

Ohio New Hire Reporting & Employee Terminations

Presented by: OCDA Public Education Committee - Employer Outreach Subcommittee

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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

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



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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



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



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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

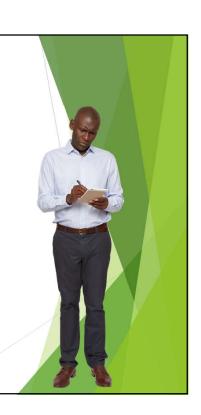
Prompt employer compliance helps employees financially support their children



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



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



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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



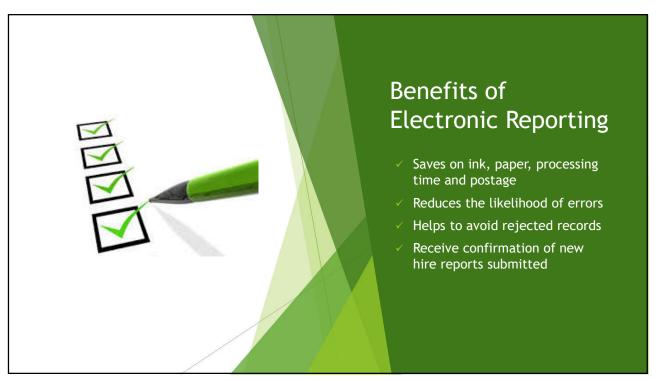


An Independent Contractor is defined as:

"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"

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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.



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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

Employee Terminations

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



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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







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!**