



WORLD SOFTWARE

New Hire Reporting

Release
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Denver, CO 80237

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New-Hire Reporting

About New-Hire Reporting

To comply with the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, all employers must report certain information about newly hired employees to designated state agencies. State agencies can use this information to:

- Locate non-custodial parents who are delinquent in their child-support payments
- Establish child-support orders
- Enforce existing child-support orders
- Verify the legitimacy of employees' unemployment benefits or workers' compensation payments

In most states, the reporting requirements went into effect on October 1, 1997. Employers in states that already had new-hire reporting laws have until October 1, 1998, to comply with the new federal standards.

You can use the Payroll system to print the new-hire reports that you need to provide for state agencies. Because reporting requirements vary among states, there is a separate report for each state.

When you need to create new-hire reports for a state that requires information about whether employees and their dependents are eligible for medical insurance, you must set up one or more user defined date fields to track this information. You set up user defined date fields because the Payroll system contains no predefined fields for tracking medical eligibility.

Some states allow you to submit new-hire reports on magnetic media. After you print new-hire reports for those states, you can run a program that creates the magnetic media files.

Working with new-hire reports includes:

- Entering insurance information for new-hire reports (if necessary)
- Printing the generic new-hire report
- Printing the new-hire report for Alabama
- Printing the new-hire report for Alaska
- Printing the new-hire report for Arizona

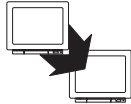


- Printing the new-hire report for Arkansas
- Printing the new-hire report for California
- Printing the new-hire report for Connecticut
- Printing the new-hire report for Delaware
- Printing the new-hire report for District of Columbia
- Printing the new-hire report for Georgia
- Printing the new-hire report for Idaho
- Printing the new-hire report for Illinois
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- Printing the new-hire report for Montana
- Printing the new-hire report for Nebraska
- Printing the new-hire report for Nevada
- Printing the new-hire report for New Hampshire
- Printing the new-hire report for New Jersey

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- Printing the new-hire report for New Mexico
 - Printing the new-hire report for New York
 - Printing the new-hire report for North Carolina
 - Printing the new-hire report for North Dakota
 - Printing the new-hire report for Ohio
 - Printing the new-hire report for Oklahoma
 - Printing the new-hire report for Oregon
 - Printing the new-hire report for Pennsylvania
 - Printing the new-hire report for Rhode Island
 - Printing the new-hire report for South Carolina
 - Printing the new-hire report for South Dakota
 - Printing the new-hire report for Tennessee
 - Printing the new-hire report for Texas
 - Printing the new-hire report for Utah
 - Printing the new-hire report for Vermont
 - Printing the new-hire report for Virginia
 - Printing the new-hire report for Washington
 - Printing the new-hire report for West Virginia
 - Printing the new-hire report for Wisconsin
 - Printing the new-hire report for Wyoming
 - Creating magnetic media files for new-hire reports

Entering Insurance Information for New-Hire Reports

Entering Insurance Information for New-Hire Reports



From Payroll Master Menu (G07), choose Employee Information

From Employee Information (G0711), choose Additional EE Data & Reports

From Additional Employee Data & Reports (G07111), choose Dates, Eligibility, & EEO

Some states require that new-hire reports include information about whether employees and dependents are eligible for health insurance.

If you plan to print new-hire reports for any state that requires information about health insurance, you first must enter health insurance information for all of the employees who will be included on those reports.

Although the Payroll system contains no predefined fields for tracking health insurance eligibility for employees and their dependents, you can configure user defined date fields to track this information.

Before You Begin

- Choose a user defined date field (for example, User Defined Date 01) for entering the date on which an employee is eligible for health insurance. To clarify data entry, you might want to ask your system administrator to change the vocabulary override for the field to a more meaningful name, such as Health Insurance Eligibility Date.
- For each newly hired employee, complete the steps for entering a new employee record into the Payroll system. See *Entering Employee Master Information (P060101)*.

▶ **To enter insurance information for new-hire reports**

On Dates, Eligibility and EEO

Locate the employee record for which you need to enter health insurance eligibility information.

