

New Hire Reporting in Texas to Become More Specific

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New federal legislation requires employers to include the date of service on all new hire reports effective June 8, 2011. All new hires are required to be reported within 20 days, according to the *Personal Responsibility and Work Opportunity Reconciliation Act of 1996*. The information is shared between state and federal governmental agencies. Penalties are assessed for not reporting new hires in a timely manner.

What Information Must Be Remitted?

A properly completed new hire report should contain the following:

- Company name, address and Federal Tax ID number
- Employee's name, Social Security number and address
- Date of service—the first day work is performed

Texas Requirements & Reporting Standards

In Texas, the report is made to the Texas Employer New Hire Reporting Operation Center. Online reporting is available at the [Attorney General of Texas website](#). Businesses also can call 800.850.6442 for additional reporting methods and instruction.

The Texas Workforce Commission also has useful information for new hire reporting [on its website](#).

Texas employers that knowingly fail to report new hires are subject to a penalty of \$25 per unreported employee, plus a \$500 penalty for conspiring with the newly hired employee not to report the employment within the proper period.

Reference: <http://www.bkd.com/media/articles/focus/2011/2011-05focus-Dallas-1.htm>