

NEW HIRE REPORTING INFORMATION FOR OREGON

Thank you for downloading Agent 77's **NEW HIRE REPORTING INFORMATION FOR OREGON**.

This form is provided to you **as is**. As provided, we believe it meets all requirements needed for Federal compliance, as applicable, at the time you download it. We offer it to you in a form to which you can easily add your company name and logo if desired.

However, **any** substantive change to the contents of this document may result in potential legal liability for you and your company. Agent 77, Inc. accepts no liability or responsibility for any of our documents that have had the contents altered beyond simply filling in the appropriate "blanks" and/or replacing "place holder" text and adding your company logo and information.

This document is sold to you with the understanding it is **not** a legal or accounting opinion and should not be construed as such, and that Agent 77, Inc. is not engaged in the business of rendering legal or accounting services. If you need specific advice on any legal or accounting issue, the services of a competent professional should be sought. Please see www.agent77.com/legal for more information.

This and all documents downloaded from our website are Copyright 2004, 2008
© Agent 77, Inc.

Reminder: The license that you previously agreed to prohibits you from copying and distributing this **NEW HIRE REPORTING INFORMATION FOR OREGON** to anyone outside of your company. Doing so is a violation of your license and will result in the revocation of your subscription and/or prosecution under Federal copyright laws — as well as possible civil litigation. Please see www.agent77.com/legal for a copy of the current license agreement.

NEW HIRE REPORTING INFORMATION FOR OREGON

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. Oregon Revised Statutes, Title 2, Chapter 25, Section 25.790 is the implementation of PRWORA within the State of Oregon.

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 Oregon must report on the following employees:

- **New Employees:** Employers must report information on newly hired employees who reside or work in the State of Oregon. 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 45 days and who reside or work in the State of Oregon. This includes teachers, substitutes, seasonal workers, etc.
- **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.

Employers doing business in the state of Oregon must report information on any employee hired if the employee is required to complete a federal W-4 form. This includes employees of all ages, those who work less than a full day, those still in a probationary period, part-time, seasonal employees and employees who are rehired. This information must be reported even if the employee is employed for only one day before termination.

4. What information must be reported?

In accordance with the Federal legislation, the State of Oregon 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 name
- The employer’s address
- The employee’s name (full name: first, middle and last)

NEW HIRE REPORTING INFORMATION FOR OREGON

- The employee's address
- The employee's Social Security Number

5. How and where is this information reported?

The Oregon Employer New Hire Reporting Program offers several options that make it easy for employers to report new hires. The options available are:

Electronic Reporting

- To arrange for diskette or magnetic cartridge format for submitting new hire reports, contact the Employer New Hire Reporting Program at (503) 378-2868 or send an email to: emplnewhire.help@doj.state.or.us

Non-Electronic Reporting

- New hire reporting form: Go to <http://dcs.state.or.us/forms/csf010580.pdf> 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, disks or electronic tapes to:

Department of Justice
Division of Child Support
Employer New Hire Reporting Program
1495 Edgewater NW, STE 120
Salem, OR 97304

Fax reports to:

(503) 378-2863
Toll-free: (877) 877-7415

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. What is the penalty if the report is late?

A penalty of \$25 per employee per month may be assessed for each failure to report a new hire. Also, a penalty of \$500 may be assessed for the failure to report new hire information if the failure is the result of conspiracy between the business or government entity and the employee.

8. 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.

NEW HIRE REPORTING INFORMATION FOR OREGON

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

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 Oregon families and helps to keep down the cost of welfare, unemployment and worker's compensation insurance.

9. Additional information.

For questions about new hire reporting you can contact the Employer New Hire Reporting Program, please call (503) 378-2868 or send an email to: emplnewhire.help@doj.state.or.us

Oregon New Hire Reporting Form

Please visit us at <http://www.dcs.state.or.us/employers/default.htm> for additional information & to download this form.

Mail or Fax completed form to:

Department of Justice
Employer New Hire Reporting Program
4600 25th Ave NE, Suite 180 Salem, OR 97301

Telephone: (503) 378-2868

Fax: (503) 378-2863

Toll Free Fax: (877) 877-7415

Reports must be submitted no later than 20 days after the date the employer hires or rehires an employee.

Employer Information

Please use the same FEIN used to report quarterly wage information

Employer Federal Identification Number (FEIN)		State Identification Number		Submission Date	
Employer Name			DBA (Doing Business As) Name		
Employer Street/Mailing Address				Contact Name *	
Employer City		State	Zip Code	Contact Phone Number *	

* Should the Child Support Program mail income withholding orders to the above address? Yes [] No []

If no, please provide payroll office address and contact person information below.