Choose the User Dates function.

On User Defined Dates Window, complete the fields that you are using to track the dates on which the employee and the employee's dependents are eligible for health insurance.

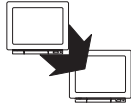
You must use the same user defined date fields to track this information for all employees.

Press F6 to save your entries.

After you complete these steps, you can print new-hire reports for states that require information about health insurance eligibility. When you create the new-hire report, indicate which user defined date fields you are using to track this information.

Printing the Generic New-Hire Report

Printing the Generic New-Hire Report



From Governmental Reports (G0724), choose Federal/State/Local Reports

From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Generic — Federal Requirements Only

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

You print the generic new-hire report when the employees in your organization work in states that have not yet finalized their new-hire reporting requirements.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

To print the generic new-hire report

On Generic — Federal req. only

1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Work Tax Area
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number

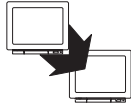
The Work Tax Area field determines the name that appears in the heading of the report. It does not determine the employee records that print on the report. Use the data selection to specify the work-tax-area codes for the states whose employee records you want to include on the report.

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for Alabama

Printing the New-Hire Report for Alabama



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Alabama through Louisiana

From Alabama through Louisiana (G0724111), choose Alabama

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of Alabama, print the new-hire report for Alabama.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

To print the new-hire report for Alabama

On Alabama New Hire Reporting

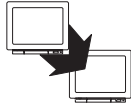
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for Alaska

Printing the New-Hire Report for Alaska



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Alabama through Louisiana

From Alabama through Louisiana (G0724111), choose Alaska

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of Alaska, print the new-hire report for Alaska.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New-Hire report. In the data selection, include the work-tax-area codes in which the employees work.

▶ To print the new-hire report for Alaska

On Alaska New Hire Reporting

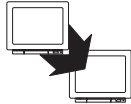
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Reporting Company Number
 - Tax Type that Identifies State Employer insurance Number
 - Date Field that Identifies Medical Eligibility for Employees

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for Arizona

Printing the New-Hire Report for Arizona



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Alabama through Louisiana

From Alabama through Louisiana (G0724111), choose Arizona

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of Arizona, print the new-hire report for Arizona.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

▶ To print the new-hire report for Arizona

On Arizona New Hire Reporting

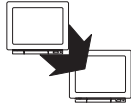
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number
 - Output Medium

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for Arkansas

Printing the New-Hire Report for Arkansas



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Alabama through Louisiana

From Alabama through Louisiana (G0724111), choose Arkansas

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of Arkansas, print the new-hire report for Arkansas.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

▶ To print the new-hire report for Arkansas

On Arkansas New Hire Reporting

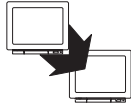
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages:
 - Reporting Company Number
 - Tax Type that Identifies State Employer Insurance Number
 - Contact Person

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for California

Printing the New-Hire Report for California



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Alabama through Louisiana

From Alabama through Louisiana (G0724111), choose California

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of California, print the new-hire report for California.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

To print the new-hire report for California

On California New Hire Reporting

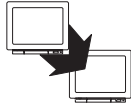
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Tax Type that Identifies State Employer Insurance Number
 - Reporting Company Number

Data Selection

- The data selection for the report must include the work tax area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work tax area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for Colorado

Printing the New-Hire Report for Colorado



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Alabama through Louisiana

From Alabama through Louisiana (G0724111), choose Colorado

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of Colorado, print the new-hire report for Colorado.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

▶ To print the new-hire report for Colorado

On Colorado New Hire Reporting

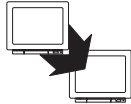
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earn Wages
 - Transmit Company Number
 - Contact Person
 - Tax Type that Identifies State Employer Insurance Number
 - Reporting Company Number

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for Connecticut

Printing the New-Hire Report for Connecticut



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Alabama through Louisiana

From Alabama through Louisiana (G0724111), choose Connecticut

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of Connecticut, print the new-hire report for Connecticut.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

