

# Mississippi State Directory of New Hires



Effective October 1, 1997, state and federal laws require all Mississippi employers to report each new and rehired employee to the State Directory of New Hires, a program of the Mississippi Department of Human Services.

## What is new hire reporting?

All employers with business operations in the state of Mississippi are required to 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.

## Why is new hire reporting important?

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.

## 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.

## 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 -
- Employers State EIN

### Employee Information:

- Name
- Mailing Address
- Social Security Number (SSN)
- Work State
- Date of Hire (New Requirement)
- Date of Birth
- Gender
- Medical insurance eligibility
  
- Salary and Payment Frequency

## How do I report new hires and rehires?

If you use a payroll or accounting service, you may ask the service to report your new hires for you. Or, you can easily report them yourself using one of the convenient methods listed below.

### Electronic:

- Internet reporting at [www.MS-NEWHIRE.com](http://www.MS-NEWHIRE.com)
- Secure file upload
- Secure account, password exclusively for your company and a confirmation receipt
- Electronic reports via diskette, cd-rom, or tape cartridges
- Electronic File Transfer

**Non-Electronic:** Please mail or fax your non-electronic new hire reports

- New Hire Reporting Form
- Printed List
  
- W-4 Form (including company name, address, FEIN and employee date of hire)

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## 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.

**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 Mississippi State laws 43-19-46 and 91-11-101 and the Federal Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA).

## Multistate Employers

Multistate employers have the option of reporting their new hires electronically to only one state. Employers who choose this option must provide written notification to the Secretary of the U.S Department of Health and Human Services (DHHS) of their intention to do so. Employers may contact the Federal Office of Child Support Enforcement (OCSE) to request a form at (202) 401-9267 or visit [www.acf.hhs.gov](http://www.acf.hhs.gov) to download a form.

## 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 [www.ms-newhire.com](http://www.ms-newhire.com) for more information and instructions for remitting payments electronically.

*Employers play an essential role in helping Mississippi's children receive the support they deserve.*



[www.ms-newhire.com](http://www.ms-newhire.com)

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