

NEW HIRE REPORTING**Appendix B****Effective Date: October 15, 2015****Approved By: Governing Board**

- A. **Generally:** In accordance with ORC 3121.89, all employers are required to report certain information about employees who are newly hired, rehired, or who return to work after a separation of employment. This information will be used by the Ohio Department of Jobs and Family Services (ODJFS) to help locate parents who owe child support, to make adjustments in public assistance benefits, and to identify persons who are fraudulently receiving benefits. In addition, new hire reporting information is available to other state agencies to help detect and prevent erroneous unemployment or workers' compensation payments.
- B. **Employee definition:** The statute defines employee as any individual who is employed to provide services to an employer for compensation and includes an individual who provides services to an employer under a contract as an independent contractor and who is an individual, the sole shareholder of a corporation, or the sole member of a limited liability company.
- C. **Deadline:** Information regarding newly hired, rehired, or returning employees shall be submitted within 20 days of the hire or rehire date.
- D. There are a variety of ways to report new hires, including online reporting, electronic reporting, and by mail or fax. These options for reporting are discussed in detail on the Ohio New Hire Reporting Center's website at: www.oh-newhire.com.
- E. If the employer prefers to submit the Ohio New Hire Reporting Form by mail or fax, the employer shall complete and forward the form to the address or fax number contained in the top left-hand corner of the form. A copy of this form can be obtained from the above-listed website.
- F. For questions or technical assistance regarding the new hire reporting process, employers can contact the Ohio New Hire Reporting Center at (614) 221-5330 or call the toll-free number at (888) 872-1490.