

# New Jersey New Hire Directory

## Mandatory Employer Reporting Requirements

### What

**is new hire reporting?** The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, 42 U.S.C. 653a and New Jersey Statutes Annotated 2A:17-56.61 require employers to report each newly hired employee within 20 days of hire. Failure to report a new employee could result in a fine up to \$25 per violation.

### Why

**must I report?** Employers serve as key partners in ensuring financial stability for many children and families. New hire reporting speeds up the child support income withholding order process, expedites collection of child support from parents who have changed jobs, and quickly locates parents to help in establishing paternity and child support orders. New hire reporting helps children receive the support they deserve.

### Who

**must report?** Employers doing business in the State of New Jersey must report all newly hired employees and independent contractors. A new employee is considered any individual who is eligible for federal income tax withholding from wages and provides a service to the employer. This includes part-time, seasonal and temporary employees.

### When

#### do I report?

All newly hired and re-hired employees must be reported within 20 days of hire date.

### How

**do I report?** Employers may choose the method they use to report new hires. The easiest way to report new hires is through the New Jersey New Hire Directory website. It only takes about five minutes to report your new hires— saving both time and paper. Your company information is password protected and your reports are transmitted through our secure server.

To report, just follow these three easy steps:

#### Step 1: Gather Information

Before you submit reports, be sure to have the following information:

- Federal Employer ID Number (FEIN)
- Employer name
- Employer address
- Date of hire\*
- Employee Social Security number (SSN)
- Employee name
- Employee address
- Employee date of birth

\*Date of Hire is defined as the date an employee first performed services for pay.

#### Step 2: Choose Reporting Method

To report, you can use one of the following methods:

- Internet reporting
- Electronic file (see website for file specifications)
- Federal W-4 by mail or fax
- Printed list of new hire information by mail or fax

#### Step 3: Submit the Report

The easiest way to submit your company's new hire reports is online. You can also submit your new hire data by FTP, mail or fax. If you fax your reports, please do not use a cover sheet. Your payroll service can also report your new hires. Visit the New Jersey New Hire Directory website or call for more information.

### Who

#### can I speak to if I have questions?

You will find answers to many of your questions on our website or you can reach us at:

#### Mailing address:

New Jersey New Hire Directory  
PO Box 4654  
Trenton, NJ 08650-4654

#### Telephone:

877-654-4737

#### Fax:

800-304-4901

#### Website:

[www.nj-newhire.com](http://www.nj-newhire.com)

