

## **NEW HIRE REPORTING INFORMATION FOR SOUTH CAROLINA**

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# NEW HIRE REPORTING INFORMATION FOR SOUTH CAROLINA

## 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. South Carolina Code of Laws Section 43-5-598 is the implementation of PRWORA within the State of South Carolina.

## 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 South Carolina must report on the following employees:

- **New Employees:** Employers must report information on newly hired employees who reside or work in the State of South Carolina. 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 if the employee is required to complete a new federal W-4 form.
- **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 South Carolina must report information on anyone hired if the individual is considered an employee for purposes of paying federal income tax withholding. 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 a few hours before termination.

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## **4. What information must be reported?**

In accordance with the Federal legislation, the State of South Carolina 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 employer's phone number (optional)
- 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 (optional)
- The employee's date of birth (optional)

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

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

### **Electronic Reporting**

- Go to <https://ssl4.westserver.net/scnewhire.com/scregister.htm> to register to report any new hires on-line (you will need to register to either enter individual new hires on-line or to send a secure file).
- Go to <https://ssl4.westserver.net/scnewhire.com/scnhlayout.htm> for the record layout to send a secure file electronically. For additional instructions go to <https://ssl4.westserver.net/scnewhire.com/scnhinstr.htm>

### **Non-Electronic Reporting**

- New hire reporting form: Go to <https://ssl4.westserver.net/scnewhire.com/forms/nh-form.pdf> to download the form or use the one attached.
- New hire reports may either be faxed or mailed to the following:

**Mail reports to:**

South Carolina Department of Social Services  
New Hire Reporting Program  
P.O. Box 1469  
Columbia, SC 29202-1469

**Fax reports to:**

(803) 898-9100

### **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.

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## **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.

## **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.

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

## **9. Additional information.**

If you have any questions regarding the South Carolina New Hire Reporting Program, you may call us at (803)898-9235 or 1-888-454-5294. You may also send an e-mail to [newhire@dss.state.sc.us](mailto:newhire@dss.state.sc.us)

# South Carolina New Hire Reporting Form

**Important Note:** Please make and keep additional copies of this form for future reporting.

We would like to encourage you to report via our on-line form found at [www.scnewhire.com](http://www.scnewhire.com)

## EMPLOYER IDENTIFICATION:

Employer Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Employer City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Federal Employer Identification Number: \_\_\_\_\_

## NEWLY HIRED OR REHIRED EMPLOYEE INFORMATION:

Employee Name		
Employee Address		
City	State	Zip
SSN	Date of Birth	Date of Hire

Employee Name		
Employee Address		
City	State	Zip
SSN	Date of Birth	Date of Hire

Employee Name		
Employee Address		
City	State	Zip
SSN	Date of Birth	Date of Hire

Employee Name		
Employee Address		
City	State	Zip
SSN	Date of Birth	Date of Hire

**MAIL OR FAX THIS REPORT TO:**

**Fax Number: (803) 898-9100**  
**Web site: [www.scnewhire.com](http://www.scnewhire.com)**

**South Carolina Department of Social Services**  
**New Hire Reporting Program**  
**Post Office Box 1469**  
**Columbia, SC 29202-1469**