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NEW HIRE REPORTING REQUIREMENT FOR ALL LOUISIANA BUSINESSES

Federal and State laws require employers to report newly hired and re-hired employees in Louisiana to the Louisiana Directory of New Hires. In 1996, Congress created the requirement for employers in all 50 states to report their new hires and re-hires to a state directory.

New hire reporting speeds up the child support income withholding order process, expedites collection of child support from parents who change jobs frequently, and quickly locates non-custodial parents to help in establishing paternity and child support orders. Employers serve as key partners in ensuring financial stability for many children and families and should take pride in their role.

Who is required to report?

Employers and/or labor organizations doing business in Louisiana must report the following employees:

- New employees - Employers must report all employees who reside or work in the State of Louisiana to whom the employer anticipates paying earnings. Employees should be reported even if they work only one day and are terminated (prior to the employer fulfilling the new hire reporting requirement).
- Re-hires or recalled employees Employers must report re-hires, or employees who return to work after being laid off, furloughed, separated, granted a leave without pay, or terminated from employment. Employers must also report any employee who remains on the payroll during a break in service or gap in pay, and then returns to work.

- Temporary employees - Temporary agencies are responsible for reporting any employee who they hire to report for an assignment. Employees need to be reported only once; they do not need to be re-reported each time they report to a new client. They do need to be reported as a re-hire if the worker has a break in service or gap in wages from your company.

What do I have to report?

- Employee's Name, Address, Social Security Number and Employee's Occupation
- Employee's Date of Hire
- Employer's Name, Address and 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 State Identification Number

When do I have to report?

All employers are required to report basic information about newly hired or re-hired personnel to a designated state agency within 20 days of the worker's first day on the job. Submitting quarterly wage reports to the Louisiana Department of Labor does not satisfy the obligation to submit timely new hire reports

How do I report new hires?

Online reporting – Use this web site below to report your new hires. This is the easiest and most efficient way to report new hires. <https://newhire-reporting.com/LA-Newhire/EmpReg.aspx>

New hire reporting form – Use this link below to download, print, fill out, and then fax or mail your new hire reporting form. <http://newhire-reporting.com/Downloads/laform.pdf>

Mail reports to:
Louisiana Directory of New Hires
P.O. Box 142513
Austin, TX 78714-2513

Fax reports to: (888) 223-1462

Please call the Louisiana Directory of New Hires toll-free at (888) 223-1461 for any questions regarding the new hire reporting process. The telephone system can help you 24 hours a day, seven days a week. Help desk staff are available to answer your questions Monday through Friday from 8:00am to 5:00pm Central Standard Time. through Friday from 8:00am to 5:00pm Central Standard Time.

UNEMPLOYMENT COMPENSATION UPDATE

The Louisiana House of Representatives recently passed HB 841 by Representative Avon Honey that includes an amendment dealing with a controversial expansion of unemployment compensation provisions. The bill greatly expands unemployment compensation benefits to those who cannot qualify under current law by allowing the use of the "alternative base" method to determine benefit eligibility. Another expansion would allow benefits to be paid to individuals who are only seeking part-time work. The bill also allows for individuals enrolled in a state training program to receive an additional 26 weeks of benefits. These changes will eventually cost employers higher unemployment compensation taxes and greatly expand the primary purpose of the unemployment compensation system in Louisiana.

The changes are part of the federal stimulus legislation, and would allow a one-time draw down of nearly \$98 million of federal funds, but will cost Louisiana employers more over the long term. The expansion of Louisiana's unemployment compensation system during

this recession could give rise to tax hikes for employers in the future. The stimulus issue has created a partisan divide at the Capitol, with Democrats saying the money is needed for unemployed workers, and Republicans, including Governor Jindal, saying acceptance of the money eventually would force higher unemployment taxes on businesses. Governor Jindal has said he'll veto the measure if it passes.

LSBA is closely monitoring this legislation and will continue to report any developments to the LSBA membership.

HOMESTEAD EXEMPTION BILL DEFEATED IN COMMITTEE - STOPS PROPERTY TAX INCREASE ON BUSINESS

The Senate Revenue and Fiscal Affairs Committee killed SB 101 (Sen. Troy Hebert-D, New Iberia), which would have tied the amount of the homestead exemption to the Consumer Price Index. The committee voted 6-3 to stop this measure. If passed and approved by the electorate, the property taxes of many businesses, renters, and homeowners would have increased in order to offset the tax exemption provided to homeowners. This was a huge victory for the property taxpayers in this state.

HOUSE REJECTS WAGE DISCRIMINATION LAWSUIT BILL

House Bill 705 by Rep. Barbara Norton (D-Shreveport) was killed in the House by a vote of 33-59. The bill would have established a new cause of action against employers by employees who believe they are paid less than co-workers of the opposite sex performing "the same or substantially similar work." The bill would have significantly increased employer lawsuits in Louisiana, adversely impacting the state's business climate.