



New Hire Reporting Requirements

Source: Don Mielke, Watrous Ehlers Mielke & Goodwin, LLP

Are you reporting all new hires correctly?

Are you reporting all new hires to the Colorado State Directory of New Hires? SDNH is a centralized, confidential and secure repository responsible for receiving new hire data reported by employers in Colorado. Federal law (42 U.S.C. § 653A(b)(1)(A)) requires employers to furnish this data to the SDNH of the state in which a newly hired employee works. Also see CRS § 26-13-125.

This reporting must take place within 20 calendar days after the date of hire or by the first regularly scheduled payroll following the date of hire, if such payroll is after the expiration of the 20-day period. If reporting electronically, the employer must transmit twice per month, no fewer than 12 and no more than 16 days apart. "Employer" has the same definition as for federal income tax purposes. Employers required to provide employees with W-2 forms also must comply with new hire reporting requirements. For firms using payroll services such as ADP, the payroll service can handle the reporting requirements for your firm.

For more information, visit www.newhire.state.co.us.

For a copy of an approved form to use for reporting new hires, go to:
<https://newhire.state.co.us/newhire/pdfForms/CO%20SDNH%20Empl%20Form.pdf>.

Note: The requirements are different for employers with employees in two or more states.

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