



## **NEW HIRE REPORTING**

### EMPLOYMENT INFORMATION AS 25.27.075

Alaska law requires all employers doing business in the state to report the hiring, rehiring, or return to work of each employee within 20 days of the date of hire.

The following information must be submitted; Employee name, address, social security number and Employer name, address, and Federal Tax ID number.

The employer's state EIN number and the employee's date of birth and date of hire are also helpful. New hire reports can be submitted on-line, by Fax, or by mail.

**New to CSSD is our Web based program for employers to report** directly to us by accessing the myAlaska website. If you do not have a myAlaska account for your business and need to create one, you may do so at <https://myAlaska.state.ak.us> by clicking on the "New User" link on the left side of the screen and entering the required information.

By using the web based program you as an employers will save time, resources and costs. No more time consuming faxing, making disks or postal costs.

If your business already has a myAlaska account, you can access the Alaska New Hire Reporting website at <https://myAlaska.state.ak.us> under "Businesses/Submit Employee Hirings to CSSD".

If on-line new hire reporting is not an option for your business, you can download New Hire Reporting forms at CSSD's website at <http://www.childsupport.alaska.gov/publications/publications.asp>, or you can contact CSSD's Employer Assistance Section to obtain the forms at 907-269-6089 or toll free in Alaska 877-269-6685.

Note: Electronic fund transfer (EFT) is preferred when submitting payment for three or more employees. If you would like to use this method of payment, please contact the EFT Coordinator at 907-269-6750.

### **MULTISTATE EMPLOYERS**

Multistate employers have two reporting options. They may report newly hired employees to the state in which they are working, or all new-hires and re-hires may be reported to one state. If one state is chosen the Secretary of the Department of Health and Human Services\* must be notified of your intent and the reporting must be submitted by magnetic tape or electronic transfer.

Please remember, New Hire Reporting is a Federal requirement. There are penalties for not complying with this law:

### **SANCTIONS FOR NOT REPORTING**

AS 25.27.075(f)

In addition to other sanctions available under the law, an employer that violates this section is liable for a civil penalty for each failure to meet the requirements of this section of not more than \$10 for each employee who is newly hired, rehired, or newly returned to work; and \$100 if the failure is the result of a conspiracy between the employee and the employer not to supply the required report or to supply a false or incomplete report concerning an employee.

### **QUESTIONS?**

If you have questions or concerns about any part of the New Hire Reporting process, please feel free to contact the Child Support Services Division's Employer Assistance Section at 907-269-6089, or toll-free in Alaska, 877-269-6685.

\* DHSS, Administration for Children and Families, Office of Child Support Enforcement, Multistate Employer Notification, PO Box 509 Randalls Town MD 21133-0509

(10/15/09)