



# MDHS

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES

## State Directory of New Hires

### Calling All Employers!

**The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, 42 U.S.C. 653A and MS Codes § 43-19-46 and § 93-11-101**, require that all employers with business operations in the state of Mississippi report all newly hired employees who live or work in Mississippi within fifteen (15) days of the employee's first day on the job. State and federal laws require employers to report paid individuals regardless of whether the person is considered an employee by federal tax code standards. If you use a third-party vendor to report your new hires, please ensure that the vendor is reporting accurate information on your behalf to ensure compliance with these laws.

Employers play an essential role in helping Mississippi's children receive the support they need. Many families who don't receive financial support are often forced to depend on public assistance or live in poverty. By acting in accordance with the new hire reporting law, you will help children receive the support they deserve. Furthermore, new hire reporting reduces fraudulent unemployment insurance and workers' compensation claims. Ultimately, new hire reporting is an easy, yet vital process, designed to help employers make a positive difference in their communities.

<https://ms-newhire.com/>

### Contact

#### Mississippi State Directory of New Hires

P.O. Box 437  
Norwell, MA 02061

#### Website:

<https://ms-newhire.com/>

**Phone:** (800) 241-1330

**Fax:** (800) 937-8668

#### Email:

[General Comments & Feedback](#)  
[Customer Service & Tech Support](#)

**Hours of Operation:** Monday  
through Friday from 8:00 a.m. to  
5:00 p.m. CT

### Discover

[Reporting Basics](#)  
[Frequently Asked Questions](#)  
[Employer Resources](#)  
[Multistate Reporting](#)  
[Electronic Funds Transfer \(EFT\)](#)

## REPORTING BASICS

### Why is new hire reporting required?

In 1996, Congress enacted a law called the "Personal Responsibility and Work Opportunity Reconciliation Act," or PRWORA, as part of Welfare Reform. This new legislation required that employers in all 50 states directly report their new hires and rehires to a state directory.

### What information do I need to report?

#### Employer Information:

- Federal Employer Identification Number (FEIN)
- Name of Business
- Employer Address (to be used for income withholding orders)
- Employer's State EIN
- Employer's name (please use corporate name)

#### Employee Information:

- Name
- Mailing Address
- Social Security Number (SSN)
- Date of Hire
- Date of Birth
- Gender
- Medical Insurance Eligibility
- Salary and Payment Frequency

**How do I report new hires and rehires?** There are a variety of ways to report new hires, including electronic and non-electronic options. For more information on the convenient reporting options available, visit <https://ms-newhire.com/>. If you use a payroll or accounting service, you may also ask the service to report your new hires for you.

## FREQUENTLY ASKED QUESTIONS

**What date should be entered into the "Date of Hire (start date)" field?** Employers need to enter the date an employee first performed services for pay into the "Date of Hire (Start Date)" field, to fulfill the state and federal reporting requirement.

**Will the information be kept private?** All of the information submitted to the State Directory of New Hires will be kept private and secure. When pertinent, some information will be shared with government agencies to help reduce fraud in areas like Worker's Compensation, Unemployment, and Welfare Benefits.

**Who must be reported?** All employers are required to report the following employees:

- Newly Hired Employee – an employee that has not previously been employed by the employer.
- Rehired Employee – an employee who was previously employed by the employer but has been separated from such prior employment for at least 60 consecutive days.
- Temporary Employee – an employee who is hired to report for an assignment for a certain period of time.

## EMPLOYER RESOURCES

Please visit our 'Employer Resources' section on <https://ms-newhire.com/> to access additional information for your organization.

## MULTISTATE REPORTING

If you are an employer with employees in more than one state, you are a multistate employer. Multistate employers have two options for reporting their new hires:

**Option #1** Report newly hired employees to the state in which they are working, following the new hire regulations of each state to which you will report. For more information on multistate reporting, visit <https://ocsp.acf.hhs.gov/csp/mser>.

**Option #2** Select one state where you have employees working and report all new hires to that state electronically. Visit <https://ms-newhire.com/> for more information on electronic reporting.

## ELECTRONIC FUNDS TRANSFER (EFT)

The State of Mississippi is encouraging all employers and financial institutions to remit child support payments electronically via Electronic Funds Transfer (EFT). Remitting payments electronically is more efficient, accurate and helps children get the support they need more promptly. Please visit MDHS' iPayOnline system for more information and instructions for remitting payments electronically: <https://ipayonline.mssdu.net/iPayOnline/>.

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For additional information, visit:  
<https://ms-newhire.com/>