

RI State Directory of New Hires  
PO BOX 540220  
OMAHA, NE 68154-0220

## **RHODE ISLAND STATE DIRECTORY OF NEW HIRES**

June 2005 UPDATED EMPLOYER GUIDE



State of Rhode Island & Providence Plantations  
Rhode Island Child Support Agency

### ***REMINDER to Employers: MANDATORY LAW***

**Effective October 1, 1997, Rhode Island statute 24-15-24-1 through 24-15-24-9 and federal law requires all employers to report each newly hired and rehired employee to the State Directory of New Hires.**

## **Rhode Island State Directory of New Hires**

### **Important New Hire Information Enclosed**

Dear Employer:

This June 2005 employer guide is the latest reminder of the Rhode Island New Hire law that went into effect October 1, 1997. If your company does business in Rhode Island, when you hire or rehire employees, you **must report information** about those employees and your business to the RI State Directory of New Hires **within 14 days of hire**.

For those employers who have been making regular reports, we thank you and encourage you to continue reporting. Some employers have reported in the past and failed to stay in compliance while others may be unaware this law is in effect. All employers are being reminded of your reporting requirements, the details of the law, and optional methods of reporting new hire information within this mailing.

Sincerely,

Sharon Santilli, Child Support Director

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Visit our Web site at: [www.Rinewhire.com](http://www.Rinewhire.com)

## ⌘ WHO MUST REPORT?

If you are an employer doing business in the State of Rhode Island and you hire or rehire an employee, you must report those employees to the Rhode Island State Directory of New Hires.

**\*\*\*NOTE\*\*\* Please report new employees within 14 days of the 1<sup>st</sup> day of work.**

## ⌘ WHAT YOU MUST REPORT:

- ✓ Employer name
  - ✓ Employer address
  - ✓ Employer FEIN
  - ✓ Employee name
  - ✓ Employee address
  - ✓ Employee SSN
  - ✓ Availability of health insurance
  - ✓ Date insurance available
  - ✓ Payroll Address (if different from employer address)
- Optional information on employee: date of birth, date of hire, State of hire.**

## ⌘ HOW OFTEN MUST YOU REPORT?

- ✓ You must report any new hires or rehires within 14 days after the date of hire, or
- ✓ If you're reporting electronically or magnetically, you must report by two monthly transmissions (if necessary) not less than 12 nor more than 16 days apart.

## ⌘ HOW CAN YOU REPORT?

You have the choice of reporting via the Internet, diskette, magnetic tape, mail, or by fax. (If you are a multistate employer, see the column on the right).

- ✓ **INTERNET.** Secure on-line reporting. Visit our public information site at: [www.RInewhire.com](http://www.RInewhire.com) (See "New Hire Reporting on the Internet" page)  
**Register your company at this site and once your registration has been approved you can begin using the Internet to report your new hires, either by interactive data entry or via an electronic file upload (see file layout).**
- ✓ **FTP –File Transfer Protocol**  
Call customer service for details on this method of reporting (see file layout).
- ✓ **DISKETTE**  
Download the new hire information from your system onto a diskette and mail the diskette to us (see file layout).
- ✓ **MAGNETIC TAPE OR CARTRIDGE**  
Download the new hire information from your system onto a magnetic tape or cartridge and mail the tape or cartridge to us (see file layout).
- ✓ **FIRST CLASS MAIL**  
Mail copies of State Forms, W-4(s), or any other approved paper report to:  
**Rhode Island State Directory of New Hires  
PO Box 540220  
Omaha, NE 68154-0220**
- ✓ **FAX**  
**Fax copies of State Forms, W4(s), or any other approved paper report (No cover page required) to:**  
⇒ 1-888-430-6907

## ⌘ MULTI-STATE EMPLOYERS:

If you are a multi-state employer, you have two reporting options:

- ✓ Report newly-hired employees or re-hires to each State in which you do business and your employees are hired, or
- ✓ Select one state where you have employees working and report all new hires from every state that you do business in to that one state either **electronically or magnetically.**

**You may not report using both multi-state and single-state methods.** If you choose to report new hire data on all employee(s) to only one of the States in which you have presence, you must comply with the following:

You must in writing, or via the Internet, notify the Secretary of Health and Human Services in Washington.