▶ To print the new-hire report for Connecticut

On Connecticut New Hire Reporting

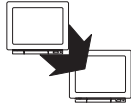
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Output Medium
 - Tax Type that Identifies State Employer Insurance Number
 - Reporting Company Number

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for Delaware

Printing the New-Hire Report for Delaware



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Alabama through Louisiana

From Alabama through Louisiana (G0724111), choose Delaware

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of Delaware, print the new-hire report for Delaware.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

▶ To print the new-hire report for Delaware

On Delaware New Hire Reporting

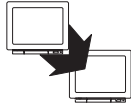
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for the District of Columbia

Printing the New-Hire Report for the District of Columbia



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Alabama through Louisiana

From Alabama through Louisiana (G0724111), choose District of Columbia

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the District of Columbia, print the new-hire report for District of Columbia.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

► To print the new-hire report for the District of Columbia

On District of Columbia New Hire Reporting

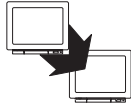
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number
 - Tax Type that Identifies State Employer Insurance Number
 - Transmit Company Number
 - Contact Person Number
 - Date Field that Identifies Medical Eligibility Date for Employees

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for Georgia

Printing the New-Hire Report for Georgia



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Alabama through Louisiana

From Alabama through Louisiana (G0724111), choose Georgia

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of Georgia, print the new-hire report for Georgia.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

To print the new-hire report for Georgia

On Georgia New Hire Reporting

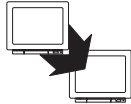
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for Idaho

Printing the New-Hire Report for Idaho



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Alabama through Louisiana

From Alabama through Louisiana (G0724111), choose Idaho

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of Idaho, print the new-hire report for Idaho.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

▶ To print the new-hire report for Idaho

On Idaho New Hire Reporting

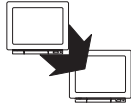
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number
 - Tax Type that Identifies State Employer Insurance Number.

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for Illinois

Printing the New-Hire Report for Illinois



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Alabama through Louisiana

From Alabama through Louisiana (G0724111), choose Illinois

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of Illinois, print the new-hire report for Illinois.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

▶ To print the new-hire report for Illinois

On Illinois New Hire Reporting

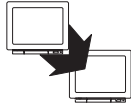
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for Indiana

Printing the New-Hire Report for Indiana



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Alabama through Louisiana

From Alabama through Louisiana (G0724111), choose Indiana

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of Indiana, print the new-hire report for Indiana.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

▶ To print the new-hire report for Indiana

On Indiana New Hire Reporting

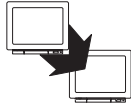
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for Iowa

Printing the New-Hire Report for Iowa



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Alabama through Louisiana

From Alabama through Louisiana (G0724111), choose Iowa

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of Iowa, print the new-hire report for Iowa.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.
- Complete the steps for entering health-insurance information for new-hire reporting. See *Entering Insurance Information for New-Hire Reports (P060190)*.

▶ To print the new-hire report for Iowa

On Iowa New Hire Reporting

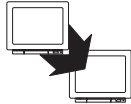
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number
 - Date Field that Identifies Medical Eligibility for Employees

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for Kansas

Printing the New-Hire Report for Kansas



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Alabama through Louisiana

From Alabama through Louisiana (G0724111), choose Kansas

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of Kansas, print the new-hire report for Kansas.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

▶ To print the new-hire report for Kansas

On Kansas New Hire Reporting

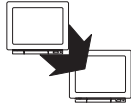
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for Kentucky

Printing the New-Hire Report for Kentucky



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Alabama through Louisiana

From Alabama through Louisiana (G0724111), choose Kentucky

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of Kentucky, print the new-hire report for Kentucky.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

▶ To print the new-hire report for Kentucky

On Kentucky New Hire Reporting

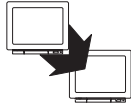
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number
 - Tax Type that Identifies State Employer Insurance Number
 - Date Field that Identifies Medical Eligibility for Employees

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for Louisiana

Printing the New-Hire Report for Louisiana



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Alabama through Louisiana

From Alabama through Louisiana (G0724111), choose Louisiana

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of Louisiana, print the new-hire report for Louisiana.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.
- Complete the steps for entering health-insurance information for new-hire reporting. See *Entering Insurance Information for New-Hire Reports (P060190)*.

