

New Hire Reporting for Employment Development Department

Reporting Requirements

All California employers must report all of their new or rehired employees who work in California to the New Employee Registry within 20 days of their start-of-work date, which is the first day of work. Any employee that is rehired after a separation of at least 60 consecutive days must also be reported within 20 days. Employers who report electronically must submit two files each month that are not less than 12 days and not more than 16 days apart. No report should be submitted if there are no new or rehired employees to report.

You are required by law to report the following:

- **Employer's:**
 - California employer payroll tax account number
 - Federal employer identification number
 - Business name and address
 - Contact person and phone number
- **Employee's:**
 - First name, middle initial and last name.
 - Social Security number
 - Home address
 - Start-of-work date

Escape Report

Employee06 – Monthly Employment Development Department

This report is to help you prepare for submission of monthly data to the EDD. It prints all necessary information, such as the district name & address, federal and state tax ID and district contact name. It prints the following information for new hires and rehires for a month: name, social security number, home address and hire date.

Go to HR/Payroll – Reports – Employee – Employee06

Create a Favorite and schedule Report to Save Time!

Request	Report
Request	
1 - Report	
Report Number	Employee06
Description	Monthly Employment Development Department
Report Sample	Employee06
Report Favorite ID	EDD New Hire List
2 - User Options	
Starting Date	6/1/2017 {BCM}
Ending Date	6/30/2017 {ECM}
Date To Use	Hire/Rehire date
3 - Report Options	
First Paid?	Yes - show the First Paid date column
General	

Use mnemonics instead of dates for Favorite

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Report Options

User Options

- Starting hire date : Enter a date or use mnemonics
- Ending hire date: Enter a date or use mnemonics
- Date to Use: Hire/Rehire Date (default) or First Paid Date
- First Paid Date: Use the lookup to decide if you want the First Paid Date column to show on the report

Sort Options

- a) Employee Name – Sorted by employee name, then date hired/rehired
- b) Excel Extract — Sorted by last name. Creates a simple list that can be saved as an Excel file. The list includes org ID, emp ID, employee name, the FULL social security number, street, city, state, zip, hire/rehire date and the first paid date. It lists the header once: no breaks or subtotals.

Do not press GO for an Excel Export. Instead, choose the Excel Data option from the Go/Export task to launch Microsoft Excel with the data from the report.

Special Considerations

This report may show the FULL social security number

The ability to view the full social security number is controlled by user permissions. If you have user permissions to the View SSN task in the HR/Payroll-Employment-Employee Management activity, then you have the permissions necessary to see the full SSN. If you do not have access to this task, the report will not show the full SSN regardless of what you select in the SSN report parameter.

The contact name and phone number on this report comes from the Organization record.

If you select Hire/Rehire Date for the Date to Use, the later of two will be used to determine if the employee meets the selection criteria. On the report, next to the Last Hired column is an indicator showing if the date displayed is the hire date (H) or the rehire date (R).

Employee06a				EDD New Hire			
New Hires 06/01/2017 through 06/30/2017							
Employee	SS#	Street	City	State	Zip	First Paid	Last Hired
Contact Linda Daugherty Sonoma County Office of Education 5340 Skylane Blvd Santa Rosa, CA 95403			Federal Id# 946002635 State Id# 8004219-5				
El			Petaluma	CA	94952		06/12/2017(H)
Fe			Santa Rosa	CA	95401		06/13/2017(H)
Ru			Forestville	CA	95436		06/12/2017(H)
Se			Santa Rosa	CA	95403		06/05/2017(H)
Wa			Rohnert Park	CA	94928		06/12/2017(H)

Scheduled Reports can be found *in HR/Payroll-My Reports*