

New Hire Reporting

What January 1, 2012, law changes affect new hire reporting?

Effective January 1, 2012, per state law, **all employers** need to report whether or not the employer offers health insurance to the new hire.

Note: By December 1, 2011, the online reporting and secure Web file transfer formats and the New Hire Reporting Form will be updated to include this additional data element (i.e., whether or not the employer offers health insurance to this employee). The updated secure Web file transfer formats and the revised New Hire Reporting Form will be available online at www.childsupportnd.com. Employers can also call the Employer Relations Administrator at 701-328-5440 or 1-800-231-4255 (Employer option) to request a copy of the New Hire Reporting Form.

Effective January 1, 2012, per state law, **employers that employ more than 24 employees at any time** need to submit new hire reports through an electronic internet-based method provided by Child Support Enforcement. Employers can chose from two options:

- Employers can [report individual new hires online](#). All that is needed to log in is the employer's federal tax identification number (FEIN).
- Employers can use secure web file transfer to report a file of multiple new hires. To learn more about [secure Web file transfer](#) go online or contact the Employer Relations Administrator at 701-328-5440 or 1-800-231-4255 (Employer option).

An employer that employs more than 24 employees at any time may request a waiver for good cause if the employer believes that complying with the electronic reporting requirement will cause special difficulties. Contact the Employer Relations Administrator at 701-328-5440 or 1-800-231-4355 (Employer option) for information about the waiver and approval process.

In addition, **under a more recent federal law, all employers** will need to report the employee's date of hire. The date of hire is the first day an employee performs services for pay. It is anticipated this requirement will become effective during the summer of 2013.