

## WHAT IS NEW HIRE REPORTING?

In 1996, Congress enacted a law called the “Personal Responsibility and Work Opportunity Reconciliation Act” as part of welfare reform. This legislation requires employers in all 50 states to report their new hires and rehires to a state directory.

In Kansas, employers are required to report newly-hired, rehired or temporary employees to the Kansas Department of Labor within 20 days of the hire date.

## WHAT ARE THE BENEFITS OF REPORTING NEW HIRES?

### 1. HELPS KANSAS CHILDREN RECEIVE THE SUPPORT THEY DESERVE

New Hire information enables State agencies to expedite:

- Location of absent parents, which speeds up the child support income withholding order process
- Collection of child support from parents who change jobs frequently
- Location of non-custodial parents to help in establishing paternity and child support orders

### 2. HELPS REDUCE FRAUDULENT EMPLOYMENT AND WORKER'S COMPENSATION CLAIMS



## EMPLOYERS SERVE AS KEY PARTNERS IN ENSURING FINANCIAL STABILITY FOR KANSAS CHILDREN AND FAMILIES.

EMPLOYERS SHOULD TAKE PRIDE IN THEIR ROLE.

Because more than 70% of current child support collections in Kansas come from employers' income withholding, it's important to Kansas families that employers report new hires. However, a majority of employers in the state of Kansas currently don't follow the law in reporting new hires.

In Kansas, only 55% of court-ordered child support is being paid. Timely new hire reporting can significantly increase child support collections, which can help decrease families' dependence on public assistance.



## SUBMIT YOUR NEW HIRES ONLINE.

### IT'S EASY!

HERE'S HOW:

1. Visit [www.KansasEmployer.gov](http://www.KansasEmployer.gov) to create an account.
2. After creating an account (or if you already have an account), login to the website.
3. Click on the “Enter new hire information” button.
4. Follow the instructions on the website.

NOTE: To report new hires, you will need the following information:

- Employee's name (first, middle and last)
- Employee's home address
- Employee's Social Security #
- Employee's hire date
- Employer's business name
- Employer's business address
- Employer's Federal Identification

If online submission is not an option, you can submit a copy of Form W-4, K-4 or equivalent alternative by mail or fax. (Information needed is the same as for online entry).

MAIL: Kansas Department of Labor

ATTN: New Hires

P.O. Box 3510

Topeka, KS 66601-3510

PHONE: Toll Free: 888-219-7801

Topeka Area: 785-296-5000 ext. 7700

FAX: Toll Free 888-219-7798

Topeka Area 785-291-3423

We appreciate all you do to help Kansas kids!





YOU CAN'T MAKE SURE KANSAS  
KIDS EAT THEIR VEGETABLES.

BUT YOU CAN MAKE SURE THEY  
HAVE THE SUPPORT THEY NEED.

When you report newly-hired employees to the Kansas Department of Labor, you help ensure that non-custodial parents pay child support. It's one simple act that ensures a better life for Kansas families .

FOR ADDITIONAL INFORMATION,  
CONTACT THE KDOL NEW HIRE UNIT.

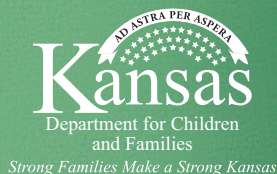
TOLL FREE: 888-219-7801  
TOPEKA AREA: 785-296-5000 ext. 7700

TOLL FREE FAX: 888-219-7798  
TOPEKA AREA: 785-291-3423

EMAIL: NEWHIRES@DOL.KS.GOV  
WEBSITE: KSNEWHIRE.KS.GOV

REPORT NEW HIRES AT  
KSNEWHIRE.KS.GOV

Thanks for all you do as an employer  
to help families.



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KSNEWHIRE.KS.GOV