

EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD) REPORTING

Effective July 1, 1998, all California employers, including private businesses, state and local government agencies, are required to provide information concerning newly hired employees to the California New Employee Registry.

An employer may comply with this requirement by submitting the following information to the EDD within 20 days after a newly hired employee begins working in California:

1. the employee's full name;
2. home address;
3. social security number; and
4. start of work date.

The employer must also report its name, address, California employer account number, and federal employer identification number. Employees are submitted on a reporting form (DE 34) by District Office Payroll.

An employer must report this new hire information for any employee who earns wages for employment with the employer, including part-time, student and temporary employees. The reporting requirement also applies to new hires who are terminated or who quit prior to the twenty-day reporting time period. This information is utilized by the State of California to locate parents who are not paying child support and the information will also be sent to the National Directory of New Hires to be utilized for the same purpose. This reporting requirement is mandated under federal law, the Personal Responsibility and Work Opportunity Reconciliation Act.