

## BUSINESS PROCEDURES

Policy Title: REPORTING NEW EMPLOYEES

Code: 803.3a

The Idaho Legislature has established an automated state directory of new hires to be administered by the Idaho Department of Labor (herein after “Department”). The state directory of new hires provides a means for employers to assist in the state’s effort to prevent fraud in the welfare, worker’s compensation, and unemployment insurance programs, to locate individuals to establish paternity, to locate absent parents who owe child support, and to collect support from those parents by reporting information concerning newly hired and rehired employees directly to a centralized state database.

The District shall report hire or rehire of an individual by submitting to the Department a copy of the employee’s complete and signed W-4 form. The form shall contain the following information:

1. The employee’s name, address and correct social security number;
2. The District’s name, address and federal Tax Identification Number;
3. The District’s Idaho Unemployment Account Number;
4. The employee’s date of hire or rehire.

The District shall report the hiring or rehiring of any individual to the Department within twenty (20) calendar days of the date the employee actually commences employment for wages or remuneration. The report will be deemed submitted on the postmarked date or, if faxed or electronically submitted, on the date received by the Department. A copy of the report shall be retained by the district, and the copy will set forth the date on which the report was mailed, faxed or electronically transmitted.

The District is not liable to the employee for the disclosure or subsequent use of the information by the Department or other agencies to which the Department transmits the information.

Date of Adoption: 1/22/13  
Readopted:

Legal Reference: I.C. 72-1601 et seq.  
State Directory of New Hires

Related References: