

Reporting New Hires is the Law

History

Since October 1, 1997, all employers are required by the New Hire Reporting Law to report new employees to the Idaho Department of Labor within 20 days of hire. This law applies to all Idaho employers and businesses that hire new employees or rehire employees whose previous employment ended more than **12** months before the current date of hire. New hire reporting is part of the national effort to reform welfare.

Employee in this case means an individual you provide with a W-4 form or W-2 form.
The **date of hire** is the first day services are performed for wages by an individual.

Include the following information when reporting new hires:

- Employee Name
- Employee Address
- Employee Social Security Number
- Date of Hire
- Employer Name
- Employer Address
- Federal Employer Identification Number
- Unemployment Insurance Employer Account Number

Rationale

Reporting new hires to the Idaho Department of Labor benefits children and your business. New hire reporting helps:

- Reduce government spending on welfare;
- Locate individuals who avoid their child support responsibilities;
- Enable the Idaho Department of Health and Welfare to more rapidly issue wage withholding orders, the most effective way to collect child support; and
- Prevent increases in Unemployment Insurance taxes by detecting improper benefit payments.

The Process

Both paper and electronic reporting options are available. Employers hiring 50 or more new employees per reporting period are encouraged to report electronically (see other side). To submit a report, choose one of the following four options.

- 1 Mail completed copies of the report to:
Idaho Department of Labor
New Hire Reporting
317 W. Main St.
Boise, Idaho 83735-0610
- 2 Fax the completed report to Idaho Department of Labor at (208)332-7411
- 3 Internet: labor.idaho.gov/applications/newhire
- 4 Drop the report off at your nearest Idaho Department of Labor office.

The W-4 form is the standard paper reporting process. Submit a legible copy of the employee's W-4 form and add the date of hire and your Idaho Unemployment Insurance Employer Account Number to the bottom of the copy. A new hire reporting form is available if you call the Idaho Department of Labor at 800-627-3880.

Send material by mail postmarked no later than 20 days from the hire date.

Send faxes within 20 days of the hire date.

All information will be kept confidential.

For questions about reporting new hires, call 800-627-3880.

Electronic Reporting Instructions

- Reports must be filed by two monthly transmissions, not less than 12 days or more than 16 days apart.
- Format the report as a text file using record types 1S and 2S as shown below.
- 3.5 " diskettes formatted 1.44 MB are the preferred magnetic media. Contact us for instructions if you wish to use writeable CDs or e-mail to transmit the file.
- Name the file "Newhire.txt."
- Include the following on the diskette label: the business name and mailing address, contact person, phone number and employer 's Federal Employer Identification Number.
- Mail the diskette to Idaho Commerce & Labor at the address listed on the other side of this page.

Code 1S Supplemental State Record - Employee Information

<u>Location</u>	<u>Field</u>	<u>Length</u>	<u>Remarks</u>
I-2	Record Identifier	2	Constant "1S"
3-11	SSN	9	Employee's Social Security Number
12-31	Employee Last Name	20	
32-46	Employee First Name	15	
47-47	Employee Middle Initial	1	
48-55	Date of Hire	8	Enter month, day, year, e. g. "10012005"
56-84	Employee Address	29	
85-102	Employee City	18	
103-104	Employee State	2	
105-109	Employee ZIP	5	
110-114	Employee ZIP Extension	5	4-digit code + hyphen in position 110
115-123	Federal Account Number (FEIN)	9	
124-124	Not Used	1	
125-126	Work State Code Identification	2	FIPS postal numeric code e. g. "16 " Idaho
127-128	Not Used	2	

Code 2S Supplemental State Record - Employer Information (only one 2S record is needed per FEIN)

<u>Location</u>	<u>Field</u>	<u>Length</u>	<u>Remarks</u>
I-2	Record Identifier	2	Constant "2S"
3-12	State Unemployment Insurance Employer Account Number	10	Idaho only, otherwise zero fill
13-21	Federal Account Number (FEIN)	9	
22-41	Employer Name	20	
42-70	Employer Address	29	
71-88	Employer City	18	
83-90	Employer State	2	
91-95	Employer ZIP	5	
96-100	Employer ZIP Extension	5	4-digit code + hyphen in position 96
101-128	Not Used	28	

Costs associated with this publication are available by contacting the Idaho Department of Labor, which is funded in part by federal grants from the U.S. Department of Labor. The Idaho Department of Labor is an Equal Opportunity Employer.

Auxiliary aids and services are available upon request to individuals with disabilities. Dial 711 for TTY Idaho Relay Service.