

EDD New Hire Employee Reporting Requirements

Employment Development Department

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.

Districts are required by law to report the following:

- **Employers must report:**
 - California employer payroll tax account number
 - Federal employer identification number
 - Business name and address
 - Contact person and phone number
- **Employees must provide:**
 - First name, middle initial and last name.
 - Social Security number
 - Home address
 - Start-of-work date

For more detailed information go to the Employment Development Department New Hire Reporting web page https://edd.ca.gov/en/Payroll_Taxes/New_Hire_Reporting

Be sure to check for updates to their processes and procedures periodically.



Frontline Report

The software has the **Employee06 – Monthly Employment Development Department** report that will provide data for submission to 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](#)

Section 2 - User Options

- **Starting hire date:** Required
- **Ending hire date:** Required
- **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

The screenshot shows the 'Request/Report' interface for 'Employee06'. The 'Request' section is expanded, showing the following options:

- 1 - Report**
 - Report Number: Employee06
 - Description: Monthly Employment Development Department
 - Report Sample: Employee06
 - Report Favorite ID:
- 2 - User Options**
 - Starting Date: 8/1/2022 {BCM}
 - Ending Date: 8/31/2022 {ECM}
 - Date To Use: Hire/Rehire date
- 3 - Report Options**
 - First Paid?: Yes - show the First Paid date column

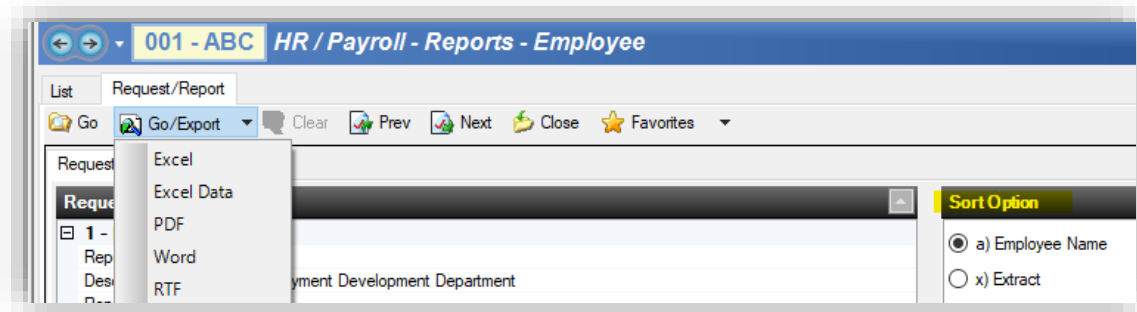
A red arrow points from a green callout box to the 'Starting Date' field in '2 - User Options'. The callout box contains the text: 'Use mnemonics instead of dates for Favorite'.

Report Sort Options

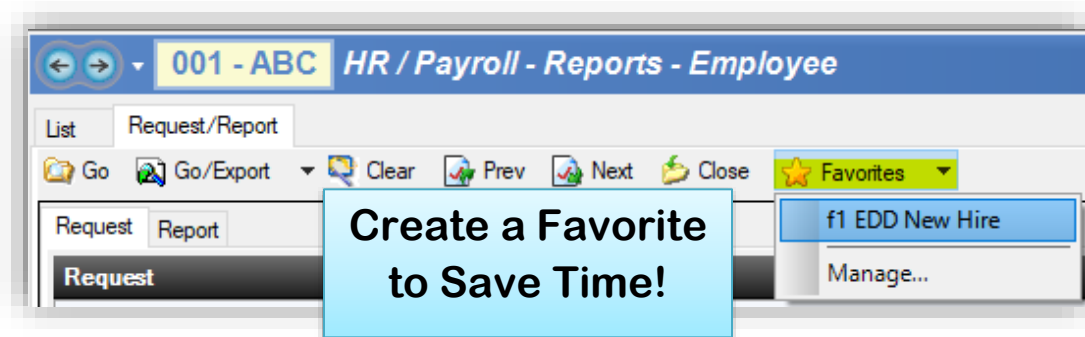
Employee Name – Sorted by employee name, then date hired/rehired

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.

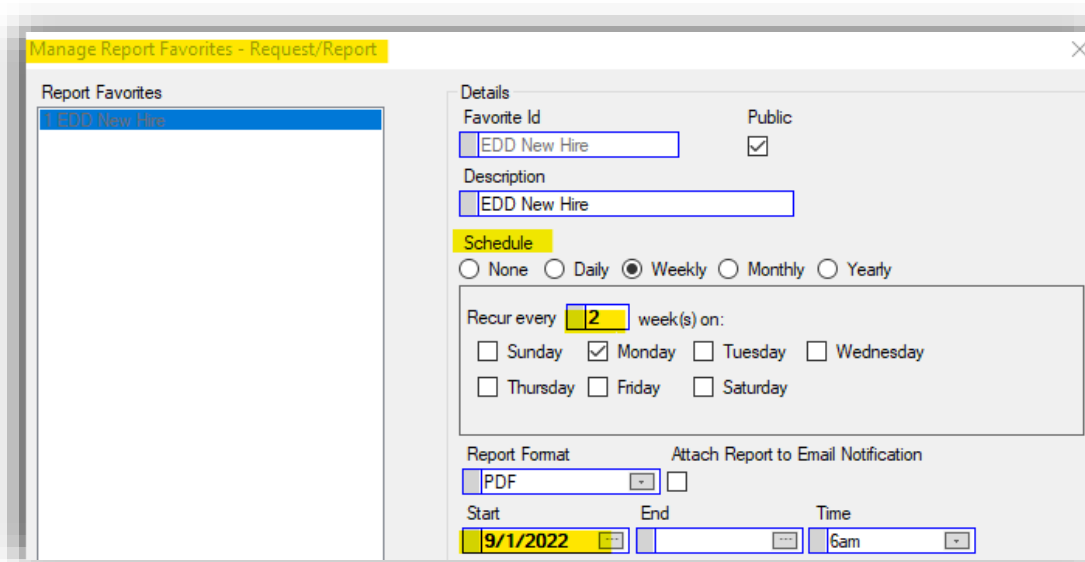
Do not press GO for an Excel Export. Instead, choose the Excel Data option from the Go/Export task to launch Microsoft Excel with the data from the report.



Save a Favorite Report



In the report favorite dialog box, schedule to run every 2 weeks. Since this report contains SSN's the report cannot be emailed. Instead an email will be sent to the user email that the report is ready. The report can be found under [HR/Payroll – My Reports](#) in the System Activity Tree.



Confirm Notification settings

From the Home Page go to **Action – My Settings – Notification Messages**

- Be sure email is populated. This comes from your system User Record.
- Use pull-down menu to choose delivery method for each notification.

Change Notification Settings for: KALINGLE

Email Address: klingl@scoe.org

General Notification Messages: []

Report Notification Messages: 2 {Email Only} []

Approval Notification Messages: []

Other Notification Messages: []

Error Notification Messages: []

Change Cancel

Target

Code	Description
1	Message Center Only
2	Email Only
3	Email and Message Center

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).