

New Mexico New Hires Directory Employer Reporting Toolbox

Employers are vital to the success of the child support program. The New Mexico New Hires Directory appreciates your important role in employment reporting and employer child support requirements. We recognize that child support-reporting may create extra work for some employers, so we try to simplify the process, providing helpful links and information for employers in one place.

NEW HIRE REPORTING

New hire reporting is the first step toward successful child support enforcement. Every employer is required to report every employee to the New Mexico New Hires Directory, regardless of his or her child support status, within 20 days of the date of hire.

ALL new hire reports must include the following :

- Federal Employer ID Number (FEIN)
- Employer Name, Payroll Address & Contact Info
- Date of Hire (first day of work)
- Employee Social Security Number, Name & Address

HOW: Online reporting is the most efficient way to submit all your reports:

www.nm-newhire.com

New Mexico New Hires Directory
PO Box 29480 Santa Fe, NM 87592-9480
Telephone: 1-888-878-1607
Fax: 1-888-878-1614

VERIFICATIONS

Sometimes more specific and current information about an employee is needed to carry out a child support enforcement order. Employers may be contacted by mail to verify an employee's employment status, wages, and benefits. Employers must respond promptly.

HOW: Visit the E-Link Employer Reporting Portal

<https://elink.hsd.state.nm.us/eportal/>

E-link service of the New Mexico Child Support Enforcement Department that allows employers to respond online to nearly all reporting requirements.

INCOME WITHHOLDING ORDERS

Income withholding is the single most effective tool for collecting child support. Federal and state laws require income withholding in almost all enforcement cases; receiving an IWO for an employee does not reflect negatively on that individual. It is illegal to terminate or otherwise deny employment to an individual based on their involvement with child support.

HOW: Visit the E-Link Employer Reporting Portal

<https://elink.hsd.state.nm.us/eportal/>

MEDICAL SUPPORT ORDERS

Employers may receive a National Medical Support Notice (NMSN) alone or with an IWO. The NMSN requires the employer to enroll an employee's child in any health insurance plan for which an employee is eligible.

HOW: Visit the E-Link Employer Reporting Portal

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TERMINATIONS

Employers must notify NMCSED as soon as possible when an employee who is the subject of an IWO stops working or no longer receives periodic income from the company.

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