Mail the notification to:

**U.S. Department of Health and Human Services  
Multistate Employer Registration  
PO BOX 509  
RandallsTown, MD 21133**

Include the following:

- Employer Name, Address, State, FEIN
- Designated State for New Hire
- States Employer Does Business
- Employer point of contact name and phone number where questions may be directed.

**Phone: (202) 401-9267, or visit their New Hire Reporting web site at [www.acf.dhhs.gov/ACFPrograms/CSE/newhire/index.html](http://www.acf.dhhs.gov/ACFPrograms/CSE/newhire/index.html)**

To register with the U. S. DHHS through the RI New Hire Internet site, go to [www.RInewhire.com](http://www.RInewhire.com) and click on "Multi-State Employer Registration" **after you have registered with Rhode Island.** Then simply follow the instructions.

If you are a multi-state employer doing business in the **State of Rhode Island**, but are designating a **different state** to receive your new hire reports, you must notify the Rhode Island State Directory of New Hires of your decision to report elsewhere.

Mail notification to:

**Rhode Island State Directory of New Hires  
Multi-state Employer Registration  
PO BOX 540220  
Omaha, NE 68154-0220**

## ⌘ Customer Service:

For new hire reporting questions call:

⇒ 1-888-870-6461

For general child support questions call the Rhode Island Child Support Program:

⇒ 1-401-222-2847

# New Hire Reporting on the Internet

Rhode Island offers employers the most effective and innovative method for new hire reporting. The Rhode Island New Hire Reporting Directory has established a secure Internet site for employers to report new hires. This site offers on-line employer registration, on-line data entry, and a file transfer system that eliminates the need to send us any faxed or mailed forms, lists, magnetic tapes, cartridges and diskettes. If you're connected to the Internet you can process new hire reports via our secure site. Visit our informational site at: [www.RInewhire.com](http://www.RInewhire.com) or e-mail us at: [contact@RInewhire.com](mailto:contact@RInewhire.com) for more information. **EFFECTIVE OCTOBER 1, 1997, Federal and State law requires all employers** doing business in the State of Rhode Island to report all newly hired employees to the Rhode Island New Hire Reporting Directory. Prompt reporting of new hires improves child support collections and reduces public assistance costs.

## **NEW HIRE REPORTING - IT'S GOOD FOR CHILDREN AND IT'S GOOD BUSINESS!**

When you as an employer submit information about your newly hired employees to the New Hire reporting system, you create benefits for your business, children in your community and citizens across the country.

### **⌘ *New Hire Reporting Helps Prevent Unemployment Benefit Overpayments***

Businesses can help reduce fraudulent unemployment payments when they take part in a more efficient New Hire reporting system. When businesses report New Hires, they provide timely information to help reduce the number of employed persons fraudulently receiving unemployment insurance and abusing the system

### **⌘ *New Hire Reporting Improves Each Step of the Child Support Enforcement Process***

Child support workers need up-to-date information to help them locate and collect funds from individuals who avoid their child support responsibilities. New Hire reporting provides another tool with which to locate non-custodial parents quickly, establish paternity and enforce support orders.

### **⌘ *New Hire Reporting Reduces Government Spending on Welfare***

Unfortunately, some parents do not take financial responsibility for their children. Until now they could escape State child support collection agencies by changing their State of residence thereby avoiding Statewide tracking systems. The State Child Support agency also experiences interrupted child support collections from these parents wage garnishments upon the employee's movement from one employer to another. Even movement from one employer to another can substantially interrupt child support collections unless new hires are reported on time.

The resulting lack of child support often forces families to seek public assistance. Timely reporting of New Hire information will enable State agencies to locate non-custodial parents sooner and will decrease families' dependence on public assistance

### **⌘ *New Hire information is important to the State***

New Hire information is important to the State because it matches the new hire information to the child support obligation databases and issues a new wage assignment to the employer.

