

La. New Hire Reporting

**Fistful of Dollars: New
Hire Reporting and
Terminations**

What is La. New Hire?

- Act 97 of the 1997 Louisiana Legislative Session and Personal Responsibility and Work Opportunity Reconciliation Act of 1996, 42 U.S.C. 653 A – State and federal law requiring all employers to report each new and re-hired employee to the Louisiana Directory of New Hires.

What is La. New Hire?

- La. Directory of New Hires works in partnership with the Louisiana Department of Social Services, Office of Child Support to assist in helping to provide child support to Louisiana's children.
- Our participation is required and is helping to find parents who owe child support. This system is helping to track responsible parties owing child support.

Who Do I Report?

- Any person who is a substitute, part-time, or full-time with the school board.
- No one is exempt from being reported. They want to know everyone hired or rehired into a system.
- This can get very confusing when subs are coming in or during the time of new teacher enrollment. Set a time of the month to enroll everyone.
- Louisiana New Hire Reporting requires all employers to report new hires and rehires within 20 days of the start date. Failure to report a new employee could result in a fine up to \$25 per violation.

How To Get Started

- First thing you will do is go to www.LA-newhire.com and register your school board.
 - You will need the following information:
 - Employer Name
 - Employer Federal ID Number (FEIN)
 - Employer State ID Number
 - Create a password
 - You will need a valid email address
 - Employer Address and Contact Information
 - Once all this information is entered into the system you are ready to begin entering employee information.

How To Get Started

The screenshot shows a Mozilla Firefox browser window displaying the Louisiana New Hire Reporting website. The browser's address bar shows the URL <http://newhire-reporting.com/la-newhire/default.aspx>. The website header features the text "DEPARTMENT OF CHILDREN & FAMILY SERVICES" and "STATE OF LOUISIANA". A navigation bar includes links for "New Hire Home", "Site Index", "Table of Contents", and "Forms".

Department of Children & Family Services
Building a Stronger Louisiana

Our Vision:

- Working to keep children safe
- Helping individuals and families become self-sufficient
- Providing safe refuge during disasters

What's New

Quick Links

[Employer Resource Center](#)

[LA Department of Children & Family Services](#)

Welcome to Louisiana Directory of New Hires

Calling all employers!

Federal and State law requires employers to report newly hired and re-hired employees in Louisiana to the Louisiana Directory of New Hires. This site will provide you with information about reporting new hires including reporting online and other reporting options!

On Line Reporting

REGISTER Register to report new hires on the Internet or to securely transfer files

LOG ON Log on and report new hires online or transfer files if you are already registered

Done

Entering employees

- After you have logged in/registered you will see a screen exactly like the screen on the next slide.
- You will have the option from this page to report new hires, edit employer information, or send files.
- You will also see tabs for “New Hire Home”, “Site Index”, “Employer Home”, and “Logout”.

Entering Employees

Employer Information - Mozilla Firefox


File Edit View History Bookmarks Tools Help

newhire-reporting.com https://newhire-reporting.com/LA-Newhire/EmpMain.aspx

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Employer Information


DEPARTMENT OF CHILDREN & FAMILY SERVICES
STATE OF LOUISIANA



Department of Children & Family Services
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[New Hire Home](#) | [Site Index](#) | [Employer Home](#) | [Logout](#) | [Table of Contents](#) | [Forms](#)

Welcome Tensas Parish School Board

Current Employer Information

Use the Edit Employer Information link to make changes in this information.

