



NC DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF SOCIAL SERVICES

## STATE DIRECTORY OF NEW HIRES

### CALLING ALL EMPLOYERS!

**North Carolina State Law, G.S. 110-129.2** and the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, 42 U.S.C. 653A, requires all employers to report newly hired and re-hired employees to a state directory within 20 days of their hire date.

New hire reporting is required by law in all 50 states and has been mandatory since October 1998. Pursuant to federal law, states have the option of imposing civil monetary penalties on employers who fail to report new hires. The fine can be up to \$25 per newly hired employee, and if there is a conspiracy between the employer and employee not to report, the penalty can be up to \$500 per newly hired employee.

The State of North Carolina works with employers to help ensure that all new hires are reported as required. The Federal Office of Child Support Enforcement (OCSE) provides states a quarterly report containing information on employers who may not have reported all new hires as required.

## CONTACT

**North Carolina Directory of New Hires**  
P.O. Box 427  
Norwell, MA 02061

**Website:**

[www.ncnewhires.com](http://www.ncnewhires.com)

**Phone:** (888) 514-4568

**Fax:** (866) 257-7005

## DISCOVER

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## REPORTING BASICS

### Why do we need new hire reporting?

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 alleged fathers/non-custodial parents to help in establishing paternity and child support orders. New hire reporting helps children receive the support they deserve. Employers are a key partner in ensuring financial stability for many children and families and should take pride in their role.

### What information must I report?

In accordance with Federal legislation, the State of North Carolina asks for the following information:

- Employer's Federal Employer Identification Number (FEIN) - If you have more than one FEIN, please make certain you use the same FEIN you use to report your quarterly wage information when reporting new hires.
- Employer's State Employer Identification Number (Unemployment Insurance Number) - This is the 7-digit state employer number used on the NCU101 Employer Quarterly Tax and Wage Report
- Employer's Name

- Employer's Address - Please provide the address where an Income Withholding Order should be sent
- Employee's Name (First, Middle, Last)
- Employee's Address
- Employee's Social Security Number
- Employee's Date of Hire
- Employee's Date of Birth (Optional)

### How do I report?

There are a variety of ways to report new hires, including online reporting, electronic reporting and by mail or fax. For more information on the convenient reporting options available, visit [www.ncnewhires.com](http://www.ncnewhires.com).

## FREQUENTLY ASKED QUESTIONS

**Who must report?** Under North Carolina State Law, G.S. 110-129.2, and the Federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) all public, private, non-profit, and government employers are required to report their new hires

**Who must be reported?** Employers are required to report the following employees: New employees, Re-hires (or Re-called employees), Temporary employees. Payroll companies who contract with employers to report New Hire information will be held to the same standards as individual employers. Failure to report a new employee could result in a fine up to \$25 per violation.

**Is anyone exempt from this law?** No one is exempt from this law.

## EMPLOYER RESOURCES

Please visit our 'Employer Resources' repository on [www.ncnewhires.com](http://www.ncnewhires.com) to access additional information for your organization.

## ELECTRONIC REPORTING

### Reporting new hires electronically benefits employers in a number of ways:

- Saves on paper, processing time, and postage;
- Reduces the likelihood of errors;
- Helps to avoid rejected records because of unreadable or missing information;
- Qualifies Multistate employers for "Multistate" new hire reporting; and
- Allows employers with many work sites to centralize their new hire reporting.

There are two ways employers can report electronically:

**Online Reporting:** Employers can use our website to report their new hires online. Confirmations of reports received are provided each time an employer reports using this feature. Visit [www.ncnewhires.com](http://www.ncnewhires.com) to register for online reporting.

**Electronic Reporting:** Employers can export their new hire information from their payroll or human resources software into a file that meets our layout specifications. Most software manufacturers provide technical support, and some software manufacturers have recently added electronic new hire reporting options to their latest upgrades.

## MULTISTATE REPORTING

If you are an employer with employees in more than one state, you are a multistate employer. Multistate employers have two options for reporting their new hires:

**Option #1** Report newly hired employees to the state in which they are working, following the new hire regulations of each state to which you will report. For more information on multistate reporting, visit <https://ocsp.acf.hhs.gov/csp/mser>.

**Option #2** Select one state where you have employees working and report all new hires to that state electronically. Visit [www.ncnewhires.com](http://www.ncnewhires.com) for more information on electronic reporting.

For additional information, visit:  
[www.ncnewhires.com](http://www.ncnewhires.com)