▶ To print the new-hire report for Louisiana

On Louisiana New Hire Reporting

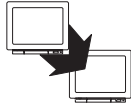
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number
 - Contact Person
 - Output Medium
 - Tax Type that Identifies State Employer Insurance Number
 - Date Field that Identifies Medical Eligibility for Employees

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for Maine

Printing the New-Hire Report for Maine



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Maine through Pennsylvania

From Maine through Pennsylvania (G0724112), choose Maine

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of Maine, print the new-hire report for Maine.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.
- Complete the steps for entering health-insurance information for new-hire reporting. See *Entering Insurance Information for New-Hire Reports (P060190)*.

▶ To print the new-hire report for Maine

On Maine New Hire Reporting

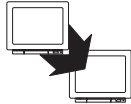
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number
 - Tax Type that Identifies State Employer Insurance Number
 - Date Field that Identifies Medical Eligibility for Dependents
 - Date Field that Identifies Medical Eligibility for Employees

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for Maryland

Printing the New-Hire Report for Maryland



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Maine through Pennsylvania

From Maine through Pennsylvania (G0724112), choose Maryland

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of Maryland, print the new-hire report for Maryland.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.
- Complete the steps for entering health-insurance information for new-hire reporting. See *Entering Insurance Information for New-Hire Reports (P060190)*.

► To print the new-hire report for Maryland

On Maryland New Hire Reporting

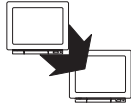
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number
 - Tax Type that Identifies State Employer Insurance Number
 - Transmit Company Number
 - Contact Person
 - Date Field that Identifies Medical Eligibility for Employees

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for Massachusetts

Printing the New-Hire Report for Massachusetts



From Federal/State/Local Reports (G07241), choose New Hire Reporting.

From New Hire Reporting (G072411), choose Maine through Pennsylvania.

From Maine through Pennsylvania (G0724112), choose Massachusetts.

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of Massachusetts, print the new-hire report for Massachusetts.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

▶ **To print the new-hire report for Massachusetts**

On Massachusetts New Hire Reporting

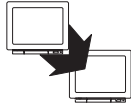
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- To print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for Michigan

Printing the New-Hire Report for Michigan



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Maine through Pennsylvania

From Maine through Pennsylvania (G0724112), choose Michigan

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of Michigan, print the new-hire report for Michigan.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

To print the new-hire report for Michigan

On Michigan New Hire Reporting

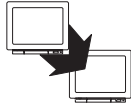
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for Minnesota

Printing the New-Hire Report for Minnesota



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Maine through Pennsylvania

From Maine through Pennsylvania (G0724112), choose Minnesota

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of Minnesota, print the new-hire report for Minnesota.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

To print the new-hire report for Minnesota

On Minnesota New Hire Reporting

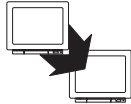
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number
 - Contact Person

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for Mississippi

Printing the New-Hire Report for Mississippi



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Maine through Pennsylvania

From Maine through Pennsylvania (G0724112), choose Mississippi

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of Mississippi, print the new-hire report for Mississippi.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

▶ To print the new-hire report for Mississippi

On Mississippi New Hire Reporting

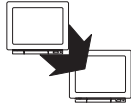
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for Missouri

Printing the New-Hire Report for Missouri



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Maine through Pennsylvania

From Maine through Pennsylvania (G0724112), choose Missouri

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of Missouri, print the new-hire report for Missouri.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

To print the new-hire report for Missouri

On Missouri New Hire Reporting

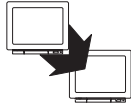
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for Montana

Printing the New-Hire Report for Montana



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Maine through Pennsylvania

From Maine through Pennsylvania (G0724112), choose Montana

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of Montana, print the new-hire report for Montana.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.
- Complete the steps for entering health-insurance information for new-hire reporting. See *Entering Insurance Information for New-Hire Reports*.

