

NEW HIRE REPORTING INFORMATION FOR RHODE ISLAND

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NEW HIRE REPORTING INFORMATION FOR RHODE ISLAND

1. What is the new hire law?

The “Personal Responsibility and Work Opportunity Reconciliation Act” (PRWORA) of 1996 was passed as part of the larger welfare reform legislation. This Act requires that all employers report information on people they hire or re-hire to a state directory shortly after they are hired. Although a Federal law, this legislation looks to the individual states to implement the law and to maintain the directories of new hires. General Laws of Rhode Island Title 15, Chapter 24, Sections 15-24-1 through 15-24-9 is the implementation of PRWORA within the State of Rhode Island.

2. Why is new hire reporting required?

New hire reporting was designed to speed up any child support withholding order processes by expediting collection of child support from parents who change jobs frequently. It also helps locate non-custodial parents to help in establishing paternity and child support orders. Thus, employers serve as key partners in ensuring financial stability for many children and families by helping them receive the financial support they deserve.

3. Who is required to report?

Employers doing business in the state of Rhode Island must report on the following employees:

- **New Employees:** Employers must report information on newly hired employees who reside or work in the State of Rhode Island. This includes employees of all ages, those who work less than a full day, those still in a probationary period, part-time and seasonal employees. This information must be reported even if the employee is employed for only one day before termination.
- **Rehired or recalled employees:** Employers must report information on employees who are rehired or recalled to work after being laid off, furloughed, separated, granted a leave without pay or are terminated from employment after 30 days and who reside or work in the State of Rhode Island. This includes teachers, substitutes, seasonal workers, etc.
- **Temporary employees:** Temporary agencies are responsible for reporting information on any employee hired to report for an assignment. This need be done only once, employees do not need to be re-reported each time they report to a new client, unless there is a break in service or gap in wages, in which case they need to be reported as a rehire.

Employers doing business in the state of Rhode Island must report information on anyone hired if the individual is considered an employee for purposes of paying federal income tax withholding. This includes employees of all ages, those who work less than a full day, those still in a probationary period, part-time, seasonal employees and employees who are rehired. This information must be reported even if the employee is employed for only a few hours before termination.

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4. What information must be reported?

In accordance with the Federal legislation, the State of Rhode Island requires the following information to be reported:

- The employer's Federal Employer Identification Number (FEIN). If the employer has more than one FEIN, use the same one used to report quarterly wage information
- The employer's name
- The employer's address
- The employee's name (full name: first, middle and last)
- The employee's address
- The employee's Social Security Number
- Medical insurance availability, and if yes the date of eligibility
- The employee's date of hire (optional)
- The employee's date of birth (optional)
- The state of hire (optional)

5. How and where is this information reported?

The Rhode Island Directory of New Hires offers several options that make it easy for employers to report new hires. The options available are:

Electronic Reporting

- Go to <http://www.rinewhire.com/register/index.html> to register to report any new hires on-line and for additional instructions for on-line reporting.
- Go to <http://www.rinewhire.com/recordlayout/filelayout.pdf> for the file layout for reporting by FTP file transfer (call 1-888-870-6461 for instructions), magnetic tape or disk, or see the attached sheet. Mail any disks or tapes to the address below.

Non-Electronic Reporting

- New hire reporting form: Go to <http://www.rinewhire.com/employerpacket/emppacket.pdf> to download the form and other instructions or use the one attached.
- W-4 form: You may choose to submit a W-4 form as a new hire report. If you do, please ensure that the W-4 is easily readable and has the employer's name, Federal Employer Identification Number, and address written in blocks 8 and 10 on each form.
- New hire reports may either be faxed or mailed to the following:

Mail reports, disks or electronic tapes to:
Rhode Island State Directory of New Hires
PO Box 540220
Omaha, NE 68154-0220

Fax reports to:
Toll-free: 1-888-430-6907

Other Reporting Methods

- Payroll Service: Leading payroll services are already electronically reporting new hires for thousands of employers. If you use one a payroll or accounting service see if the service can report new hires for you.

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6. How often must the information be reported?

Employers are required to submit new hire reports within 14 days after an employee is hired, rehired or returns to work. If you have multiple new hires in a month and are submitting electronic files, these files must be submitted which are not less than 12 days nor more than 16 days apart.

7. What is the penalty if the report is late?

A penalty to be determined by the state may be assessed for each failure to report a new hire.

8. How will the information be used?

Federal and State laws contain strict regulations on how new hire reporting information may be used. New hire reporting information is matched against any open child support orders to locate non-custodial parents and enforce these orders.

This information will also be fed into a national directory to provide more current information for locating out-of-state noncustodial parents.

New hire information may also be used by states to help detect and prevent fraudulent payments to recipients of unemployment insurance, worker's compensation and welfare benefits.

The use of this information helps maintain financial stability in Rhode Island families and helps to keep down the cost of welfare, unemployment and worker's compensation insurance.

9. What to do if you have never reported new hires.

Begin by reporting any new employees you've hired or rehired immediately. Then going forward be sure to report any new hires or rehires within 14 of the hire date.