Federal ID: 726001384
State ID:
Email: asand@tensaspsb.org
Date Added: 9/10/2010

Primary Address:
Street Address: P.O. Box 318
City, State: Saint Joseph, LA
Zip, Country: 71366- US
Phone: 3187663269 x
Contact: Alana M. Sandidge

Report New Hires

[Report New Hires/Re-Hires over the Internet](#)

Employer Administration

[Edit Employer Information](#)
[Change Password](#)

Send Files

[Secure File Transfer](#)

[Logout](#)

Done

Steps to enrolling employees

- Once you have registered and logged in you will click on the “Report New Hire/Re-Hires over the Internet” link.
- You will need the following information about the employee to enter them into the system:
 - Social Security Number
 - Full Name
 - Date of Hire
 - Date of Birth

Steps to enrolling employee's (Cont'd)

- Information on employee cont'd:
 - Work State (Where taxes are paid)
 - Marital Status (Optional)
 - Medical Insurance (Optional)
 - Salary (Optional)
 - Salary Frequency (Optional)
 - Occupation (Required if Available)
 - Employee's Address

Steps to enrolling employees (Cont'd)

New Password Entry - Mozilla Firefox

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newhire-reporting.com https://newhire-reporting.com/LA-Newhire/nhentry.aspx?NewhireID=0

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New Password Entry

Tensas Parish School Board

Complete the information below for each new hire you are reporting. If you have more than one new hire record to enter, click the "Enter Next Record" button. When you have entered the last record, click the "Finished Entering" button. You will get a confirmation page listing all the new hires you have entered.

Employee Information (* = Required Field)

Employee SSN* (9 digits no spaces or hyphens)

First Name*

Middle Name

Last Name*

Suffix (e.g. Jr., Sr., etc.)

Hire Date (MMDDYYYY) (No spaces, slashes or hyphens)

Birth Date (MMDDYYYY) (No spaces, slashes or hyphens)

Work State (Where taxes are paid)

Marital Status (Optional)

Medical Insurance (Y/N, Optional)

Salary (optional)

Salary Frequency (optional)

Occupation (required, if available)

Employee Address Information

Street 1*

Street 2

Street 3

City*

State

Zip* +4

Country

Please carefully look over the information you have entered, and make corrections if necessary. When you are satisfied, click the appropriate button to add a new record or confirm and exit.

Done

Steps to enrolling employees (Cont'd)

- Once you have entered all of the information you will have the option to “Enter Next Record” or “Finished Entering” or “Cancel”
- You will continue to click “Enter Next Record” until you have added all the employees on your list.
- There is no maximum or minimum number of employees that can be entered.

Steps to enrolling employees

- When entering subs, salary is an optional field; there is no need to enter any information in this field.
- Subs should be entered just like a full-time employee minus the salary information.
- When entering employees be very careful to click the appropriate button – if you click “Enter Next Record” but you really meant to click “Finished Entering” it will not let you move forward.

Steps to enrolling employees

New Hire Confirm - Mozilla Firefox

File Edit View History Bookmarks Tools Help


newhire-reporting.com https://newhire-reporting.com/LA-Newhire/NewHireConfirm.aspx

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New Hire Confirm

DEPARTMENT OF CHILDREN & FAMILY SERVICES


STATE OF LOUISIANA



Department of Children & Family Services
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Review/Edit New Hire Entries

Below is a list of unconfirmed New Hires. Please make sure the entries you have made are complete and accurate.

1. **TO EDIT** individual entries, click on the appropriate SSN record. Please do not use your web browser's back button to edit a record as this may cause duplicate entries.
2. **TO DELETE** an entry entirely, click on the Delete Employee link under the Action column for that entry.

New Hire Entries for: Tensas Parish School Board
Date: 3/14/2011

SSN	Name	Hire Date	Birth Date	Work State	Address	City	State	Zip	Country	Action
██████████7989	Marie ██████████	01202011	12101987	LA	738 Miller Road	Waterproof	LA	71375-	UNITED STATES	Delete Employee
██████████6252	Larry ██████████	02012011	12041973	LA	P O Box 183	Waterproof	LA	71375-	UNITED STATES	Delete Employee

When you are satisfied that all records are correct, click the Submit button. This will securely submit your new hire entries and display a confirmation page you can print.

