

NEBRASKA

Good Life. Great Mission.

DEPT. OF HEALTH AND HUMAN SERVICES

STATE DIRECTORY OF NEW HIRES

Attention All Employers!

The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, 42 U.S.C. 653A and Neb. Rev. Stat. 48-2301 – 48-2308, requires all employers to report newly hired and re-hired employees to a state directory within twenty (20) days of their hire date.

Employers play an essential role in helping Nebraska's children receive the support they deserve. New Hire reporting reduces fraudulent unemployment insurance and workers' compensation claims. Ultimately, new hire reporting is an easy, yet important process, designed to help employers make a positive difference in their communities.

Contact

**Nebraska State Directory
of New Hires**

P.O. Box 483
Norwell, MA 02061

Website:

<https://NE-newhire.com>

Phone: (888) 256-0293

Fax: (866) 808-2007

Email:

contact@NE-newhire.com

Hours of Operation: Monday
through Friday from 8:00 a.m. to
5:00 p.m. CT

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Nebraska State Directory of New Hires
Department of Health and Human Services
<https://NE-newhire.com>

REPORTING BASICS

Why is new hire reporting required?

In 1996, Congress enacted a law called the "Personal Responsibility and Work Opportunity Reconciliation Act," (or PRWORA), as part of Welfare Reform. This legislation created the requirement for employers in all 50 states to report their new hires and re-hires to a state directory.

What do I have to report?

- Employee's full name (please identify first, middle, and last name)
- Employee's address
- Employee's Social Security Number
- Employee's date of hire
- Employee's state of hire (*only if reporting as a multistate employer*)
- Indicate whether the new hire is an independent contractor
- *Employee's date of birth*
- *Employee's state of hire*
- *Dependent health insurance availability*
- Employer's name (please use corporate name)
- Employer's address (please provide address where Income Withholding Orders should be sent)
- Employer's Federal Employer Identification Number (FEIN) (If you have more than one FEIN, please make certain you use the same FEIN you use to report your quarterly wage information when reporting new hires.)
- *Employer's phone #*
- *Employer's fax #*
- *Employer's email address*

How do I report?

(Note: Fields in *gray italics* indicates optional information.)

The Nebraska State Directory of New Hires offers many options that make it easy for employers to report new hires. For more information on the convenient reporting options available, visit <https://NE-newhire.com>.

FREQUENTLY ASKED QUESTIONS

Who is required to report? Employers and/or labor organizations doing business in the State of Nebraska must report all employees. This includes new employees, re-hires or re-called employees, temporary employees, and independent contractors.

When do I have to report? Neb. Rev. Stat. 48-2301 – 48-2308 requires all employers to submit their new hire reports within 20 days after the employee is hired or re-hired. Employers who submit reports magnetically or electronically shall submit the reports by two monthly transmissions, if necessary, which are not less than 12 days or more than 16 days apart.

Is anyone exempt from this law? No one is exempt from this law.

EMPLOYER RESOURCES

Please visit our '[Employer Resources](https://NE-newhire.com)' section on <https://NE-newhire.com> to access additional information for your organization.

ELECTRONIC REPORTING

Reporting new hires electronically benefits employers in a number of ways:

- Saves on paper, processing time, and postage;
- Reduces the likelihood of errors;
- Helps to avoid rejected records because of unreadable or missing information;
- Qualifies Multistate employers for "Multistate" new hire reporting; and
- Allows employers with many work sites to centralize their new hire reporting.

There are two ways employers can report electronically:

Online Reporting: Employers can use our website to report their new hires online. Confirmations of reports received are provided each time an employer reports using this feature. Visit <https://NE-newhire.com> to register for online reporting.

Electronic Reporting: Employers can export their new hire information from their payroll or human resources software into a file that meets our layout specifications. Most software manufacturers provide technical support, and some software manufacturers have recently added electronic new hire reporting options to their latest upgrades.

MULTISTATE REPORTING

If you are an employer with employees in more than one state, you are a multistate employer. Multistate employers have two options for reporting their new hires:

Option #1 Report newly hired employees to the state in which they are working, following the new hire regulations of each state to which you will report. For more information on multistate reporting, visit <https://ocsp.acf.hhs.gov/csp/mser>.

Option #2 Select one state where you have employees working and report all new hires to that state electronically. Visit <https://NE-newhire.com> for more information on electronic reporting.