

STATE AGENCY SENDING NOTICES ABOUT "PAPERLESS NEW HIRE REPORTING"

The Oklahoma Employment Security Commission (OESC) is sending notices to employers regarding "Paperless New Hire Reporting." The notice is also a reminder to employers to report newly hired employees, primarily for Child Support Enforcement purposes.

Oklahoma law requires that any employer doing business in the State of Oklahoma report the hiring or employment of any person who resides or works in this state to whom the employer anticipates paying earnings. Such report shall contain the employee's name, address, Social Security number, date of employment, state of employment, along with the employer's name, address and federal identification number.

The report must be made within 20 days of hiring, or

twice monthly, not less than 12 nor more than 16 days apart if reported electronically. The paperless options that are now available including Internet filing and/or saving the information on a CD or diskette and mailing it to the Commission.

The OESC recommends that businesses with Internet access use the convenient On-Line New Hire Reporting system, which allows employers to enter New Hire data directly into the system at their convenience. Employers may enter as many or as few records at a time as desired.

The Commission has a New Hire Reporting Section that can be reached at (405) 557-7133. The web link for participation in the On-Line New Hire Reporting system is www.ok.gov/oesc/index.php

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