

# Employer Services Portal

## Information for Employers

New Jersey State Law, P.L. 1998, cl. C.2A:17-56.61 and the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, 42 U.S.C. 653a, requires all New Jersey employers to report all newly hired or rehired employees to the state directory within 20 days of their hire or rehire date.

### What is new hire reporting?

All employers with business operations in the State of New Jersey are required to report all newly hired or rehired employees who live or work in New Jersey within 20 days of the employees' first day on the job. State and federal laws require employers to report paid individuals regardless of whether or not the individuals are considered to be employees by federal tax code standards.

### Why is new hire reporting important?

Employers play an essential role in helping New Jersey's children receive the support they need. Many families who do not receive financial support are often forced to depend on public assistance or live in poverty. By acting in accordance with new hire reporting laws, you will help children receive the support they deserve. New hire reporting also reduces fraudulent unemployment insurance and workers' compensation claims. Ultimately, new hire reporting is an easy, yet vital process, designed to help employers have a positive impact on their communities.

### How do I report new hires or rehires?

There are a variety of simple and easy ways to report new hires and rehires including online reporting, electronic reporting, mail, or fax. Reporting electronically, however, is the fastest and easiest way to report, saving you time and money. If you use a payroll or accounting service, you may ask the service to report your new hires for you. Or, you can easily report them yourself using one of the convenient methods listed below.

#### Electronic

- Interactive Internet Reporting
- Secure File Upload
- Electronic File Transfer Protocol (FTP)
- Secure Account and Confirmation Receipt

[https://njcsesp.com/electronic\\_reporting](https://njcsesp.com/electronic_reporting)

#### Non-Electronic

- New Hire Reporting Form
- Printed List
- W-4 Form (add business name, business address, FEIN, employee's date of birth and employee's date of hire)

<https://njcsesp.com/files/njform.pdf>

## What information do I need to report?

### Employer Information

- Business Name
- Business Address
- Federal Employer Identification Number (FEIN)

### Employee Information

- First and Last Name
  - Mailing Address
  - Social Security Number
  - Date of Birth
  - Date of Hire
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### Multistate Employers

Multistate employers have the option of designating one state to which they will report all new hires. Employers who choose this option must provide written notification to the Secretary of the U.S. Department of Health and Human Services (DHHS) of their intention to do so. Employers may contact the Federal Office of Child Support Services (OCSS) at 410-277-9470 to request a form or download a form online at [www.acf.hhs.gov](http://www.acf.hhs.gov).

### Using a Third-Party Vendor

If you use a third-party vendor to report your new hires, please verify that the vendor is reporting accurate information on your behalf to ensure compliance with New Jersey State Law, P.L. 1998, cl. C.2A:17-56.61 and section 313 of PRWORA of 1196, 42 U.S.C. 653A.

### Claims Resolution Act of 2010

Section 802 of the CRA, effective June 8, 2011, requires employers to provide the date an employee first performed services for pay to the state new hire directory. Employers can input this information using the existing "Employee's Date of Hire" field.

### Will the information be kept private?

All of the information submitted to the new hire directory will be kept private and secure. As allowed by law, the information may be shared with government agencies to help reduce fraud in areas like workers' compensation, unemployment and welfare benefits.

Employers play  
an essential role  
in helping  
New Jersey's  
children receive  
the support  
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