
Isn't this information available through quarterly wage reporting?

There can be up to a four-month lag between the time when the quarterly wage data is submitted and when it is available to the child support office. It is often out of date. The data is more current with new hire reporting and non-custodial parents can be located more quickly.

Is this information only used in SD?

Information is forwarded from each State Directory of New Hires to the National Directory of New Hires, where it is matched with child support information. By conducting this match at the national level, the Division of Child Support (DCS) is able to assist states in locating parents who are living in other states. It is estimated more than 30 percent of child support cases involve parents who do not live in the same state as their children.

Who has access to this information?

NHRC information is strictly confidential. Access is only allowed to:

- Department of Social Services (DSS), for child support enforcement, as well as preventing unlawful or erroneous receipt of public assistance payments.
- Department of Labor and Regulation (DLR), to verify unemployment benefits are being paid only to workers who remain unemployed.

- Department of Education (DOE), to collect defaulted loans and grant overpayments.

What are the penalties for noncompliance?

All employers are required to report on a timely basis. Any employer who intentionally fails to comply with any duties imposed by the new hire law commits a petty offense. This may result in a monetary penalty of \$25 for each violation. The penalty may go as high as \$500 per newly hired employee if it is found a conspiracy existed between the employer and the employee to avoid reporting.

The Division of Child Support (DCS) thanks you for helping to build a strong partnership between employers and child support programs. The real beneficiaries are the children whose lives are made more secure because their parents are paying their child support through wage withholding. The New Hire Reporting Program is essential to this effort, and together with wage withholding, has resulted in increased support for children. During fiscal year 2010, an estimated \$8.1 million was collected in child support due to the New Hire Reporting Center. Your cooperation makes a difference in children's lives and is appreciated at all levels.

Phone
888.827.6078 Toll-Free
or 605.626.2942
Fax
888.835.8659 Toll-Free

 south dakota department of
**labor and
regulation**
Your workforce experts.
South Dakota New Hire Reporting Center
P.O. Box 4700
Aberdeen, SD 57402-4700

New Hire Reporting

Employers Guide
to the South Dakota
New Hire Reporting Law



Your workforce experts.
Division of Unemployment Insurance



The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 and South Dakota Codified Law 25-7A-3.3 require employers to report



new employees. The new hire reports are matched against child support records to locate parents and to establish or enforce child support orders.

Who must report?

- Private businesses
- Public businesses
- Seasonal businesses
- Non-profit agencies
- Government agencies

All employers must report new hires.

What must be reported?

- Employee Social Security Number
- Employee Name
- Employee Address
- Employee Date of Hire (date first performed services for pay)
- Employer Federal ID Number
- Employer Name
- Employer Address

Who must be reported?

- Full-time employees
- Part-time employees
- Temporary employees
- Seasonal employees
- Adults and minors

Report all employees who are newly hired, rehired or who return to work after a separation of 30 days or more. Rehires must be submitted with most recent date of hire.

How can employers report?

Phone

888.827.6078 toll-free
605.626.2942 local

If there are fewer than 15 new hires to submit, they may be reported by calling the New Hire Reporting Center (NHRC) with the required information.

Internet

Go to www.sdjobs.org

- Log-in for Online Services → New Hire Reporting

After registering and logging on, you have two options:

- Online Form
- File Transfer (direct upload)



Printed on recycled paper

Fax

888.835.8659 toll-free
605.626.2842 local

- A form that may be printed, filled out and faxed is available on the NHRC web page at www.sdjobs.org.
- A copy of the federal W-4 Form may be faxed to the NHRC but it must include the employee's date of hire. Be sure to enter the employer name, address and FEIN in blocks 8 and 10 of the form.

Mail

New Hire Reporting Center
SD Department of Labor and Regulation
P.O. Box 4700
Aberdeen, SD 57402-4700

- A form that may be printed, filled out and mailed is available on the NHRC Web page at www.sdjobs.org.
- A copy of the federal W-4 Form may be mailed to the NHRC but it must include the employee's date of hire. Be sure to enter the employer name, address and FEIN in blocks 8 and 10 of the form.

When should employers report?

Reports are due within 20 days of hire. If reporting electronically, it must be transmitted twice monthly, not less than 12 or more than 16 days apart.

Where do employers who employ people in more than one state report?

These employers may select one of the following options to report:

1. Report new hires to the various states in which they are working.
2. Select one state where employees are working and report all new hires to that state's NHRC.

Employers choosing option 2 must contact the NHRC to register as a multi-state employer using single- state notification. These employers are required to report electronically.

Auxiliary aids and services are available upon request to individuals with disabilities. State and federal laws require the Department of Labor and Regulation to provide services to all qualified persons without regard to race, color, religion, age, sex, ancestry, political affiliation or belief, national origin, disability, or marital or economic status.

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