



THE STATE
of **ALASKA**
GOVERNOR MICHAEL J. DUNLEAVY

Department of Revenue
CHILD SUPPORT SERVICES DIVISION
550 W 7th Avenue, Suite 310
Anchorage, Alaska 99501-6699
Main: 907.269.6900
Fax: 907.787.3220

NEW HIRE REPORTING

The wait is over! Alaska Child Support Services Division (CSSD) is excited to announce a new online service for employers! You can now report your New Hire's directly to us by accessing the myAlaska website. By using this web based service, you, as the employer, will save time, resources and the cost of sending faxes, creating discs, and additional postage. It expedites the process to ensure the most current employee information is transmitted from the employer directly to CSSD. It is a simple process and a free service for you.



If you already have a myAlaska account set up for your business, you will log on with your Username and password. If you are new to the myAlaska website, please select the New User: Register for a myAlaska account. **Important Note:** Business accounts should be set up with a Username and Password unique for your company/agency. Do not use a person's name or a personal myAlaska account.

1. Go to <https://my.alaska.gov/>, under Account Services, sign in or register. **New User: Register for a myAlaska Account complete the registration.**
2. Once you have successfully registered or signed in to myAlaska, from the Home Page, under Services for Businesses, click on Submit employee hirings to CSSD and follow the instructions. <https://myalaska.state.ak.us/newhirereporting/>

Alternatively, you may also access myAlaska through CSSD's website at <http://www.childsupport.alaska.gov>; from our home page, go to Employers, Report New Hires to reach more information.

Note: With the online service available for New Hire Reporting, CSSD is no longer accepting faxed information for new hires.

CSSD offers a free service for employers to make wage-withholding payments online through <https://my.alaska.gov>. Employers will use their business's existing myAlaska Username & Password or if you are new to myAlaska, select New User: Register for a myAlaska Account for your business. Once signed in, go to Services, under Services for Businesses, click on CSSD Business Services Portal and follow the step-by-step enrollment process.

Make a Payment

NEW HIRE REPORTING

OCSE Child Support Portal

If you have not signed up for the Federal Child Support Portal for businesses, you will want to check out the link to see what is available to you as a business. <https://www.acf.hhs.gov/css/employers/child-support-portal>

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 for 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.

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.

HHS, Administration for Children and Families of Child Support Enforcement, Multistate Employer Notification, PO Box 509 Randallstown, MD 21133-0509 fax: (410) 277-9325

*<https://ocsp.acf.hhs.gov/csp/>