▶ To print the new-hire report for Montana

On Montana New Hire Reporting

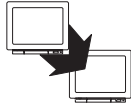
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number
 - Contact Person
 - Tax Type that Identifies State Employer Insurance Number
 - Date Field that Identifies Medical Eligibility for Employees

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for Nebraska

Printing the New-Hire Report for Nebraska



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Maine through Pennsylvania

From Maine through Pennsylvania (G0724112), choose Nebraska

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of Nebraska, print the new-hire report for Nebraska.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

▶ To print the new-hire report for Nebraska

On Nebraska New Hire Reporting

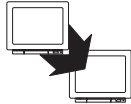
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number
 - Contact Person

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for Nevada

Printing the New-Hire Report for Nevada



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Maine through Pennsylvania

From Maine through Pennsylvania (G0724112), choose Nevada

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of Nevada, print the new-hire report for Nevada.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

▶ To print the new-hire report for Nevada

On Nevada New Hire Reporting

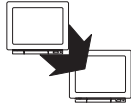
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number
 - Tax Type that Identifies State Employer Insurance Number

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for New Hampshire

Printing the New-Hire Report for New Hampshire



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Maine through Pennsylvania

From Maine through Pennsylvania (G0724112), choose New Hampshire

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of New Hampshire, print the new-hire report for New Hampshire.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

▶ To print the new-hire report for New Hampshire

On New Hampshire New Hire Reporting

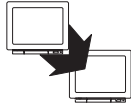
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number
 - Tax Type that Identifies State Employer Insurance Number

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for New Jersey

Printing the New-Hire Report for New Jersey



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Maine through Pennsylvania

From Maine through Pennsylvania (G0724112), choose New Jersey

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of New Jersey, print the new-hire report for New Jersey.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

To print the new-hire report for New Jersey

On New Jersey New Hire Reporting

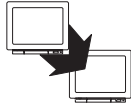
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for New Mexico

Printing the New-Hire Report for New Mexico



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Maine through Pennsylvania

From Maine through Pennsylvania (G0724112), choose New Mexico

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of New Mexico, print the new-hire report for New Mexico.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

▶ To print the new-hire report for New Mexico

On New Mexico New Hire Reporting

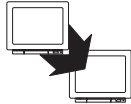
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number
 - Tax Type that Identifies State Employer Insurance Number
 - Date Field that Identifies Medical Eligibility for Employees
 - Contact Person

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for New York

Printing the New-Hire Report for New York



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Maine through Pennsylvania

From Maine through Pennsylvania (G0724112), choose New York

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of New York, print the new-hire report for New York.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

▶ **To print the new-hire report for New York**

On New York New Hire Reporting

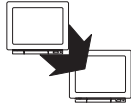
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number
 - Transmit Company Number

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New Hire-Report for North Carolina

Printing the New-Hire Report for North Carolina



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Maine through Pennsylvania

From Maine through Pennsylvania (G0724112), choose North Carolina

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of North Carolina, print the new-hire report for North Carolina.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

▶ **To print the new-hire report for North Carolina**

On North Carolina New Hire Reporting

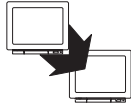
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number
 - Tax Type that Identifies State Employer Insurance Number

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for North Dakota

Printing the New-Hire Report for North Dakota



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Maine through Pennsylvania

From Maine through Pennsylvania (G0724112), choose North Dakota

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of North Dakota, print the new-hire report for North Dakota.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

▶ To print the new-hire report for North Dakota

On North Dakota New Hire Reporting

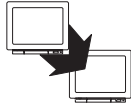
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number
 - Tax Type that Identifies State Employer Insurance Number

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for Ohio

Printing the New-Hire Report for Ohio



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Maine through Pennsylvania

From Maine through Pennsylvania (G0724112), choose Ohio

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of Ohio, print the new-hire report for Ohio.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

▶ To print the new-hire report for Ohio

On Ohio New Hire Reporting

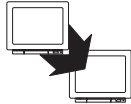
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number
 - Output Medium

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for Oklahoma

Printing the New-Hire Report for Oklahoma



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Maine through Pennsylvania

From Maine through Pennsylvania (G0724112), choose Oklahoma

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of Oklahoma, print the new-hire report for Oklahoma.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.
- Complete the steps for entering health-insurance information for new-hire reporting. See *Entering Insurance Information for New-Hire Reports*.

