



Ohio New Hire Reporting & Employee Terminations

Presented by: OCDA Public Education Committee -
Employer Outreach Subcommittee

1



What is New Hire Reporting?

- ▶ By law, all employers in Ohio must report all employees to the Ohio New Hire Reporting Center, including new hires, re-hires, temporary or seasonal hires, and independent contractors
- ▶ Failure to report a new employee could result in a fine of \$500
- ▶ New Hire Reporting must be done within 20 days of the date of hire

2

Why is New Hire Reporting Important?

- ▶ Quickly locates parents to establish paternity & child support orders
- ▶ Speeds up the child support withholding process
- ▶ Expedites the collections from parents who change jobs frequently
- ▶ New hire reporting helps children receive the support they are legally entitled to



3

New Hire Reporting Benefits Our Community

- ▶ Helps protect children and families from poverty
- ▶ Allows children to lead more fulfilling lives with more opportunities to excel
- ▶ Protects the future of our community by helping children thrive and succeed
- ▶ Helps detect fraud, decreasing public assistance costs and saving taxpayer money



4

New Hire Reporting Benefits Employer

- ▶ New hire reporting helps reveal fraudulent unemployment payments, which in turn saves employers millions of dollars in UI taxes
- ▶ Prevents discrimination of employees with child support orders by requiring that ALL employees be reported
- ▶ Ensures employer is withholding the correct amount, allowing both the employee and employer to accurately meet requirements
- ▶ Demonstrates employer cares about well-being of employee's family by ensuring they are supported as required by law; in turn employee may be more dedicated to the well-being of the company
- ▶ Failure to report could result in fines



5

New Hire Reporting Benefits Employees

Allows withholding orders to continue without interruption, preventing bench warrants, late fees and other penalties from being assessed on an employee with a child support order

Shows that employer is dedicated to legal process—that employees can trust employer to provide other required benefits such as workers compensation, unemployment, and medical insurance

Prompt employer compliance helps employees financially support their children

6

Who Should be Reported?

✓ New Employees	✓ Independent Contractors
✓ Returning, Re-hired, Re-called Employees	✓ Temporary & Seasonal Employees



7

How to Report New Hires

REQUIRED EMPLOYER INFORMATION

- ▶ Employer's Federal Employer Identification Number (FEIN)
 - ▶ If you have more than one FEIN, use the same FEIN you use to report your quarterly wages
- ▶ Employer's name, address, email
- ▶ Employer's payroll processing address, if different from mailing address



8

How to Report New Hires

REQUIRED EMPLOYEE INFORMATION

- ▶ Employee's name (first, middle, last)
- ▶ Employee's mailing address
- ▶ Employee's social security number (SSN)
- ▶ Employee's date of hire
 - ▶ The "date of hire" is the day an individual first performs services for wages
- ▶ State of hire, if different than the state in which employee works



9

How to Report New Hires

Required independent contractor information

- ▶ Independent contractor's name
- ▶ Independent contractor's address
- ▶ Independent contractor's social security (SSN) or federal tax identification number (FEIN)
- ▶ Date payment begins
- ▶ Length of time the independent contractor will be performing services for the employer



10

Independent Contractors

An Independent Contractor is defined as:

“an individual who provides services to an employer as an independent contractor, for compensation that is reported as income other than wages, and who is an individual, the sole shareholder of a corporation, or the sole member of a limited liability company”


11

How to Report New Hires

SUBMIT REPORT

- ▶ ONLINE REPORTING AT WWW.OH-NEWHIRE.COM
- ▶ UPLOAD ELECTRONIC DOCUMENTS
 - ▶ ELECTRONIC FILE VIA FTP
- ▶ PHONE: (888) 872-1490
- ▶ FAX: (888) 872-1611
- ▶ MAIL:
 - ▶ PRINTED LIST, NEW HIRE REPORTING FORM, W4 FORM, ELECTRONIC DISK/CD

12



Benefits of Electronic Reporting

- ✓ Saves on ink, paper, processing time and postage
- ✓ Reduces the likelihood of errors
- ✓ Helps to avoid rejected records
- ✓ Receive confirmation of new hire reports submitted

13



Ohio New Hire Reporting
Employer Services Portal

Ohio | Department of Job and Family Services

Welcome to the Ohio New Hire Reporting Center

Attention: Our sign process and user ID requirements have changed. If you have reported on our site in the past, begin by entering your email address and click Login. You will be directed to create a new password. If you are new to reporting employees online, begin by selecting [Sign Up Now](#).

All employers are required to report every employee and independent contractor working in Ohio to the Ohio New Hire Reporting Center within 20 days of the date of hire. To learn more, view the [Ohio New Hire Reporting Requirements and Fees](#).

The Personal Responsibility and Work Opportunity Reconciliation Act (P.L. 105-33) of 1996, and the [Ohio Revised Code Section 131.26-131.28](#) requires all employers to report newly hired and re-hired employees to a state directory.

View our [Registration Quick Reference Guide](#) or check out the registration video below for more assistance.

Login

Your Email Address: Password:

Need Employer Account? [Sign Up Now](#) [Forgot your password?](#)

State or Maximum Level? [Click here to login](#)

Tips for Employer New Hire Reporting

Business operates the Ohio New Hire Reporting Center under contract with the [Ohio Department of Job and Family Services](#)

Ohio New Hire Reporting Center
P.O. Box 5030
Columbus, OH 43215

Phone: (614) 325-3400
(614) 325-3535

FAX: (614) 325-3411

Ohio New Hire Reporting Website Employer Services Portal (oh-newhire.com)

14

Multi-State Employers

- ▶ Employers with employees working in more than one state can choose:
 - ▶ To report to each state manually
 - ▶ To report to one state electronically

If you choose to report to a single state, you are required to notify the Federal Office of Child Support Enforcement (OCSE) of:

- ✓ The state chosen for electronic new hire reporting
- ✓ All states where the company has employees
- ✓ All FEINs

Contact OCSE at (800) 258-2736 or <https://ocsp.acf.hhs.gov/csp> to register for multi-state reporting.



15

Employee Terminations



- ▶ Report employee terminations immediately via mail, fax, online
- ▶ Include last known information: separation date, address, new employment
- ▶ Report any changes to income status - layoff, leave of absence, reduction in hours, rehire

16

Employee Terminations

- ▶ Responsible for withholding support until officially notified
- ▶ Notice to Income Provider to Terminate Withholding will be sent



17

eTerm

- ▶ Report terminations using federal Child Support Portal
- ▶ Receive acknowledgement of successful file upload
- ▶ Child Support Agency notified via e-IWO file or email notification



18



19

Additional Resources

- ▶ Office of Child Support Employer Information - www.jfs.ohio.gov/ocs/employers
 - ▶ Employer's Resource Guide to Child Support
 - ▶ Electronic remittance information
- ▶ Federal Office of Child Support - www.acf.hhs.gov/css/employers
 - ▶ Program requirements
 - ▶ State contacts
 - ▶ Electronic tools
 - ▶ Infographs/Training Resources



20

Contact Information

Ohio New Hire Reporting Center

P.O. Box 15309

Columbus, OH 43215-0309

WWW.OH-NEWHIRE.COM

Phone: (888)872-1490

Fax: (888)872-1611



New hire reporting makes a difference in children's lives
and is very much appreciated!

The children of our community are counting on you—
Report your new hires today!