Done

Review/Edit New Hire Entries

- As you saw from the previous slide you will have the option to edit or delete the entries you made before you make the final submission.
- You will simply click on the employee's social security number to make any changes. You might have to re-enter your FEIN and password to make corrections.
- You will see a message in the top left screen in red letters saying "Unconfirmed New Hire entries exist: Click Here to confirm them."

Review/Edit New Hire Entries

- Clicking on the social security number will bring the employee back up and give you the chance to make any corrections or changes.
- Once you have finished making the needed changes be sure to click on “Finished Entering”.
- If you wish to delete the employee entirely from this submission just click the “Delete Employee” and this will remove the name from your list.

Final Steps of Entering

New Hire Confirmation - Mozilla Firefox


File Edit View History Bookmarks Tools Help

newhire-reporting.com https://newhire-reporting.com/LA-Newhire/NewHireConfirmed.aspx

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New Hire Confirmation

CONFIRMATION OF SUBMISSION OF NEW HIRE REPORTS



Louisiana Directory of New Hires
P.O. Box 142513
Austin, TX 78714-2513

(888) 223-1461 (toll-free)

New Hire Entries for: Tensas Parish School Board
Date: 3/14/2011

SSN	Name	Hire Date	Birth Date	Work State	Address	City	State	Zip	Country
cccccc-7989	Marie Miller	01202011	12101987	LA	738 Miller Road	Waterproof	LA	71375-	UNITED STATES

[Print Confirmation Report](#) [Employer Home](#) [Logout](#)

Done

Final Steps of Entering

- As you saw from the previous slide you will receive a “Confirmation of Submission of New Hire Reports” once you click the submit button.
- You will have a choice to print the confirmation report, go to employer home, or logout.
- Print your report for your records. This is the process for entering new hires for Louisiana Directory of New Hire.

Other Ways to File

- You can file by printed list to the Louisiana Directory of New Hires (copy of the form on the next slide). I have included a copy of the form in the packet.
- You can also submit a W-4 form.
- Payroll Services – if you use a payroll or accounting service they can also report for you.
- You can also upload a file. More information can be found about this way of filing on the website.

Misc. Information

- To mail reports you will need to send them to:

Louisiana Directory of New Hires

P.O. Box 142513

Austin, TX 78714-2513

Fax: 888-223-1462

Phone: 888-223-1461

Terminated Employees

- You will do nothing with La. New Hire if any employee terminates from an agency.
- You will however, need to contact the Department of Social Services, Office of Child Support to let them know the person is no longer employed with you.

What If I have Never Filed?

- According to the representatives from the La. Directory of New Hires you will need to do the following if you have never reported any information with LA-New Hire:
 - If you are a new user with La. New Hire you are only required to report employees hired within the previous 6 months or 180 days.
 - So any old employees in the system will not have to be reported. Only those hired within the last 6 months or 180 days.

Additional Information

- The following is a list of numbers you can call/fax and also the website address for Louisiana Directory of New Hires:
 - www.la-newhire.com
 - Phone – 888-223-1461
 - Fax – 888-223-1462

Sources

- Information was obtained from visiting the La. New Hire website.
- Also talked to representatives of La. New Hire to gather further information.
- Louisiana New Hire/Rehire Form printed from the La. New Hire website under Frequently Asked Questions.

Terminations

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Final Paycheck

- On or before the next regular payday or no later than fifteen days following the date of discharge, whichever ever occurs first.
- A legal holiday shall not be considered in computing the fifteen-day period.

Final Paycheck (cont'd)

- Employers must provide terminated employees with any unused and accrued vacation time if their employment policies provided paid vacation.
- Employers may not implement a “use or lose” vacation policy to avoid compensating their employee.

Final Paycheck (cont'd)

- Payment of sick time according to your policy
- Retirement
- Terminations
- Death

Final Paycheck (cont'd)

- Remember to deduct all garnishments
- Garnishments
- Child Support
- Civil Garnishments

Final Paycheck (cont'd)

- Employers that violate this provision must pay the employee at least 90 days of pay, penalties, attorney's fees and court costs.