10. Additional information.

For questions about new hire reporting you can contact the Rhode Island Directory of New Hires at (888) 870-6461. You can also e-mail questions to: contact@RInewhire.com

RHODE ISLAND DIRECTORY OF NEW HIRES REPORTING FORM

Mailing Address: RI State Directory of New Hires
P.O. Box 540220
Omaha, NE 68154-0220

Toll Free Fax: 1-888-430-6907
Web Address: www.rinewhire.com

TO ENSURE ACCURACY, PLEASE PRINT (OR TYPE) NEATLY IN UPPER-CASE LETTERS AND NUMBERS, USING A DARK BALL-POINT PEN

REQUIRED EMPLOYER INFORMATION			
Federal Employer Identification Number (FEIN)			
Employer Name			
Employer Address 1			
Employer Address 2			
Employer Address 3			
Employer City			
Employer State			
Employer Zip Code			
Employer Payroll Address 1 <i>(if different than employer address)</i>			
Employer Payroll Address 2			
Employer payroll City			
Employer payroll State			
Employer payroll Zip code			
REQUIRED EMPLOYEE INFORMATION			
Employee SSN			
Employee First Name			
Employee Middle Name			
Employee Last Name			
Employee Address 1			
Employee Address 2			
Employee Address 3			
Employee City			
Employee State			
Employee Zip Code			
Does Employee qualify for health insurance?	<table border="1"> <tr> <td align="center">Y/N</td> <td>If Yes, provide the date the employee qualifies for health insurance MMDDYYYY</td> </tr> </table>	Y/N	If Yes, provide the date the employee qualifies for health insurance MMDDYYYY
Y/N	If Yes, provide the date the employee qualifies for health insurance MMDDYYYY		
OPTIONAL INFORMATION			
Employee Date of Birth	MMDDYYYY		
Employee State of Hire	Employee Date of Hire		
MMDDYYYY	MMDDYYYY		

**RHODE ISLAND STATE DIRECTORY OF NEW HIRE
EMPLOYER FILE LAYOUT**

The following information is a specified record layout of how information needs to be transmitted to the Rhode Island State Directory of New Hires. Each transmission must contain the following three types of records:

1. **Header Record** – This is the first record in the file, and is required.
2. **Employer Record** – This record must contain employer information and is required.
3. **New Hire Record** – This record is required for all new or rehired employees on or after October 1, 1997.

A file must be submitted in a fixed length ASCII file format with LF/CR at the end of each record. . This record layout may be submitted via the Internet. Visit our Internet site at www.RInewhire.com.

HEADER RECORD: System processing requires the completion of all fields in the Header Record

Field Name	Start	Length	Data Type	Comments
Record Identifier	1	2	A/N	Required This must contain the characters 'HR'
Number of new hires	3	5	N	Required This must contain the number of hires or rehires that are being submitted.
Date Stamp	8	8	N	Required The date must be submitted in the format of : MMDDYYYY
Employer federal identification number (FEIN)	16	9	N	Required

EMPLOYER RECORD: System processing requires the completion of all required fields.

Field Name	Start	Length	Data Type	Comments
Record Identifier	1	2	A/N	Required This must contain the characters 'RR'
Employer Name	3	45	A/N	Required
Employer Address 1	48	40	A/N	Required
Employer Address 2	88	40	A/N	Optional
Employer Address 3	128	40	A/N	Optional
Employer City	168	25	A	Required
Employer State	193	2	A	Required
Employer Zip Code	195	9	N	Required This must contain a 5 digit or 9 digit number
Employer payroll address 1	204	40	A/N	Required, if different from employer address
Employer payroll address 2	244	40	A/N	Optional
Employer payroll City	284	25	A	Required
Employer payroll State	309	2	A	Required
Employer payroll Zip Code	311	9	N	Required (5 or 9 digits)

NEW HIRE RECORD: This record can be repeated for all employees associated with the previous Header & Employer record

Field Name	Start	Length	Data Type	Comments
Record Identifier	1	2	A/N	Required This must contain the characters 'NH'
Employee SSN	3	9	N	Required This must contain a nine-digit SSN
Employee First Name	12	20	A	Required
Employee Middle Name	32	20	A	Optional
Employee Last Name	52	30	A	Required
Employee Address 1	82	40	A/N	Required
Employee Address 2	122	40	A/N	Optional
Employee Address 3	162	40	A/N	Optional
Employee City	202	25	A	Required
Employee State	227	2		Required
Employee Zip Code	229	9	N	Required This must contain a 5 digit or 9 digit number
Employee/Dependent health insurance available	238	1	A	Required Y or N
Date employee/dependent qualifies for health insurance	239	8	N	Required – MMDDYYYY
Employee Date of Birth	247	8	N	Optional – MMDDYYYY
Employee Date of Hire	255	8	N	Optional – MMDDYYYY
Employee State of Hire	263	2	A	Optional

(Only for File Upload, Diskette, FTP or Tape submissions)