

Employee New Hire Reporting

[Wyoming State Statutes § 27-1-115](#) and the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, 42 U.S.C. 653A, requires all employers to report newly hired and re-hired employees to a state directory within 20 days of their hire date.

Who must report?

All employers and/or labor organizations in the State of Wyoming.

Who must be reporter?

Employers are required to report the following employees:

New employees: Employers must report all employees who reside or work in the State of Wyoming to whom the employer anticipates paying earnings. Employees should be reported even if they work only one day and are terminated.

Re-hires or Re-called employees: Employers must report rehires, or employees who return to work after being laid off, furloughed, separated, granted a leave without pay, or terminated from employment. Employers must also report any employee who remains on the payroll during a break in service or gap in pay, and then returns to work. This includes seasonal workers.

No one is exempt from this law.

Do Independent Contractors (1099s) have to be reported?

The Center welcomes Independent Contractor reports, however, they law does not require employers to report them. The IRS provides strict guidelines on whether an individual is in fact an Independent Contractor or an employee (see Tab 5 – Page 13).

Why do we need new hire reporting?

New hire reporting speeds up the child support income withholding order process, expedites collection of child support from parents who change jobs frequently, and quickly locates alleged non-custodial parents to help in establishing paternity and child support orders.

What information needs to be reported?

In accordance with Federal legislation, the State of Wyoming asks for:

- ✍ Employer's Federal Identification Number (FEIN)
- ✍ Employer's Name
- ✍ Employer's Address
- ✍ Employee's Name (First, Middle, Last)
- ✍ Employee's Address
- ✍ Employee's Social Security Number

Optional Elements include:

- ✍ Employer Contact Name
- ✍ Employer Telephone Number
- ✍ Employee Date of Birth
- ✍ Employee Date of Hire

How do I report new hires?

There are a variety of ways to report new hires, including online reporting, electronic reporting and by mail or fax. Visit the New Hiring Reporting Center at www.wy-newhire.com

How often must I report?

Employers must report within 20 days of a new employee's hire date.

How will the information be used?

Federal and State laws contain strict guidelines for the use of new hire reporting information. Wyoming's child support computer system matches new hire information against open child support cases to locate alleged fathers/non-custodial parents to establish paternity and child support orders, and enforce existing orders. Once these matches are done, the new hire information is sent to the National Directory of New Hires and is utilized by Child Support Agencies nationwide.

New hire information can also be used by states to help detect and prevent fraudulent payments to recipients of unemployment insurance, workers compensation and welfare benefits. The use of this information provides financial support for Wyoming's families and a reduction in welfare and unemployment insurance costs.

I've never reported any new hires, what do I do?

Begin by reporting any new employees you've hired within the last 180 days. Continue by reporting any new hires you have within 20 days of their hire date.

For more information

Visit www.wy-newhire.com, or call the Wyoming New Hire Reporting Center at (307) 638-1675 or (800) 970-9258. The help desk staff is available Monday through Friday, 8 a.m. to 5 p.m.