

NEW Hire Reporting Information

<https://newhirereporting.com/mn-newhire/instruct.asp?State=MN&SessionID=>

Who is required to report?

Employers and/or labor organizations doing business in the State of Minnesota must report the following employees:

- *New employees:* Employers must report all employees who reside or work in the State of Minnesota 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 Re-called employees:* Employers must report rehires, or employees who return to work after being laid off, furloughed, separated, granted a leave without pay, or terminated from employment after 90 days. 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 after 90 days. This includes teachers, substitutes, seasonal workers, etc.
- *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 rehire if the worker has a break in service or gap in wages from your company.

What do I have to report?

Required Employee Information	Required Employer Information
Employee's full name (Please identify first, middle, and last name.)	Employer's name (please use corporate name)
Employee's address	Employer's address (please provide address where Income Withholding Orders should be sent)
Employee's Social Security Number	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.
Employee's state of hire (only if reporting as a Multistate employer)	
Optional Employee Information	Optional Employer Information
Employee's date of birth	Employer phone #
Employee's date of hire	Employer Fax #
Employee's state of hire	Employer email address

How do I report new hires?

The Minnesota New Hire Reporting Center offers many options that make it easy for employers to report new hires. The options available are listed below.

Electronic Reporting

- *Online Reporting:* Use this Web site to report your new hires. This is the easiest and most efficient way to report new hires! [Register here and start now!](#)

Already registered? [Log in](#) to report your new hires over the Internet.

- *Create your own Electronic New Hire Reports:* Click [here](#) for detailed instructions and electronic data transmission methods for creating electronic new hire reports.
- *New Hire Data Entry Software:* Using software downloaded from this Web site, employers can simply fill in employee information and then electronically send in their new hire reports using their own communications software. The file can be directly transferred to this Web site or copied to a diskette and then mailed to the New Hire Reporting Center.

Non-Electronic Reporting

- *Printed List* - If your software is unable to export your new hire information in our electronic format, you might be able to have your software create a printed list containing your new hire data.

The printed list should contain all of the required information on the New Hire Reporting Form, be created using at least a 10-point font size, and have the employer's name, Federal Employer Identification Number, and address clearly displayed at the top of the report.

-OR-

- *New Hire Reporting Form* (click [here](#) to download). You may download, print, fill out, and fax or mail us a New Hire Reporting Form.

-OR-

- *W-4 Form* - If you choose to submit a W-4 form as a new hire report, please ensure that each W-4 is easily readable and has the employer's name, Federal Employer Identification Number, and address written at the top of each form.