▶ To print the new-hire report for Oklahoma

On Oklahoma New Hire Reporting

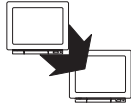
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number
 - Tax Type that Identifies State Employer Insurance Number
 - Date Field that Identifies Medical Eligibility for Employees

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for Oregon

Printing the New-Hire Report for Oregon



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Maine through Pennsylvania

From Maine through Pennsylvania (G0724112), choose Oregon

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of Oregon, print the new-hire report for Oregon.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

▶ To print the new-hire report for Oregon

On Oregon New Hire Reporting

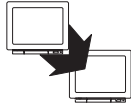
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number
 - Tax Type that Identifies State Employer Insurance Number

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for Pennsylvania

Printing the New-Hire Report for Pennsylvania



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Maine through Pennsylvania

From Maine through Pennsylvania (G0724112), choose Pennsylvania

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of Pennsylvania, print the new-hire report for Pennsylvania.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.
- Complete the steps for entering health-insurance information for new-hire reporting. See *Entering Insurance Information for New-Hire Reports*.

▶ To print the new-hire report for Pennsylvania

On Pennsylvania New Hire Reporting

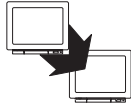
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number
 - Contact Person Number

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for Rhode Island

Printing the New-Hire Report for Rhode Island



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Puerto Rico through Wyoming

From Puerto Rico through Wyoming (G0724113), choose Rhode Island

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of Rhode Island, print the new-hire report for Rhode Island.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.
- Complete the steps for entering health-insurance information for new-hire reporting. See *Entering Insurance Information for New-Hire Reports (P060190)*.

▶ To print the new-hire report for Rhode Island

On Rhode Island New Hire Reporting

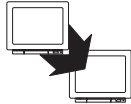
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number
 - Date Field that Identifies Medical Eligibility for Employees

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for South Carolina

Printing the New-Hire Report for South Carolina



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Puerto Rico through Wyoming

From Puerto Rico through Wyoming (G0724113), choose South Carolina

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of South Carolina, print the new-hire report for South Carolina.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

▶ To print the new-hire report for South Carolina

On South Carolina New Hire Reporting

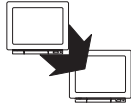
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for South Dakota

Printing the New-Hire Report for South Dakota



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Puerto Rico through Wyoming

From Puerto Rico through Wyoming (G0724113), choose South Dakota

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of South Dakota, print the new-hire report for South Dakota.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

▶ To print the new-hire report for South Dakota

On South Dakota New Hire Reporting

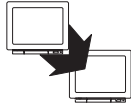
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number
 - Does Employer Offer Dependent Health Insurance

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for Tennessee

Printing the New-Hire Report for Tennessee



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Puerto Rico through Wyoming

From Puerto Rico through Wyoming (G0724113), choose Tennessee

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of Tennessee, print the new-hire report for Tennessee.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

To print the new-hire report for Tennessee

On Tennessee New Hire Reporting

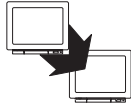
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number
 - Does Employer Offer Health Insurance?

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for Texas

Printing the New-Hire Report for Texas



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Puerto Rico through Wyoming

From Puerto Rico through Wyoming (G0724113), choose Texas

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of Texas, print the new-hire report for Texas.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

▶ To print the new-hire report for Texas

On Texas New Hire Reporting

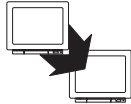
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number
 - Tax Type that Identifies State Employer Insurance Number
 - Output Medium

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for Utah

Printing the New-Hire Report for Utah



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Puerto Rico through Wyoming

From Puerto Rico through Wyoming (G0724113), choose Utah

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of Utah, print the new-hire report for Utah.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

