



New Hire Reporting and VENHIRE

February 2018

Reporting Requirements

Why Report

Federal and State law requires employers to report newly hired employees and contractors to the Ohio New Hire Reporting Center. New hire reporting assists the state with child support withholding, accelerating and improving collections. Possible Penalties include fines of \$25 per newly hired employee not reported or \$500 per newly hired employee if there is collusion between the employer and employee to not report.

Who to Report

Employers in Ohio must report employees and contractors to the Ohio Department of Job and Family Services' Ohio New Hire Reporting Center. Per Ohio Revised Code, a contractor is any individual who provides services to an employer as an independent contractor for compensation other than wages and who is an individual, the sole shareholder of a corporation, or the sole member of a limited liability company. A contractor does not include an individual who will receive compensation of less than \$2,500 per year for the services provided under contract, a professionally licensed person providing services under that license, or some individuals performing intelligence/counterintelligence functions. For additional clarification of who you must report, see <https://newhire-reporting.com/OH-Newhire/faq.aspx> and <https://jfs.ohio.gov/ouc/uctax/comnfaq.stm>.

What to Report

Employers must report the independent contractor's name, address, social security number or federal tax identification number, the date payments begin, and the length of time the independent contractor will be performing services for the employer. The contractor's date of birth, gender, and work status can be reported but are optional. When submitting the information to the Ohio New Hire Reporting Center, you must also include the employer's name, payroll processing address, and Federal Employer Identification Number.

When to Report

Per ORC 3121.893, employers must report contractors no later than 20 days after the date on which the employer engages the contractor or the contractor resumes providing services under the contract. If you have never reported new hires, the Ohio New Hire Reporting Center advises that you report any new contractors that began providing services within the last 180 days, then continue reporting new contractors per the previously stated requirements.



How To Report

The Ohio New Hire Reporting Center will accept the required information through various means. You can report electronically by establishing an account at <https://newhire-reporting.com/OH-Newhire/default.aspx>. You can submit a paper list, a completed New Hire Reporting Form, or a completed W-4 form by fax (614-221-7088 or 888-872-1611) or mail (Ohio New Hire Reporting Center, PO Box 15309, Columbus, Ohio 43215-0309).

To assist with this reporting requirement, there are two programs available in Reflection: VENHIRE for USAS vendors and NEWHIRE for USPS employees. VENHIRE is explained below.

VENHIRE

The VENHIRE program in Reflection provides the ability to gather the necessary information for USAS vendors that need to be reported to the Ohio Department of Job and Family Services. The program contains two options. The first option, VHREPORT, will generate a report listing all the USAS vendors with payments of at least \$2,500.00 for the calendar year, and with the new hire flag set to "Y" or "Reportable" indicating they need to be reported. The second option, VHRESET, will automatically reset the new hire flag for vendors that have previously been reported and may now need to be reported again.

VHREPORT Option

The VHREPORT option looks at the New Hire Flags on vendors as entered in VENSCN and USASWEB/Vendors. The New Hire flag must be manually set through VENSCN or USASWEB/Vendors in order for a vendor to be included on the VHREPORT. VHREPORT will generate a report listing all the USAS vendors with payments of at least \$2,500.00 for the calendar year, and with the new hire flag set to "Y" or "Reportable" indicating they need to be reported.

You can also indicate specific vendor(s) that you wish to be included on the VHREPORT by entering the specific vendor number(s) in the field "Force these vendors to be included" when executing the program. You may wish to use this feature to report vendors who have not yet been paid \$2,500.00, but you know their compensation will be at least \$2,500.00 for the year.

The VHREPORT option can produce a projection report listing all vendors that currently have the new hire flag set to "Y" or "Reportable" or an actual report that sets the new hire flags on the vendor records to "R" or "Reported" indicating they have been reported to the Ohio Department of Job and Family Services. The actual option also records the "last reported date" on the vendor records. When ran in projection, it creates the VHREPORT text file but does not update the reporting flag or last reported date on the vendor records.

The Projection option should be run first. Vendors with errors will be displayed on VHREPORT.TXT when ran in projection but will not be reported unless errors are corrected. View VENERR.TXT for more details on specific errors.



The VHREPORT created by VENHIRE may be submitted to the Ohio Department of Job and Family Services. It includes all required information: vendor SSN/FEIN, name, address, birth date, date payments begin, length of time in months, and your employer name, address, and EIN. Please refer to the above section “How to Report” for further reporting instructions.

VHRESET Option

The VHRESET, Vendor Reset, option provides the ability to automatically reset the new hire flag on the vendors that have previously been reported. Once a vendor has been reported, the new hire flag is set to "R" or “Reported.” This option should be run at calendar year-end. It will reset the flag back to "Y" or “Reportable” indicating the vendor may need to be reported again if they are paid at least \$2,500.00 during the next calendar year.

Vendor Screen

The following fields on USASWEB/Vendors screen are used by the VENHIRE program.

New Hire Flag

This flag is used for vendors that need to be reported to the Ohio Department of Job and Family Services. "Not Reportable" is the default setting. "Reported" indicates the vendor has been reported. "Reportable" indicates the vendor needs to be included in New Hire reporting. When the VHREPORT option of the VENHIRE program is run, those vendors marked “Reportable” will be included if they have been paid at least \$2,500.00 during the calendar year.

Date Payments Begin

This field indicates the first day the vendor was paid. If left blank, there is an option in the VHREPORT program to calculate the date payments begin using the date of the first check written.

Last Reported Date

This field is updated when VHREPORT is run in Actual to indicate the last day the vendor was reported to the New Hire Reporting Center.

Birth Date

A contractor’s date of birth can be reported to the Ohio New Hire Reporting Center, but it is optional. If you have a birth date to report, enter it in this field.

New Hire SSN/FEIN

In this field, indicate the social security number or the federal employee identification number of the new hire to be reported on the VHREPORT. If left blank, the 1099 ID# will be reported.



Length of Time (# months)

This field is used to indicate the number of months the contractor will be performing services. You may wish to enter 99 for long term/permanent contractors.