



## *CALLING ALL EMPLOYERS!*

Virginia Statute 63.2-1946 and the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, 42 U.S.C. 653a, requires all Virginia employers to report all newly hired or rehired employees to the state directory within twenty (20) days of their hire or rehire date.

Employers play an essential role in helping Virginia's children receive the support they need. Many families who do not receive financial support are often forced to depend on public assistance or live in poverty. By acting in accordance with the new hire reporting laws, you will help children receive the support they deserve. Furthermore, new hire reporting reduces fraudulent unemployment insurance and workers' compensation claims. Ultimately, new hire reporting is an easy, yet vital process, designed to help employers have a positive impact on their communities.

<https://va-newhire.com>

## Contact

Virginia New Hire  
Reporting Center

P.O. Box 3449  
Trenton, NJ 08619

Website:

<https://va-newhire.com>

Phone: (800) 979-9014

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[General Comments & Feedback](#)

[Customer Service & Tech Support](#)

**Hours of Operation:** Monday through

Friday from 8:00 a.m. to

5:00 p.m. ET

## Discover

[Reporting Basics](#)

[Frequently Asked Questions](#)

[Employer Resources](#)

[Electronic Reporting](#)

[Multistate Reporting](#)

**Commonwealth of Virginia**

Department of Social Services • <https://www.dss.virginia.gov>

## REPORTING BASICS

### What is new hire reporting?

All employers with business operations in the State of Virginia are required to report all newly hired or rehired employees who live or work in Virginia within twenty (20) days of the employees' first day on the job. State and federal laws require employers to report paid individuals regardless of whether or not the individuals are considered employees by federal tax code standards.

### What information do I need to report?

#### Employer Information:

- Federal Employer Identification Number (FEIN)
- Name of business
- Employer address (to be used for income withholding orders)

#### Employee Information:

- Employee's name
- Employee's mailing address
- Social Security Number (SSN)
- Employee's date of hire
- State of hire (required if reporting as Multistate Employer)

### Claims Resolution Act (CRA) of 2010

Section 802 of the CRA effective June 8, 2011, requires employers to provide the date an employee first performed services for pay to the state New Hire Reporting Center. Employers can input this information using the existing "Employee's Date of Hire" field.

## FREQUENTLY ASKED QUESTIONS

**How do I report new hires and rehires?** There are a variety of ways to report new hires and rehires, including online reporting, electronic reporting and by mail or fax. For more information on the convenient reporting options available, visit <https://va-newhire.com>.

**What if my organization uses a third-party vendor to report?** If you use a third-party vendor to report your new hires, please verify that the vendor is reporting accurate information on your behalf to ensure compliance with Virginia Statute 63.2-1946 and section 313 of the Federal Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1196, 42 U.S.C. 653A.

**Will the information be kept private?** All of the information submitted to the New Hire Reporting Center will be kept private and secure. As allowed by law, the information may be shared with government agencies to help reduce fraud in areas like workers' compensation, unemployment, and welfare benefits.

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

## EMPLOYER RESOURCES

Please visit our '[Employer Resources](https://va-newhire.com)' section on <https://va-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://va-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/msr>.

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

For additional information, visit:  
<https://va-newhire.com>