

Kentucky New Hire Report in EERP

Office of Education Technology: Division of School Technology Services

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Overview

Welfare reform legislation requires employers to report information on their newly hired employees to a designated state agency. New employees are defined as all employees who reside or work in the State of Kentucky to whom the employer anticipates paying earnings. Employees must be reported even if they work only one day and are terminated (prior to the employer fulfilling the new hire reporting requirement).

Employers must also report rehires, or employees who return to work after a separation, granted leave without pay, or terminated from employment after 60 days. This includes any employee who remains on the payroll during a break in service or gap in pay and then returns to work after 60 days. This includes teachers, substitutes, seasonal workers, etc. **Any employee who remains on payroll during a break in service or gap in pay and then returns to work after 60 days must be reported as a Re-Hired/Returning Employee.** Whether they are a permanent or temporary employee, if the gap in pay is 60 days or more, they must be included.

Employees generated for the 60-day gap in pay/lookback scenario must have a 60-day gap in pay date between EERP payroll check dates. **For these lookback employees, the earliest period pay start date for the latest payroll is used for reporting as the Hire Date.**

The *Kentucky New Hire Report* provides a report on employees with hire dates within a date range (both electronic and paper output). The employee master file must contain **Hire Date, Birth Date, and Employee Address** to successfully generate an accurate report.

NOTE: Missing information will generate an error report during processing of the New Hire Report. These errors must be corrected before an electronic file can be generated.

Description

The *Kentucky New Hire Report* provides a printed listing of new hires for a specified date range. The report prints the following information by employee:

- Employer Name
- Employer Address
- Employer Federal Employer Identification Number (EIN)
- Employee Name
- Employee SSN#

- Employee Address
- Employee Date of Birth
- Employee Date of Hire

Generating the KY New Hire Report

1. Select the KY New Hire report which is found in the Kentucky specific payroll menu.
2. Select **Define** from the Menu.
3. Enter the following fields:

Field Name	Description
Hire Date	Hire Date Range for reporting, is a required field.
Location	Accept the default if appropriate. Otherwise, enter the location of the employees on which you wish to report.
Work Location	Enter Default
Group/BU*	If desired, enter a specific Group/BU or range to report by unit
Report Sort	Select desired report sequence, 1 to 3 (this field is required).
Employee Name	Employee range to report. Use defaults to report all employees or enter same employee number in both fields to report only one employee.
Federal EIN	Federal Employer Identification Number is required. Verify the displayed number for accuracy in reporting.

*If your district uses the Group/BU code UNPD for Unpaid Adults for Identity Automation/CUES, you can exclude these individuals from reporting by setting a range in the Group/BU “From” and “To” fields. For example, enter a blank value in the “From” field and SUBS in the “To” field.

Before applying this filter, review the Group/BU table to ensure there are no codes listed alphabetically after UNPD.

KY New Hire Report [KDE]

Close Output Print Display PDF Save Define Electronic File

KY New Hire Report [KDE]

Execute this report: Now

Hire Date *: Specify

Location: to ZZZZ

Work Location: to ZZZZ

Group/BU: to ZZZZ

Employee Number: to 999999

Report Sort: EMPLOYEE NAME

Employer Name *: INDEPENDENT SCHOOLS

Address *: 300 SOWER BLVD

Federal EIN *: 001111111

Electronic File Path:

- An output of the report is required before creating the electronic file. Select **Print, PDF,** or **Display** to review the report.

NOTE: An error report will be generated indicating any errors detected during processing. The errors indicated on the report must be corrected before the electronic file generation.

- Select **Electronic File** to create the electronic file. The screen will return the path and file name for Electronic file as **KYNHRZZZ.###**, where **ZZZ** is the District Number and **###** is the sequence number. Be sure to note the file name for use when transferring the file.

NOTE: If errors were found during the report generation, they must be corrected and the report must be rerun before the electronic file can be generated.

- Verify the contents of the printed report before transferring the electronic file to a pc.