



# ***NEW HIRE REPORTING – IMPORTANT INFORMATION***

## **Why is new hire reporting required?**

In 1996, Congress enacted a law called the Personal Responsibility and Work Opportunity Reconciliation Act (or PRWORA) as part of Welfare Reform. This legislation created the requirement for employers in all 50 states to report their new hires and rehires to a state directory.

New hire reporting speeds up the child support income withholding order process, expedites collection of child support from parents who change jobs frequently, and quickly locates non-custodial parents to help in establishing paternity and child support orders. New hire reporting helps children receive the support they deserve. Employers serve as key partners in ensuring financial stability for many children and families and should take pride in their role.

## **When do I have to report?**

Georgia Statute 19-11-9.2 requires all employers to submit their new hire reports within 10 days after the employee is hired or re-hired or returns to work. Employers who submit reports magnetically or electronically shall submit the reports in two monthly transmissions not more than sixteen days apart.

## **Who is required to report?**

Employers and/or labor organizations doing business in the State of Georgia must report the following:

- New employees - All employees who reside or work in the State of Georgia to whom the employer anticipates paying earnings should be reported even if they work only one day and are terminated (prior to the employer fulfilling the new hire reporting requirement).
- Rehires or recalled employees - Employees who return to work after being laid off, furloughed, separated, granted a leave without pay, or terminated from employment. Employers must also report any employee who remains on the payroll during a break in service or gap in pay, and then returns to work (including teachers, substitutes, seasonal workers).
- 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; not each time they report to a new client. They do need to be reported as a rehire if the worker has a break in service or gap in wages from your company.

## **How do I report new hires?**

The Georgia New Hire Reporting Program offers many options that make reporting easy!

- Online reporting - This is the easiest and most efficient way to report new hires!
- Create your own electronic new hire reports – Visit our website for detailed instructions and electronic data transmission methods for creating electronic new hire reports.
- Printed list - The printed list must contain all of the required information on the new hire reporting form, be created using at least a 10-point font size, and have the employer's name, Federal Employer Identification Number, and address clearly displayed at the top of each page of the report.
- New hire reporting form - You may download, print, fill out, and fax or mail the form.
- W-4 form - If you choose to submit a W-4 form as a new hire report, please ensure that each W-4 is easily readable and has the employer's name, Federal Employer Identification Number, and address written at the top of each form or in blocks 8 and 10 on each form.
- Payroll service - If you use a payroll or accounting service, consider asking the service to report your new hires for you. Leading payroll services are already electronically reporting new hires for thousands of employers.

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