

Office of State Uniform Payroll

Procedure Title: New Hire Reporting	Revision Date:
Unit: Garnishment Administration Unit	Issue Date: 10/10/2018
Contact: _DOA-OSUP-GARN@la.gov	Page Number: 1 of 2

Federal and state law requires all employers to report new/rehired employees within 20 days of hire to the Louisiana Directory of New Hires. The Federal Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 benefits children and families by locating non-custodial parents, and establishing and enforcing child support orders. In addition, new hire reporting helps to reduce fraudulent unemployment insurance and workers' compensation claims. [Act 97](#) of the 1997 Louisiana Legislative Session requires Louisiana employers to report all new hires to the Louisiana Department of Children and Family Services (DCFS), Child Support Enforcement Section. **Note: Employers will be fined a civil penalty of \$25 for non-compliance.**

Employers are required to report the following:

1. All employees to whom the employer anticipates paying earnings.
2. Rehires or employees who return to work after being laid off, separated, or terminated from employment.

Agencies must ensure the following information is entered accurately in the LaGov HCM System in order for the New Hire Report to process properly:

Employee Information

- Employee's name
- Employee's mailing address
- Employee's Social Security Number (SSN)
- Date of hire

The Division of Administration - Office of Technology Services (OTS) transmits new hire data electronically on behalf of all LaGov HCM paid and non-paid agencies. This data is submitted using the single state method where all employees are reported to the State of LA DCFS regardless of where they live or work.

Errors in Reporting

If there are errors or missing/unreadable data, the Louisiana New Hire Reporting Directory will notify OSUP and forward a Missing/Incomplete New Hire Data Report. OSUP will contact the appropriate agency and provide the Missing/Incomplete New Hire Data Report for review and correction.

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Agency will:

- Review the missing/incomplete New Hire Data Report;
- Correct the missing/incomplete information in LaGov HCM;
- Contact OSUP's Garnishment Administration Unit at (225) 342-5332 or _DOA-OSUP-GARN@la.gov to advise the information has been corrected; and
- Provide OSUP with the corrected information.

OSUP will:

- Review LaGov HCM to verify all information has been corrected;
- Send written notification to the LA New Hire Reporting Directory that the information has been corrected.