

## **NEW HIRE REPORTING**

New Hire Reporting is designed to increase child support from non-custodial parents and parents who change jobs frequently, therefore securing a better life for children. By reporting your newly-hired employees, you aid the Commonwealth of PA in speeding up the child support income withholding order process, locating non-custodial parents to expedite collection of child support, and in many cases, establishing paternity.

The New Hire program has experienced significant increases in child support collections from non-custodial parents, savings in unemployment compensation, workers' compensation, and public assistance programs through fraud detection.

Below is a chart of the information that must be reported.

<b>REQUIRED EMPLOYER INFORMATION</b>	<b>REQUIRED NEW HIRE EMPLOYEE INFORMATION</b>
<b>Employer Company Name</b>	<b>Employee Full Legal Name</b> (First, Middle, and Last Name; Nicknames not acceptable)
<b>Employer Street Address</b> (Address to which Income Withholding Orders should be sent; PO Boxes are not acceptable)	<b>Employee Street Address</b> (PO Boxes are not acceptable)
<b>Employer Federal Identification Number (FEIN)</b>	<b>Employee City, State of Hire, Zip Code</b>
<b>Employer Contact Person Name</b>	<b>Employee Date of Hire</b> (Not more than three years from the current date)
<b>Employer Contact Person Phone Number</b>	<b>Employee's State of Hire</b> (for ALL Electronic Submissions)
<b>Employer's Phone Extension</b> (Optional)	<b>Employee Date of Birth</b> (Optional)

**NOTE:** Multi-state employers must include the state of hire for each new hire employee being reported.

Employers doing business in Pennsylvania must report the following:

- **New Employees:** All employees who reside or work in PA. Employees should be reported even if they work only one day and are terminated or leave employment prior to the employer fulfilling the new hire reporting requirement. However, if the employee never earned wages, he/she does not need to be reported.
- **Re-hires or Re-called Employees:** Report rehires or employees who return to work after not receiving wages for more than 30 calendar days. This includes being laid off, furloughed, separated, or terminated from employment for any reason.
- **Temporary Employees:** Temporary agencies are responsible for reporting any employee who they hire to report for an assignment. Employees need to be reported only once; they do not need to be re-reported each time they report to a new assignment. They do need to be reported as a rehire if the worker has a break in service or gap in wages from the temporary agency.

Pennsylvania requires all employers to submit their new hire reports within 20 days after the employee is hired, rehired, or returns to work.

The preferred method of filing is through electronic reporting, although they will accept paper or fax.

If you have employees in more than one state, you may electronically report new hires to only one state. Multi-state employers must notify the Secretary of Health and Human Services in writing as to which state they are going to report all new hires. Employers may change the state they are reporting to at any time by notifying the Secretary of Health and Human Services.

## **CHILD SUPPORT**

The PA State Collection and Disbursement Unit (SCDU) was established in 1999 and collects and disburses all support payments. PA-SCDU is required to disburse support payments within 48 hours of receipt.

Employers in Pennsylvania with 15 or more employees and who are paying two or more orders, are required to remit child support payments electronically. Also, employers with a history of two payments that have been returned for insufficient funds will be required to remit electronically. There is a monetary sanction for failure to comply.

For more information, you can contact your local domestic relations office or view the website [www.humanservices.state.pa.us](http://www.humanservices.state.pa.us) which covers various topics concerning child support.

## New Hire Reporting Form

### REQUIRED EMPLOYER INFORMATION:

(Please type or print **LEGIBLY** in blue or black ink **ONLY**)

Employer FEIN:

Employer Name:

Employer Address (Street, City, State, Zip):  
*PO Box's are not acceptable*

Employer Contact Name:

Employer Contact Phone Number:

Employer Contact Fax Number:

Employer Contact Email:

Please fax this form to:

**866-PAHIRES (866-748-4473) (TOLL FREE)**

Or 717-657-HIRE (717-657-4473) (Local)

Or mail this form to:

*Commonwealth of Pennsylvania  
New Hire Reporting Program  
P.O. Box 69400  
Harrisburg, PA 17106-9400*

### Questions?

Contact New Hire Customer Service at 888-PAHIRES (888-724-4737)

Or by email at: RA-LI-CWDS-NewHire@pa.gov

**This form may be duplicated as needed**

**Save time and postage costs.**

Online reporting is fast, free and paperless.

