

# Wyoming New Hire Reporting Center

## Mandatory Employer Reporting Requirements

### What

#### is new hire reporting?

Wyoming Statute § 27-1-115 and the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, 42 U.S.C. 653a, requires all employers and labor organizations to report newly hired, re-hired and temporary employees to a state new hire directory within 20 days of their hire date.

### Why

#### must I report?

Employers serve as key partners in ensuring financial stability for many children and families. 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. New hire reporting helps children receive the support they deserve.

### Who

#### must report?

Employers and labor organizations doing business in the State of Wyoming must report all newly hired employees. A new employee is considered any individual who is eligible for federal income tax withholding from wages and provides a service to the employer. This includes part-time, re-hired or re-called, and temporary employees.

### When

#### do I report?

Wyoming Statute § 27-1-115 requires all employers to submit their new hire reports within 20 days after the employee is hired or re-hired or returns to work. Employers who submit reports magnetically or electronically shall submit the reports in two monthly transmissions not more than sixteen days apart.

### How

#### do I report?

The easiest way to report new hires is through the Wyoming new hire Web site, [www.WY-newhire.com](http://www.WY-newhire.com). It only takes about five minutes to report your new hires—saving both time and paper. This method is also very secure. Your company information is password protected and your reports are transmitted through our secure server. Also, after you submit your reports, you will receive an online confirmation of reports received for your records.

### Step 1: Gather Information

Before you submit your reports, be sure to have the following information at hand:

- Employee's full name
- Employee's address
- Employee's Social Security number
- Employer's name
- Employer's address
- Employer's Federal Identification Number (FEIN)
- Employee's state of hire (if reporting as a multistate employer)

### Step 2: Create the Report

To create a report, you can use one of the following methods:

- Internet Reporting, [www.WY-newhire.com](http://www.WY-newhire.com)
- Electronic files
- New Hire Reporting form
- Printed list of new hire information

### Step 3: Submit the Report

The easiest way to submit your company's new hire reports is online at [www.WY-newhire.com](http://www.WY-newhire.com). You can also submit your new hire data by FTP, disk, tape, mail, or fax. (If you fax your reports, please do not use a cover sheet). Your payroll service can also report your new hires. Visit Wyoming's New Hire Web site or call for a copy of the Wyoming New Hire Reporting Form.

### Who can I contact

#### if I have questions?

#### Mailing address:

Wyoming New Hire Reporting Center  
PO Box 1408  
Cheyenne, WY 82003-1408

**Toll Free Phone:** 800-970-9258

**Toll Free Fax:** 800-921-9651

**Web site:** [www.WY-newhire.com](http://www.WY-newhire.com)

