

NEW HIRE REPORTS

DONE RIGHT

Hiring new people can easily add a lot of excess work to your already full plate. As management it is your duty to know how to file New Hire Reports and not let those things slip your mind. Do you know how to properly file new hire reports, or do you need to make sure someone on your operations team is doing it? We have a few steps that will be sure to help per The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA).

Employers are to report information on all new hires within 20 calendar days of the hiring.



A new hire report must contain the name, address, and social security number of the employee; and the name, address, and Federal Employer Identification Number of the employer at a minimum.



New hire reporting is handled on a state level, and each state has its own forms and requirements.



SELECT YOUR STATE HERE

Reports for every state can be filed electronically, but they can also often be faxed or mailed. Be sure to check both your company and state guidelines if it's your first time submitting a New Hire Report.



Know your state's guidelines! State requirements tend to be stricter than federal requirements. It is the responsibility of the employer to know and understand them.



Penalties range from

\$25-500
per violation.

Penalties for non-compliance range from \$25 - \$500 per violation. While that doesn't sound like a huge figure in the grand scheme of things, that can add up fast when several new employees have not been reported. Stay on top of your documents! Remember we are here to help you with all hiring dynamics here at KRESS!