



New Hire Reporting Center

Attention All Employers!

Indiana Code Section 22-4-10-8 and the **Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, 42 U.S.C.653a**, require all employers who employ persons within the state of Indiana to report all newly hired or rehired employees to the state directory **within 20 days of the hire** or rehire date.

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



Contact

Indiana New Hire
Reporting Center

Website:
<https://IN-NewHire.com>

Phone: (866) 879-0198
Fax: (800) 408-1388

Email:
Contact@IN-NewHire.com

Hours of Operation: Monday
through Friday from 8:00 a.m. to 5:00
p.m. ET

Discover

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Timely new hire reporting is critical to the prevention of fraud, waste, and abuse in public services and to the provision of court-ordered support to children.

REPORTING BASICS

What is new hire reporting?

All employers who employ persons within the State of Indiana are required to report all newly hired or rehired employees to Indiana within twenty (20) days of the employee's first day of work.

What information do I need to report?

Employer Information

- Employer or business name
- Employer address
- Employer Federal Employer Identification Number (FEIN)

Employee Information

- Employee's name
- Employee's address
- Employee's Social Security Number
- Employee's date of hire
- Employee's state of hire (required if reporting as multi- state Employer)

What happens if an employer fails to report?

The Indiana Department of Workforce Development can impose a fine of \$25 for each failure to timely report an employee. If the Department finds that an employer and employee conspired to not report or to provide a false or incomplete report, then the Department can fine the employer \$500.

Why is new hire reporting important?

Timely new hire reporting reduces fraudulent unemployment insurance payments and workers' compensation claims. Timely reports by employers provide notification to the Indiana Department of Workforce Development that an individual is employed, allowing the Department to stop any further payments on unemployment claims. Furthermore, timely new hire reports ensure that Indiana children receive court-ordered financial support. Ultimately, new hire reporting is an easy, yet vital process designed to help employers have a positive impact on their communities.

FREQUENTLY ASKED QUESTIONS

Will the information be kept private? All of the information submitted to the New Hire Reporting Center will be kept private and secure. As allowed by law, the information may be shared with government agencies to help reduce fraud in areas such as workers' compensation, unemployment, and welfare benefits.

What is the 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 Reporting Center. Employers can input this information using the existing "Employee's Date of Hire" field.

What if I use 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 Indiana Code Section 22-4-10-8 and section 313 of the Federal Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, 42 U.S.C. 653a.

EMPLOYER RESOURCES

Please visit our ['Employer Resources'](#) section to access additional information for your organization.

HOW DO I REPORT NEW HIRES?

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. Reporting electronically saves 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: <https://IN-NewHire.com>

- Interactive online form reporting
- Secure file web uploads
- Electronic File Transfer Protocols (SFTP)
- Secure account and password exclusively for your company
- Confirmation receipts

Non-Electronic

- New Hire Reporting Form (available at <https://IN-NewHire.com/forms>)
- Printed lists
- W-4 Form (add company name, company address, FEIN, employee's date of hire, and employee's date of birth)

MULTISTATE REPORTING

Multistate employers have the option of designating one state to which they will report all new hires. Employers who choose this option must provide notification to the Secretary of the U.S. Department of Health and Human Services (DHHS) of their intention to do so. Additional information related to Multistate Employer Registrations can be found on our site at https://in-newhire.com/multistate_reporting.

For additional information, visit: <https://IN-NewHire.com>