

New Hire Magnetic Media Reporting Instructions

*Submitting New Hire Reports to
NH Employment Security on Magnetic Media*



NH Employment Security
New Hire Program
PO Box 2092
Concord, NH 03302-2092
Phone (603) 229-4371
Fax (603) 224-0825

I. General Information

The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) requires employers to report certain information on their newly-hired employees to a designated State agency. NH RSA 282-A was amended by adding section 117-A establishing the New Hampshire Department of Employment Security as the reporting agency in New Hampshire. This document contains a description of the procedures and specifications for the submittal of new hires information on magnetic media - CD. This document is also available on our web site at www.nhes.nh.gov

II. Reporting Requirement - General

RSA 282-A states that each employing unit will report (1) the hiring of any individual, (2) the rehiring of any individual, or (3) the contracting of services with an individual where the reimbursement for such services will exceed \$2500 - within 20 days of action or if by magnetic media or electronic reporting by two monthly transmissions not less than 12 days or more than 16 days apart. The report must contain the following information:

1. The individual's complete name, address, social security number, and first day of work. The date of hire is defined as the first day services are performed for wages or contract.
2. The employing unit's name, address, federal and state identification number.

The report may also contain the employee state of hire, date of birth, and whether or not the individual was an employee or an independent contractor.

III. Procedures

Test Submission:

The submission of a test CD is NOT required. The department will test your CD if you would like them to. The test CD should be addressed to:

NH Employment Security
ATTN: Supervisor of Data Preparation
45 South Fruit Street
Concord, NH 03301-4857

Questions:

Any employer having questions concerning this pamphlet or magnetic reporting of new hires in general should call (603) 228-4011 for the Supervisor of Data Preparation.

External Label

Each CD must have an external label which will contain:

1. Name of the Employer and the address to which correspondence can be sent for media corrections.
2. Employer's New Hampshire Employer Account Number
3. The period covered by this submission
4. Total number of records (Employees)

Media without proper, complete, and legible external labels will be rejected before processing.

Due Dates

Employers reporting by magnetic media are required to make two monthly transmissions not less than 12 or more than 16 days apart.

CD Transmittal

The magnetic media should be mailed or delivered to:

NH Employment Security Attention: New Hire Program
PO Box 2092
Concord NH 03302-2092

NOTE: CD Will Not Be Returned**Unprocessable CD's**

A letter will be sent to the employer for correction and resubmission if it is unprocessed due to formatting or coding errors. The report must be corrected and resubmitted to the Department within ten days of the date it was returned to the employer.

Damaged Magnetic Media

Magnetic media received in a physically damaged condition will not be processed and a letter will be sent to the sender. A replacement must be submitted within ten days.

Penalties

Civil penalties for noncompliance are imposed on the employer. Employers who fail to report may face fines up to \$25 for each newly hired employee they fail to report. Employers who conspire with employees not to report may face fines of up to \$500 for each newly hired employee they fail to report.

Agent or Service Center

An Agent or Payroll Service may submit a CD directly to the Department. All technical matters, such as formatting and coding, will be directed by the Department to the Agent. Other matters, such as incomplete reports or late reports, will be directed to the Employer.

IV. Specifications

Code

The code character set used to produce the CD must be either EBCDIC (Extended Binary Coded Decimal Interchange Code) or ASCII (American Standard Code for Information Interchange).

Acceptable Media

CD:

Records should be written to disk as a straight ASCII file with individual records delimited by a carriage return/line feed (Hex 0D 0A). Records written in a word processor format or spreadsheet format are **NOT** acceptable.

Record Formats

There are two records types required for the submission of new hires data: (1) Employer Record and (2) New Hire record. The Employer record provides the required information concerning the employing unit while the New Hire record provides the required information concerning the individual(s) hired. The record layouts for each of these records are attached to this document. There should be one Employer record per employer and the Employer record should be the first record on the file.

NHES New Hire Record Layout Employer Record

Field Name	Location	Alpha/ Numeric	Description/Remarks	Mandatory/ Optional
Record Identifier	1 - 2	A/N	'E1'	Mandatory
Employer Name	3 - 47	A/N	Fein address from w4	Mandatory
Employer Street Address 1	48 - 87	A/N	Non-blank	Mandatory
Employer Street Address 2	88 - 127	A/N		Optional
Employer Street Address 3	128 - 167	A/N		Optional
City	168 - 192	A	At least two characters, no special characters except for hyphen	Mandatory
State	193 - 194	A	Valid State or Territory abbreviation	Mandatory
Zip Code 1	195 - 199	N	Must be numeric	Mandatory
Zip Code 2	200 - 203	N	If present must be numeric	Optional
Foreign Country Code	204 - 205	A/N	Refer to U.S. Department of Commerce FIPS Code manual, National Institute of Standards and Technology, FIPS PUB 10-4 (April 1995)	Mandatory if present
Foreign Country Name	206 - 230	A/N	If present, at least two characters	Mandatory if Foreign Country code is present
Foreign Country Zip	231 - 245	A/N		Optional
State Employer Account Number	246 - 257	A/N	Left justify	Mandatory, if assigned
Federal Identification Number	258 - 266	N		Mandatory
Filler	267 - 350	A/N	Spaces	Mandatory
Record Identifier	1 - 2	A/N	'W4'	Mandatory
Social Security Number	3 - 11	N	As reported by Employee	Mandatory
First Name	12 - 27	A	At least one character	Mandatory
Middle Name	28 - 43	A	If non-blank, at least one character	Mandatory

NHES New Hire Record Layout Employer Record

Field Name	Location	Alpha/ Numeric	Description/Remarks	Mandatory/ Optional
Last Name	44 - 73	A	At least one character, no special characters except hyphen Name field should not include suffixes such as "Jr.", "Sr." and "III"	Mandatory
Employee Street Address 1	74 - 113	A/N	Non-blank	Mandatory
Employee Street Address 2	114 - 153	A/N		Optional
Employee Street Address 3	154 - 193	A/N		Optional
City	194 - 218	A	At least two characters, No special characters except hyphen	Mandatory
State	219 - 220	A	Valid State or Territory abbreviation	Mandatory
Zip Code 1	221 - 225	N	Must be numeric	Mandatory
Zip Code 2	226 - 229	N	If present must be numeric	Optional
Foreign Country Code	230 - 231	A/N	Refer to U.S. Department of Commerce FIPS Code manual, National Institute of Standards and Technology, FIPS PUB 10-4 (April 1995)	Mandatory if present
Foreign Country Name	232 - 256	A/N	If present, at least two characters	Mandatory, if Foreign Country code is present
Foreign Country Zip	257 - 271	A/N		Optional
Employee Date of Birth	272 - 279	N	If present, must be numeric YYYYMMDD format	Optional
Employee Date of Hire	280 - 287	N	If present, must be numeric YYYYMMDD format	Mandatory
Employee State of Hire	288 - 289	N	Alphabetic State or Territory abbreviation	Optional
State Employer Account Number	290 - 301	A/N	Left Justify	Mandatory, if assigned
Independent Contractor	302 - 302	A/N	Enter 'y' if Independent Contractor, 'n' if Employee	Mandatory if Contractor
Federal Identification	303 - 311	N	Employer Federal Identification Number	Mandatory
Filler	312 - 350	A/N	Spaces	Mandatory

NOTES