Payroll Office Mailing Address			Contact Name (Optional)		
City	State	Zip Code	Contact Phone Number (Optional)		

(By reporting health insurance availability information below, your Company may avoid receiving unnecessary forms)

* Do your employees & their dependents have access to one or more health care plans through your company or a union? Yes [] No []

If yes, is there a waiting period for eligibility? Yes [] No [] If yes, how long? _____

Employee Information

Social Security Number*		Date of Hire (optional)		Date of Birth (optional)	
First Name*		Middle Name*		Last Name*	
Employee Street/Mailing Address			City	State	Zip Code

***Employee's name and SSN must exactly match what is on their SSN card. Please identify first, middle, and last name.**

Social Security Number*		Date of Hire (optional)		Date of Birth (optional)	
First Name*		Middle Name*		Last Name*	
Employee Street/Mailing Address			City	State	Zip Code

***Employee's name and SSN must exactly match what is on their SSN card. Please identify first, middle, and last name.**

New Hire Reporting - continued

Employer Name	Employer Federal ID Number	Contact Phone Number (Optional)
---------------	----------------------------	---------------------------------

Social Security Number*	Date of Hire (optional)	Date of Birth (optional)	
First Name*	Middle Name*	Last Name*	
Employee Street/Mailing Address	City	State	Zip Code

***Employee's name and SSN must exactly match what is on their SSN card. Please identify first, middle, and last name.**

Social Security Number*	Date of Hire (optional)	Date of Birth (optional)	
First Name*	Middle Name*	Last Name*	
Employee Street/Mailing Address	City	State	Zip Code

***Employee's name and SSN must exactly match what is on their SSN card. Please identify first, middle, and last name.**

Social Security Number*	Date of Hire (optional)	Date of Birth (optional)	
First Name*	Middle Name*	Last Name*	
Employee Street/Mailing Address	City	State	Zip Code

***Employee's name and SSN must exactly match what is on their SSN card. Please identify first, middle, and last name.**

Social Security Number*	Date of Hire (optional)	Date of Birth (optional)	
First Name*	Middle Name*	Last Name*	
Employee Street/Mailing Address	City	State	Zip Code

***Employee's name and SSN must exactly match what is on their SSN card. Please identify first, middle, and last name.**

Social Security Number*	Date of Hire (optional)	Date of Birth (optional)	
First Name*	Middle Name*	Last Name*	
Employee Street/Mailing Address	City	State	Zip Code

***Employee's name and SSN must exactly match what is on their SSN card. Please identify first, middle, and last name.**

Directions

How to fill out the New Hire Reporting Form

*** Employer Info:**

Please make sure you use the same FEIN (Federal Tax ID Number) that you use to report your quarterly wage information.

Including a contact person and phone number is optional but extremely helpful. Not providing the contact information may result in a reporting form being returned to the employer, if there is missing required information or the required information is unclear.

*** Different address and contact information for withholding orders?**

Please fill out this box if your company has a payroll service or another address to receive withholding orders.

Including a contact person and phone number is optional but extremely helpful. Not providing the contact information may result in a reporting form being returned to the employer, if there is missing required information or the required information is unclear.

*** Is health care coverage available?**

If your company doesn't have dependent or family health care coverage available, please mark the "no" box. If your company does have dependent or family health care coverage available, or if your employee is represented by a union and the union offers dependent or family health care coverage, please mark the "yes" box. If yes is marked, please provide the waiting period.

*** Employee:**

Please make sure the Social Security Number matches the employee's Social Security card, including first, middle and last name.

Including a Date of Hire and Date of Birth is optional but extremely helpful in verification of employment and missing or unclear new hire information.

Employee address should be a valid address as used by the US Postal Service.

*** Reporting Helpful Hints**

Oregon law requires all employers to submit their new hire reports within 20 days after the employee is hired or rehired.

Hand written reports are difficult to read and increase data entry errors. We encourage you to print or type (using at least a 12 font size) the information on paper reports. If you choose to hand write, please use black ink and legible hand writing. This is especially important when reports are faxed to our program because faxing can distort the information on the report.

For more information or to download our form, please visit us on the web at <http://www.dcs.state.or.us/employers/default.htm>

If you have never reported before, please report only those employees for whom you have not reported quarterly wage information and are still employed.

Faxed reports do not need to be also mailed.

Report only new hire and rehire employees. Submitting a list of all current employees creates unnecessary processing of duplicate information.