▶ To print the new-hire report for Utah

On Utah New Hire Reporting

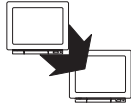
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number
 - Contact Person
 - Transmit Company Number
 - Output Medium

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for Vermont

Printing the New-Hire Report for Vermont



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Puerto Rico through Wyoming

From Puerto Rico through Wyoming (G0724113), choose Vermont

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of Vermont, print the new-hire report for Vermont.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

To print the new-hire report for Vermont

On Vermont New Hire Reporting

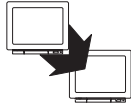
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for Virginia

Printing the New-Hire Report for Virginia



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Puerto Rico through Wyoming

From Puerto Rico through Wyoming (G0724113), choose Virginia

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of Virginia, print the new-hire report for Virginia.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

▶ To print the new-hire report for Virginia

On Virginia New Hire Reporting

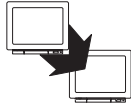
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number
 - Tax Type the Identifies State Employer Insurance Number
 - Contact Person

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for Washington

Printing the New-Hire Report for Washington



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Puerto Rico through Wyoming

From Puerto Rico through Wyoming (G0724113), choose Washington

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of Washington, print the new-hire report for Washington.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

▶ To print the new-hire report for Washington

On Washington New Hire Reporting

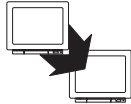
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number
 - Tax Type that Identifies State Employer Insurance Number

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for West Virginia

Printing the New-Hire Report for West Virginia



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Puerto Rico through Wyoming

From Puerto Rico through Wyoming (G0724113), choose West Virginia

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of West Virginia, print the new-hire report for West Virginia.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

To print the new-hire report for West Virginia

On West Virginia New Hire Reporting

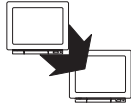
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for Wisconsin

Printing the New-Hire Report for Wisconsin



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Puerto Rico through Wyoming

From Puerto Rico through Wyoming (G0724113), choose Wisconsin

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of Wisconsin, print the new-hire report for Wisconsin.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

▶ To print the new-hire report for Wisconsin

On Wisconsin New Hire Reporting

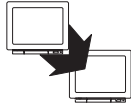
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Printing the New-Hire Report for Wyoming

Printing the New-Hire Report for Wyoming



From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Puerto Rico through Wyoming

From Puerto Rico through Wyoming (G0724113), choose Wyoming

You print new-hire reports to provide state agencies with certain information about newly hired employees. State agencies use this information to locate non-custodial parents who have child-support obligations.

To report new-hire information to the state of Wyoming, print the new-hire report for Wyoming.

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

Before you print new-hire reports, you must build a workfile that includes all of the employee records that you need to include on the report. When you build the workfile, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the workfile, you can print the report without rebuilding the workfile. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the workfile. If you print the report without rebuilding the workfile, the report will not include any changes that you made to employee records after you last built the workfile.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

▶ To print the new-hire report for Wyoming

On Wyoming New Hire Reporting

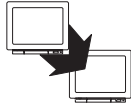
1. Complete the following fields and press Enter:
 - Version
 - 1: Create Workfile and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:
 - Beginning Date of Report
 - Ending Date of Report
3. Complete the following fields and press F6 twice:
 - Field that Identifies the Date Employees First Earned Wages
 - Reporting Company Number
 - Contact Person Number

Data Selection

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

Creating Magnetic Media for New-Hire Reports

Creating Magnetic Media for New-Hire Reports



From Governmental Reports (G0724), choose Federal/State/Local Reports

From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose New Hire Mag Media

To expedite the process of delivering new-hire reports to state agencies, some states allow you to use magnetic media to transmit the new-hire reports. After you print new-hire reports for those states, you can create the magnetic media file that you transmit to the agency. You cannot create a magnetic media file for the generic version of the new-hire report, or for any state that does not accept new-hire reports on magnetic media.

You use the same program (P064253) to create magnetic media for all of the states that accept this format. In the processing options for the report, you enter the work tax area code for the state to which you are submitting the magnetic media. This state should be the same state as the state for which you created the new-hire report.

