

Kansas New Hire Directory

What is New Hire Reporting?

New hire reporting is a process requiring employers to report information on newly hired, rehired or temporary employees to the Kansas Department of Labor (KDOL) within 20 days of the hire date.

The new hire reporting requirement was created by the Personal Responsibility and Work Opportunity Act of 1996. This process collects basic information so that child support withholding orders can be enforced more effectively against the non-custodial parents who live in the same state or across state lines.

**ALL new hires must be reported to the KDOL within 20 days
(including newly hired, rehired or temporary employees)**

To report new hires, submit the following information:

- Employee's name (first, middle and last)
- Employee's home address
- Employee's Social Security number
- Employee's hire date
- Employer's business name
- Employer's business address (address where Income Withholding Orders should be sent)
- Employer's Federal Identification Number

What are the Benefits of Reporting New Hires?

New hire reporting can help reduce fraudulent unemployment and workers compensation claims. This is done by comparing the new hire information to active unemployment insurance and workers compensation claims.

Timely reporting of new hire information also enables state agencies to locate absent parents sooner, aiding child support collection efforts. This can help decrease families' dependence on public assistance such as welfare, Medicaid and Food Stamps.

What About Privacy?

The Kansas and federal governments have taken precautions to ensure privacy of information. Once information is provided to the Kansas Department of Labor, all state data is transmitted over secure and dedicated lines to the National Directory of New Hires. Additionally, the state has safeguards in place to protect the integrity and security of the database.

Although new hire information is used to aid child support withholding orders, the welfare reform law has strict guidelines for making information available. Certain authorized persons have access for the purpose of establishing parentage and establishing, setting the amount of, modifying or enforcing child support orders. All requests for information from the Federal Parent Locator Service must go through a Child Support Enforcement Agency.

How to Submit New Hire Information

Employers may submit the required information electronically by Data Entry or Upload Method:

Data Entry Method:

1. Login to the Kansas Employer.gov site.
2. Choose the Select button that corresponds to the **Enter New Hire Information** option, at the bottom of the page.
3. Enter the hiring company's FEIN and Kansas Serial number.
4. Select **Continue**.
5. Enter the New Hire Information.
6. Select **Update**.
7. A confirmation message **Employee record inserted successfully** will appear briefly at the top of the page.
8. If you have additional new hire data to enter, you can do so immediately (step 5 above) as you will remain on the data entry page after submitting the data in step 6.
9. If you are a Non-liable Employer you can use the **Switch to Non-Liable Verification** link at the Liable Employer Verification page. You will need your FEIN and zip code.

Upload Method:

1. Login to the Kansas Employer.gov site.
2. Choose the Select button that corresponds to the **Upload New Hire Information File** option at the bottom of the page.
3. Select the **Submit** button to choose your new hire data file for upload.
4. Select **Browse** to locate your file.
5. Choose **Open** on the pop-up screen once you have found and selected the data file.
6. Select **Upload**. (This process copies the data file to our server, but it does not actually process the data in it.)
7. Select **Add New Hires** to process the uploaded new hire data.
8. A **Submission Complete** message will appear indicating the number of records in the new hire data file which were successfully processed.
9. If the hiring company has additional new hire data upload files to process, they can select the **Back to Upload Page** option which will return them to step 3 above.
10. If finished select **Back to Main Menu** or Log Out.

OR submit a copy of Form W-4, K-4 or equivalent alternative by mail, fax, CD-Rom or 3.5" floppy.
(Information needed is listed on the front page)

Mail: Kansas Department of Labor
ATTN: New Hires
P.O. Box 3510
Topeka, KS 66601-3510

Fax: Toll Free (888) 219-7798
Topeka Area (785) 291-3423

Go to http://www.dol.ks.gov/UI/floppy_BUS.aspx for detailed instructions and electronic data transmission methods for creating electronic new hire reports.

Multi-State Employers: Multi-state employers may elect to report new hires twice a month electronically to a single state. They must also notify the U.S. Department of Health and Human Services at: Department of Health and Human Services, Child Support Enforcement, P.O. Box 509 Randallstown, MD 21133-0509.

For Additional Information Contact the KDOL New Hire Unit

Toll Free..... (888) 219-7801

Topeka Area..... (785) 296-5000, ext. 7700

For New Hire Outreach/Public Relations call:
785-368-6285 or 785-291-3954

Email: newhires@dol.ks.gov

Website: www.KansasEmployer.gov

Email: outreachnh@dol.ks.gov

If you have questions about child support payments, contact the Child Support Call Center at 1-888-757-2445.