- ✓ Prompt reporting of New Hire information helps to detect and prevent public assistance, food stamps and unemployment and workers' compensation fraud by matching the new hire

*Check out our Web site at:*

[www.RInewhire.com](http://www.RInewhire.com)

### *Features include:*

- ✓ On-line Employer Registration
- ✓ On-line Data Entry
- ✓ Upload a file (eliminates magnetic tape, cartridges diskette processing)
- ✓ Automated E-mail Receipts
- ✓ New Hire Reporting Informational Pages
- ✓ Electronic (e-mail) Communication
- ✓ Multi-State Employer Registration

### **⌘ *On-line Employer Registration***

Register on-line at [www.RInewhire.com](http://www.RInewhire.com) for access to the secure Rhode Island New Hire Reporting site. You can obtain important information and request access to the reporting site within minutes. Complete our on-line script and within 24 hours you can report all new hires via a secure Internet site.

### **⌘ *On-Line Data Entry for New Hire Reporting***

You can easily report new hires via our on-line reporting site. When you register for access to our secure site, all employer information is pre-filled so all you need to enter is the information for the new employee. Report one or more new hires within minutes and receive an e-mail receipt.

### **⌘ *File Upload***

Transfer files with a "click" of a button. This feature provides employers with the simplest and most effective method to report files of new hires. We have eliminated the need to process magnetic tapes, cartridges and diskettes. Simply access our secure site and transfer your new hire file over the internet (see file layout). Why pay for tapes and postage when you can transfer the information over the internet in minutes?

### **⌘ *FTP - File Transfer Protocol***

Call Customer Service at **1-888-870-6461** for more information on this method of reporting.

### **❖ *What are the penalties for failing to report?***

- ✓ **\$20.00 fine for each new hire not reported**
- \$500 fine if conspiracy not to report is detected and determined**

**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](http://www.rinewhire.com)

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

<b>REQUIRED EMPLOYER INFORMATION</b>			
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			
<b>REQUIRED EMPLOYEE INFORMATION</b>			
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		
<b>OPTIONAL INFORMATION</b>			
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](http://www.RInewhire.com).

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

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

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

Field Name	Start	Length	Data Type	Comments
<b>Record Identifier</b>	1	2	A/N	Required This must contain the characters 'RR'
<b>Employer Name</b>	3	45	A/N	Required
<b>Employer Address 1</b>	48	40	A/N	Required
Employer Address 2	88	40	A/N	Optional
Employer Address 3	128	40	A/N	Optional
<b>Employer City</b>	168	25	A	Required
<b>Employer State</b>	193	2	A	Required
<b>Employer Zip Code</b>	195	9	N	Required This must contain a 5 digit or 9 digit number
<b>Employer payroll address 1</b>	204	40	A/N	Required, if different from employer address
Employer payroll address 2	244	40	A/N	Optional
<b>Employer payroll City</b>	284	25	A	Required
<b>Employer payroll State</b>	309	2	A	Required
<b>Employer payroll Zip Code</b>	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
<b>Record Identifier</b>	1	2	A/N	Required This must contain the characters 'NH'
<b>Employee SSN</b>	3	9	N	Required This must contain a nine-digit SSN
<b>Employee First Name</b>	12	20	A	Required
Employee Middle Name	32	20	A	Optional
<b>Employee Last Name</b>	52	30	A	Required
<b>Employee Address1</b>	82	40	A/N	Required
Employee Address 2	122	40	A/N	Optional
Employee Address 3	162	40	A/N	Optional
<b>Employee City</b>	202	25	A	Required
<b>Employee State</b>	227	2		Required
<b>Employee Zip Code</b>	229	9	N	Required This must contain a 5 digit or 9 digit number
<b>Employee/Dependent health insurance available</b>	238	1	A	Required Y or N
<b>Date employee/dependent qualifies for health insurance</b>	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)