

Delaware

State Directory of New Hire Reporting



How to Report New Hires

Information for Employers

**Online reporting is secure,
fast and easy!**

Go to newhire.dhss.delaware.gov

Or scan the QR code below:



New hire reporting is more than just another business requirement. By reporting new hires, employers like you help families get the child support they need, creating a strong community in which your business can thrive.

New hire reporting also helps prevent unemployment and workers comp fraud, keeping employer taxes and premiums low.

We couldn't do it without employers like you. Thank you for your partnership!

**Delaware State Directory of
New Hire Reporting**

PO Box 138201

Sacramento, CA 95813-8201

Phone: 855-481-0018

Fax: 855-481-0047

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Report your New Hires online!

Benefits of Online Reporting:

- ✓ Eliminate paperwork
- ✓ Increase accuracy
- ✓ Faster processing
- ✓ Save postage and other processing costs

Reporting is easy!

- Online report entry takes 2 minutes on average.
- Web report uploads take even less time!
- We can even set up automatic new hire file transfers. Contact us at 855-481-0018 to get started.



Important things to know

- New hire reporting is required by state and federal law. Failure to report can result in a fine.
- All employers must report every employee within 20 days of hiring.
- Employers must report all employees, including seasonal and temporary workers.
- Re-hired workers and employees returning after a period of absence must be re-reported.

Report new and returning employees to:

**Delaware State Directory of
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ONLINE

newhire.dhss.delaware.gov

FAX

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MAIL

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