

Wyoming New Hire Reporting Center

Mandatory Employer Reporting Requirements

What is New Hire Reporting?

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

Why must I report?

Employers serve as key partners in ensuring financial stability for many children and families. 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 non-custodial parents to help in establishing paternity and child support orders. New hire reporting helps children receive the support they deserve.

Who must report?

Employers and labor organizations doing business in the State of Wyoming must report all newly hired employees. A new employee is considered any individual who is eligible for federal income tax withholding from wages and provides a service to the employer. This includes part-time, re-hired or re-called, and temporary employees.

When do I report?

Wyoming Statute § 27-1-115 requires all employers to submit their new hire reports within 20 days after the employee is hired or re-hired or returns to work. Employers who submit reports magnetically or electronically shall submit the reports in two monthly transmissions not more than sixteen days apart.

What if I am multistate employer?

If you are a multi-state employer, you may choose to report new hires electronically to one state. If you choose this option, you must provide written notification to the Secretary of the US Department of Health and Human Services (DHHS) of your intention. You may contact the Federal Office of Child Support Enforcement (OCSE) by visiting www.acf.dhhs.gov.

How do I report New Hires?

Step 1: Gather Information

Before you submit your reports, be sure to have the following information at hand:

- Employer's name
- Employer's address
- Employer's Federal Identification Number (FEIN)
- Employee's full name
- Employee's address
- Employee's Social Security number
- Employee's state of hire (if a multistate employer)
- Employee's Date of Hire (first day of work for pay)

Step 2: Create the Report

- To create a report, use one of the following methods:
 - Online reporting at www.WY-newhire.com
- Electronic file upload
- New Hire Reporting form, by mail or fax
- Printed list of new hire information, by mail or fax

Step 3: Submit the Report

The easiest way to report new hires is through our secure website www.WY-newhire.com. Your information is password protected and your reports are transmitted through our secure server—saving both time and paper. After you submit your reports, you will receive an online confirmation of reports received for your records. You can also submit your new hire data by FTP, disk, tape, mail, or fax. Your payroll service can also report your new hires for you. Visit www.WY-newhire.com for a copy of the Wyoming New Hire Reporting Form.

Who can I contact with questions?

Mailing address:

Wyoming New Hire Reporting Center
PO Box 1408
Cheyenne, WY 82003-1408

Toll Free Phone: 800-970-9258

Toll Free Fax: 800-921-9651

Web site: www.WY-newhire.com



MAXIMUS represents the State of Wyoming Child Support Enforcement Division