



# What is New Hire Reporting?

## A Look Behind the Scenes—The Importance of New Hire Reporting

### Employers Are Required To Report New Hires

New hire reporting is one of many reporting requirements employers must fulfill when maintaining a successful business. Just as it is required to report taxes and wages to varying federal and state agencies, employers have a legal obligation to report new hires to the Michigan New Hires Operation Center within 20 days of hire.

### New Hire Reporting Benefits Children

Whereas taxation helps fund infrastructure such as bridges and roads, new hire reporting helps build up the foundation of our communities – our children. Reporting new hires is an important step in child support collections, helping children and families receive the financial support to which they are legally entitled.

New hire reporting gives child support enforcement specialists the ability to quickly locate and track parents with child support orders. It is necessary to know where parents are currently working to speed up the child support income withholding process. New hire reporting also helps interstate case processing, the most difficult kind of cases to enforce.

### Other benefits of New Hire Reporting

New Hire Reporting benefits the employer-employee relationship by demonstrating to the employee that the business owner is committed to running the business legitimately, complying with all reporting requirements, from unemployment insurance to new hire reporting, ultimately protecting the integrity of the business and its employees. This protection may help raise and maintain company morale and more efficient performance.

New Hire Reporting benefits the employee by continuously withholding income and medical support for their children with minimal interruption if they change jobs. This prevents the likelihood the parent will fall into non-compliance with their child support order, preventing fines and other possible penalties for non-payment.

New Hire Reporting benefits our community by preventing and reducing improper payments in public assistance programs, unemployment insurance (UI) and workers' compensation. Not only does this help ensure taxpayer money is spent efficiently, it also serves to keep employers' insurance premiums low.

### Every Employee Must Be Reported

ALL employers must report ALL newly hired employees—this includes part-time, seasonal and temporary employees. If an employee is paid wages, they must be reported, even if the wages are for only one day. ALL re-hired employees, and those returning to work after a period of absence, must also be re-reported – if there was a 60 day or more gap in pay for the employee, they must be reported again when they return to work.

If you are a multi-state employer, you may choose to report your new hires electronically to one state. Contact the Federal Office of Child Support Enforcement to register for multi-state reporting, <https://ocsp.acf.hhs.gov/csp/>. Be sure to immediately update any changes in your payroll contact information, and check the accuracy of your registration annually.

### How to report:

Online reporting is the most efficient way to submit all your reports: [www.mi-newhire.com](http://www.mi-newhire.com). Online reporting is secure and saves both time and material costs. Using the Employer Portal, you may upload files, manually enter in the report online, or contact the Michigan New Hires Operation Center to set up secure File Transfer (sFTP) through your payroll software.

### ALL new hire reports must include the following information:

- Employer name and FEIN
- Employer payroll address, email, phone, fax
- Employee Social Security number
- Employee name and address
- Employee date of birth
- Date of hire (first day of work or contract)

### Report these employees:

- Full-time and part-time employees
- Returning and re-hired employees
- Temporary and seasonal employees
- Employees that work as little as one day
- Any employee for whom you fill out a Form W-4

**Questions? Contact us –We're here to help.**

**Michigan New Hires Operation Center**

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