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HIRING A NEW EMPLOYEE

A company which hires a new employee has numerous responsibilities. Some of the pertinent items to be aware of are summarized below”

FORM I-9, EMPLOYMENT ELIGIBILITY VERIFICATION

Filled out by the employer for employees hired after 11/6/86. This form is required to verify that the employee is legally eligible to work in the United States. For more information on this form you can call 1-800-870-3676 or visit the website www.uscis.gov.

FORM W-4

Filled out by the employee to determine employees' withholding allowances for federal income taxes. A W-4 form remains in effect until the employee gives the employer a new one.

PA's HIRING REPORTING PROGRAM

All PA employers, including agricultural-related employers, are required to comply with the State's New Hire Reporting Program. Created through an amendment to the Domestic Relations Act, it is similar to those of other states. It is designed to provide a registry of all employed persons within the state to facilitate child support enforcement.

Under the New Hire Reporting program a person is an employee and not an independent contractor if the employer:

- Must require a W-4 form under applicable law
- Must provide a W-2 form under applicable law
- Must pay PA Unemployment Compensation Tax under applicable law
- Must pay PA Workers' Compensation under applicable law.

Required Information:

In order to comply with the program an employer is required to report within 20 days of New Hire the following information:

- Name
- Home Address
- Social Security Number
- Date of Birth
- Date of New Hire

Information must be filed not only for new employees but also for rehired employees who have been terminated, laid off, furloughed, separated or granted leave without pay for more than 30 days. For these rehired employees the date of New Hire is the date of the latest rehire.

The report must also include the following information regarding the employer:

- Name
- Address
- Federal Employer Identification Number (FEIN, the identifying number assigned to the employer for federal tax purposes)
- Name of the employer contact person
- Telephone number of employer contact person. If the employer so chooses, a report can be filed by simply attached the date of New Hire, name and telephone number of an employer contact to the W-4 form submitted for the newly New Hired employees.

Method of Reporting

Information can be recorded on paper, diskette, cartridge or magnetic tape and sent to the New Hire Reporting Program via first-class mail. Paper records can also be sent via fax. An additional method of reporting is via the Internet. Detailed instructions regarding all these methods are available from the New Hire Reporting Program and an employer should consult these instructions before making a report using any method. Regardless of the reporting method chosen by the employer, an employee's information **MUST** be submitted **no later than 20 days** from the date of New Hire of the employee, as stated above. If an employer chooses any non—paper method that employer should submit two monthly reports no less than 12 days nor more than 16 days apart.

Multi-state Employers

If an employer has employees in more than one state that employer only has to send reports to the New Hire program of one of those states. For example, if an employer has some employees that work in Pennsylvania and some that work in Maryland, that employer only has to report the required information to the New Hire program in Pennsylvania or Maryland, not both. The employer does, however, need to report the information of all employees, regardless of the state in which they work, and multi-state reports can be made only by diskette, cartridge, magnetic tape or over the Internet, not by paper.

A multi-state employer who chooses to file a multi-state report must notify the US Secretary of Health and Human Services in writing as to which state the New Hire information is being sent, and must a copy of the notification letter to PA New Hire Reporting Program, regardless of which state will receive the reports. The notification letter must include all the following:

- Employer's name
- Employer's FEIN
- Employer's phone number
- State selected for receipt of reports
- All states where the employer has employees
- Employer contact name
- Employer contact phone number

This notification requirement is for the purpose of maintaining the National Directory of New Hires in accordance with the Federal Welfare Reform Act of 1997.

Important Addresses

- An information packet including detailed instructions for each method of reporting can be obtained by contacting the Pennsylvania New Hire Reporting Program by phone at: 1-888-PAHIRES (1-888-724-4737)
- Questions regarding the reporting requirements can be directed to the Pennsylvania New Hire Reporting Program by phone at 1-888-PAHIRES (1-888-724-4737)
- Pennsylvania New Hire Reports submitted via first class mail should be sent to:

Commonwealth of Pennsylvania
New Hire Reporting Program
P.O. Box 69400
Harrisburg, PA 17106-9400

- Pennsylvania New Hire Reports submitted via fax should be sent to: (717) 657-HIRE (717-657-4473)
- Pennsylvania New Hire Reports can be submitted via the Internet at: www.paNewHires.com
- The notification of multi-state reports should be sent via first class mail to:

**Department of Health and Human Services
Office of Child Support Enforcement
Multi-State Employer Registration
PO Box 509
Randallstown, MD 21133**

A copy of the notification must then be sent via first-class mail to:
Commonwealth of Pennsylvania
New Hire Reporting Program
PO Box 69400
Harrisburg, PA 17106-9400
717-657-HIRE
Fax 717-657-4473

WORKERS' COMPENSATION

PERSONNEL FILE

Other pertinent information which should be kept in an employee personnel file includes:

- Name, address, social security #, phone #, & date of birth.
- Date of hire and copy of job application (if applicable).
- Salary history and job description.
- Name and phone # of a person to notify in case of an emergency.