

If an employer has no way to report electronically, they may complete the OES-112, New Hire Reporting Form and fax or mail it to the New Hire Unit. If faxing or mailing the form, it is suggested that an employer complete one form with their Federal Employer Identification Number (FEIN), Oklahoma Employer Account Number, company name, payroll address and telephone number and then make several photocopies of this form. This way, an employer only needs to add employee specific information. Because not all legally required data is included on W-4 forms, it is not recommended that employers use W-4s for new hire reporting purposes.

## ***Security of new hire data***

Security and privacy of new hire data are important issues for all those involved in the implementation of this nationwide program. Oklahoma law requires safeguarding confidential information. All data will be sent from Oklahoma to the National New Hire Directory over secure and dedicated lines. Federal law requires that the Secretary of the Department of Health and Human Services establish and implement safeguards to protect the integrity and security of information in the National Directory of New Hires and to restrict access to and use of the information to authorized persons and purposes.

## ***Submitting new hire data***

New hire data may be submitted in a variety of ways.

- OESC recommends that businesses which have internet access use the convenient online new hire reporting system (<http://www.ok.gov/oesc>). Data is entered directly into the system for each employee and may be entered at the employer's convenience by entering as many or as few records at a time as desired.
- Businesses who currently have their own computerized personnel or accounting system in place and who gather all of the required data for their employees may wish to submit electronically. A file layout is provided at <http://www.ok.gov/oesc/specs.html>. Employers may create their file using the provided layout and submit the file through our online process or copy to magnetic tape or diskette according to the instructions and mail to the address below.
- Finally, businesses that have no internet access may wish to download our printed form to be filled in by hand and mailed or faxed to OESC. The blank form is available for printing in two formats. Information should be hand printed clearly and completely in pen on each form. Fax or mail to

Oklahoma New Hire Reporting Center  
P.O. Box 52004  
Oklahoma City, Oklahoma 73152-2004  
Toll free fax: (800) 317-3786  
Local fax: (405) 557-5350