

Uses of new hire information

CSED will match new hire reports against their child support records to locate parents, establish a child support order or enforce an existing order. Once these matches are done, Oklahoma will transmit the new hire reports to the National Directory of New Hires (NDNH). OESC may also use the state new hire information to detect and prevent erroneous benefit payments. In addition, the Department of Human Services (DHS) can conduct matches between the new hire database and other state programs to prevent unlawful or erroneous receipt of public assistance payments. The information provided will be used to match new hires against unemployment benefit claims to help detect and prevent fraudulent unemployment payments.

Benefits of new hire reporting for employers

A direct benefit to employers is the reduction and prevention of fraudulent unemployment and workers' compensation payments. Timely receipt of new hire data allows OESC to cross-match this data against its active unemployment claimant (UIC) files and either stop payments or recover erroneous payments. For example, although only 20 percent of the State of Tennessee's employers are currently required to report, Tennessee has saved over \$11.4 million in UIC benefits since 1981. With 100 percent of employers reporting, as required by PRWORA, Tennessee and Oklahoma should save significantly more in the future. To ensure a correct match, it is important to provide both a name and Social Security Number.

Deadline to report new hires

All newly hired employees must be reported to OESC within 20 days of being hired if an employer is reporting by mail or fax. Employers who report electronically must report at least twice monthly, within at least 20 days of an employee being hired. "Date started to work" is defined as the first day services are performed by the employee for a wage.

Forms used to report new hires

Employers are encouraged to report new hires by either submitting reports by electronic media or by mailing or faxing a copy of the OES-112, New Hire Reporting Form (<https://www.ok.gov/oesc/index.php?c=19>). OESC and CSED request that all reports be sent electronically if possible. The easiest method for reporting is the direct online data entry available for use by employers who have internet access. Employers who have no internet access may use their own computer payroll or accounting system to capture the required data needed for new hire reporting. The requirements for reporting electronically are specified in the Electronic Reporting Specification Document (<https://www.ok.gov/oesc/specs.html>).