

# Georgia New Hire Reporting Program

## Mandatory Employer Reporting Requirements

### What

#### is new hire reporting?

The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, 42 U.S.C. 653a and Georgia Statute 19-11-9.2 require all employers to report newly hired and re-hired employees to the New Hire Reporting Program within 10 days of 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 Georgia 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?

- All new hires must be reported within 10 days of hire date.

### How

#### do I report?

The easiest way to report new hires is through the Georgia new hire Web site, [www.ga-newhire.com](http://www.ga-newhire.com). It only takes about five minutes to report your new hires—saving both time and paper. This method is also very secure. Your company information is password protected and your reports are transmitted through our secure server. Also, after you submit your reports, you will receive an online confirmation of reports received for your records.

To report, just follow these three easy steps:

#### Step 1: Gather Information

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

- Federal Employer ID Number (FEIN)
- State of Georgia Employer ID Number (GEIN) (*optional*)
- Employer name
- Employer address
- Employee Social Security Number (SSN)
- Employee name
- Employee address
- Employee start date
- Employee salary (*optional*)
- Medical insurance company name (*optional*)

#### Step 2: Create the Report

To create a report, you can use one of the following methods:

- Internet reporting, [www.ga-newhire.com](http://www.ga-newhire.com)  
(Tip: add this URL to your “Favorites” for easy access)
- Electronic file (see Web site for file specifications)
- New Hire Reporting form
- Printed list of new hire information

#### Step 3: Submit the Report

The easiest way to submit your company's new hire reports is online at [www.ga-newhire.com](http://www.ga-newhire.com). You can also submit your new hire data by FTP, disk, tape, mail, or fax. (If you fax your reports, please do not use a cover sheet). Your payroll service can also report your new hires. Visit Georgia's New Hire Web site or call for a copy of the Georgia New Hire Reporting Form.

### Who

#### can I speak to if I have questions?

You will find answers to many of your questions online at [www.ga-newhire.com](http://www.ga-newhire.com) or you can reach us at:

#### Mailing address:

Georgia New Hire Reporting Program  
P.O. Box 90728  
East Point, GA 30364-0728

#### Telephone:

1-888-541-0469 (toll free) or  
404-525-2985

#### Fax:

1-888-541-0521 (toll free) or 404-525-2983

#### Web site:

[www.ga-newhire.com](http://www.ga-newhire.com)

