that the W-4 is easily readable and has the employer's name, Federal Employer Identification Number, and address written in blocks 8 and 10 on each form.
- New hire reports may either be faxed or mailed to the following:

**Mail reports or diskettes to:**

Idaho Department of Labor  
New Hire Reporting  
317 West Main St  
Boise, Idaho 83735-0610

**Fax reports to:**

208-332-7411

### **Other Reporting Methods**

- Payroll Service: Leading payroll services are already electronically reporting new hires for thousands of employers. If you use one a payroll or accounting service see if the service can report new hires for you.

## **6. How often must the information be reported?**

Employers are required to submit new hire reports within 20 days after an employee is hired, rehired or returns to work. If you have multiple new hires in a month and are submitting electronic files, these files must be submitted which are not less than 12 days nor more than 16 days apart.

## **7. How will the information be used?**

Federal and State laws contain strict regulations on how new hire reporting information may be used. New hire reporting information is matched against any open child support orders to locate non-custodial parents and enforce these orders.

This information will also be fed into a national directory to provide more current information for locating out-of-state noncustodial parents.

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New hire information may also be used by states to help detect and prevent fraudulent payments to recipients of unemployment insurance, worker's compensation and welfare benefits.

The use of this information helps maintain financial stability in Idaho families and helps to keep down the cost of welfare, unemployment and worker's compensation insurance.

### **8. Additional information.**

For questions about new hire reporting you can contact the Idaho Department of Labor, New Hire Reporting toll-free at (800) 627-3880.

## NEW HIRE REPORTING FORM

IDAHO DEPARTMENT OF LABOR  
 NEW HIRE REPORTING  
 317 W MAIN ST  
 BOISE, ID 83735-0610  
 FAX 1-208-332-7411  
 PHONE 1-800-627-3880  
<https://labor.idaho.gov/applications/newhire>

EMPLOYER INFORMATION				
Federal Employer Identification Number (FEIN)			Idaho Unemployment Insurance Number (SUTA)	
Name			Contact Phone Number	
Street Address			Contact Name	
City	State	ZIP	Fax	

EMPLOYEE INFORMATION					
First Name		M.I.	Last Name		Social Security Number
Street Address			Hire Date (Year/Month/Day)		
City	State	ZIP			

EMPLOYEE INFORMATION					
First Name		M.I.	Last Name		Social Security Number
Street Address			Hire Date (Year/Month/Day)		
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