For more information about how to get started, please visit

**[www.pacareerlink.state.pa.us](http://www.pacareerlink.state.pa.us)**

Or contact our customer service at 888-PAHIRES (888-724-4737)

### REQUIRED EMPLOYEE INFORMATION: (Please type or print **LEGIBLY** in blue or black ink **ONLY**)

**ONE EMPLOYEE PER BOX**

Employee Social Security Number

Legal Name (First) (Middle) (Last)

Street Address (Post Office Box is not acceptable) Apartment Number (if available)

Zip Code City State

Date of Hire (MM/DD/YYYY) Date of Birth (MM/DD/YYYY)  
(Must be within 3 years of current date)

**ONE EMPLOYEE PER BOX**

Employee Social Security Number

Legal Name (First) (Middle) (Last)

Street Address (Post Office Box is not acceptable) Apartment Number (if available)

Zip Code City State

Date of Hire (MM/DD/YYYY) Date of Birth (MM/DD/YYYY)  
(Must be within 3 years of current date)

**ONE EMPLOYEE PER BOX**

Employee Social Security Number

Legal Name (First) (Middle) (Last)

Street Address (Post Office Box is not acceptable) Apartment Number (if available)

Zip Code City State

Date of Hire (MM/DD/YYYY) Date of Birth (MM/DD/YYYY)  
(Must be within 3 years of current date)

## New Hire Reporting Form



### 1. Instructions for completing this form.

- Unless noted as optional, all fields on this form are required.
- Please type or print **legibly** in black or blue ink **only**.
- This form may be duplicated as needed.

The table at right provides details on the information to be submitted using this form.

### 2. Submitting this form.

- **By Fax:** 866-748-4473 (TOLL FREE)  
or 717-657-HIRE (717-657-4473) (Local)
- **By Mail:** Commonwealth of Pennsylvania  
New Hire Reporting Program  
P.O. Box 69400  
Harrisburg, PA 17106-9400

### 3. Questions?

Contact New Hire Customer Service at:  
888-PAHIRES (888-724-4737) for more information.

### 4. Save time and postage costs.

Online reporting is **fast**, **free** and **paperless**.  
For more information about how to get started, please visit

**[www.pacareerlink.state.pa.us](http://www.pacareerlink.state.pa.us)**

Or contact our customer service at 888-PAHIRES (888-724-4737)

New Hire Information that Must Be Reported	
<b>Required Employer Information:</b>	<b>Required New Hire Employee Information:</b>
<b>Employer Federal Employer Identification Number (FEIN)</b> If your company has more than one FEIN, please use the same FEIN used to report your quarterly wage information when reporting new hires.	<b>Employee Social Security Number</b> The number assigned to the individual by the Social Security Administration. <i>Please verify for accuracy.</i>
<b>Employer Company Name</b> Legal name associated with the FEIN.	<b>Employee Full Legal Name</b> First, middle and last name <i>Nicknames are NOT acceptable</i>
<b>Employer Street Address</b> Address to which income withholding orders should be sent. <i>P.O. Boxes are not acceptable</i>	<b>Employee Street Address</b> Permanent address of the new hire employee. <i>P.O. Boxes are not acceptable</i>
<b>Employer City, State and Zip Code</b> Self-explanatory.	<b>Employee City, State of Hire and Zip Code</b> Self-explanatory.
<b>Employer Contact Person Name</b> Employer's representative authorized to answer questions on the New Hire Report, should they be contacted by our program for additional information. This can be someone from the payroll company.	<b>Employee Date of Hire</b> The first day the new hire employee performs services for wages or any other form of compensation. <i>This cannot be more than three years from the current date.</i>
<b>Employer Contact Person Phone Number</b> Phone number for the Employer Contact Person.	<b>Employee Date of Birth</b> Optional – the date of birth for the new hire employee.
Note: Multi-state employers MAY NOT use this form to report their new hire information. Multi-state employers MUST report by electronic means (Internet, SFTP), and MUST include the state of hire for each new hire employee being reported. Contact New Hire Customer Service at 888-PAHIRES (888-724-4737) for more information.	