

NEW HIRE REPORTING INFORMATION FOR UTAH

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NEW HIRE REPORTING INFORMATION FOR UTAH

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. Utah’s Centralized New Hire Registry Act (Chapter 7 Section 35A-7-101) is the implementation of PRWORA within the State of Utah.

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 Utah must report on the following employees:

- **New Employees:** Employers must report information on newly hired employees who reside or work in the State of Utah. 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 absence is at least 6 weeks, the employment relationship was severed and 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 Utah 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.

4. What information must be reported?

In accordance with the Federal legislation, the State of Utah 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

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- 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 or rehire (optional)
- The employee's date of birth (optional)

5. How and where is this information reported?

The Utah New Hire Registry offers several options that make it easy for employers to report new hires. The options available are:

Telephone Reporting

- Up to three new hires at a time may be reported to the Utah New Hire Registry by telephone between 8:00 am and 5:00 pm MST by dialing (801) 526-4361 or toll free at (800) 222-2857.

Electronic Reporting

- Go to <https://app.jobs.utah.gov/ui/employer/login.aspx> and click "Sign Up Now" to register to report any new hires on-line
- Go to <http://jobs.utah.gov/newhire/internet.asp> and click "Electronic File Transfer" for instructions on how to send a secure file electronically or additional information on electronic reporting.
- Go to <http://jobs.utah.gov/newhire/repmagspecs.asp> for the data specifications and other instructions on how to send a tape or disk with new hire reporting information.

Non-Electronic Reporting

- Printed List: If you cannot or do not wish to report new hire information electronically, you might be able to have your accounting, payroll, or personnel software create a printed list containing your new hire data. The printed list should contain all of the required information.
- New hire reporting form: Go to <http://jobs.utah.gov/newhire/repoptions.asp> and click "New Hire Reporting Form" 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.
- Paper new hire reports may either be faxed or mailed to the following:

Mail reports to:
Utah New Hire Registry
140 E 300 S
PO Box 45247
Salt Lake City, UT 84145-0247

Fax reports to:
(801) 526-4391

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. If you have multiple new hires in a month and are submitting electronic files, these files must be submitted in two monthly transmissions not more than sixteen 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.

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 Utah 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 Utah New Hire Registry by telephone between 8:00 am and 5:00 pm MST by dialing (801) 526-4361 or toll free at (800) 222-2857.

UTAH NEW HIRE REGISTRY REPORTING FORM

- > Photo Copy this Original for Future Use
- > **Important** Instructions on Reverse Side
- > PRINT Legibly in Ink, or Type All Entries
- > Please Write all Entries in CAPS
- > All Required Items **MUST** Be Completed

Submit within 20 days 
of new employee's
first day of work to:
INTERNET 

Utah New Hire Registry
P.O. Box 45247
Salt Lake City Ut 84145-0247
or FAX (801) 526-4391
<http://jobs.utah.gov/newhire>

REQUIRED EMPLOYER INFORMATION

1. Federal Employer ID Number (FEIN)	_____
2. Employer's Name	_____
3. Employer's Street Address	_____
4. Employer's City	_____
5. Employer's State	_____
6. Employer's Zip Code	_____

REQUIRED EMPLOYEE INFORMATION

7. Social Security Number (SSN):	_____
8. Employee's First Name	_____
9. Employee's Middle Initial	_____
10. Employee's Last Name	_____
11. Employee's Home Address	_____
12. Employee's City	_____
13. Employee's State	_____
14. Employee's Zip Code	_____

OPTIONAL EMPLOYEE INFORMATION

15. Date of Hire (Month/Day/Year)	_____	_____	_____
16. Date of Birth (Month/Day/Year)	_____	_____	_____

INSTRUCTIONS

This form was created to report new hires by mail or fax. While we encourage employers to utilize this form, larger employers should consider submitting New Hire information on **diskette** or magnetic **tape/cartridge**. We also strongly recommend entering the data on our web site or using an **EFT (Electronic File transfer)**, this benefits both the employer and us. For further information on electronic reporting, please refer to the New Hire Registry Handbook or visit our web site.

<http://jobs.utah.gov/newhire> You can contact us at (801) 526-4361 or 1-800-222-2857 ext 4361

REPORTING: Please typewrite or machine print using a dark simple print font with 10 to 12 pitch font. If hand-printed, use black ink **CAPITAL LETTERS** with clear character separation within the individual character boxes. The following examples are provided for machine print and hand-writing:

Typeprint :	First Name	ROBERT	SSN	123456789
Handwriting:	First Name	R O B E R T	SSN	1 2 3 4 5 6 7 8 9

IMPORTANT: This form is your **MASTER COPY**. For ease of use, we suggest that the "REQUIRED EMPLOYER INFORMATION" portion of the form be completed before making photocopies. Make adequate copies for your future use.

REQUIRED ITEMS must be completed. Forms submitted with missing data will be returned. The following information is provided for clarification:

Federal Employer ID Number: The 9-digit federal employer identification number used for Federal tax reporting. Do not place a hyphen between numbers.

Employer's Name: List the employer's legal name. If there is insufficient space on this line, you may extend the name into the first line of the Employer's Street Address as long as the second line provided for the address is sufficient for the whole address.

Employer's Address: The address where child support payment orders are sent.

Employee's Social Security Number: The 9-digit number issued by the Social Security Administration. Do not place hyphens between numbers. Forms and reports without a social security number will not be accepted.

OPTIONAL ITEMS

Date of Hire: This is the first day of work, not necessarily the date the employee was offered employment. The date of rehire is the first day an employee returns to work following an unpaid absence of a minimum of 6 consecutive weeks, provided the employer/employee relationship was severed and the employee was required to submit a W-4 form to the employer.

Employee's Date of Birth: Provide the date by month, day and year with no hyphens.

Submission of New Hire Reports: You may choose the filing method that is most convenient for you. You may also submit a copy of the Employee's **W-4 Form** or a **printed list**. An employer who fails to timely report the hiring or rehiring of an employee as required by law is subject to a civil penalty of **\$25 to \$500** for each such failure. All of the required information must be provided within 20 calendar days of the employee's first day of work. Submit all data using the address, fax number or website printed on the front of the form.