

# Frequently Asked Questions about the California "New Employee" Registry

## Who has to report?

All California employers are required to report information about new employees to the California New Employee Registry. This includes all businesses, state and local government employers, nonprofit organizations, and [household employers](#), regardless of the number of employees.

## Which employees must be reported?

Every newly hired or rehired employee must be reported to the California New Employee Registry. This includes employees of all ages, those who work less than a full day, part-time and seasonal employees, and those who discontinue their employment prior to the 20th day of work. If you acquire an ongoing business and employ any of the former owner's workers, these employees are considered new hires and should be reported to the New Employee Registry. If you change your entity type (sole proprietorship to partnership, partnership to corporation, etc.), it is not necessary to report the workers that continue working for you.

## Are there any employees who do not have to be reported?

No. There are no exceptions.

## Who is a rehired employee?

For the purpose of the Registry, if the employer/employee relationship has ended and the returning worker is required to submit a new W-4 to the employer, a new hire report must be furnished.

## What date do I use to report my new employee?

Use the "date of hire," which is considered to be the first day a worker performs services for wages.

## How do I report?

You may use any of the following to report new employee information:

*Report of New Employee(s)* (DE 34) form. A fill-in [DE 34](#) can be downloaded if you have the [Adobe Acrobat Reader](#). Forms may also be ordered on the [Internet Order Form](#) or by calling our toll-free number 1-888-745-3886 or visiting your nearest [Employment Tax Office](#). You may also create your own form (as long as it has all the required information) or send a copy of the employee's W-4 form, but you must add the employee's start-of-work date, your California employer account number, and your federal employer identification number (FEIN) to the W-4. [iNER](#) - Submit your *Report of New Employees* (DE 34) online. You must have Internet Explorer 6.0 or Netscape 7.2 to use iNER.

Magnetic media. Please call the Magnetic Media Unit at (916) 651-6945 or if you have the Adobe Acrobat Reader, download the *Magnetic Media Reporting Requirements for New Employee Registry Program* ([DE 340](#)).

## What information do I report?

You are required by law to provide your business name and address, California employer account number, and federal employer identification number (FEIN), as well as the employee's first name, middle initial, last name, home address, social security number, and first day of work (start-of-work date).

## Can I use my Quarterly Wage and Withholding Report (DE 6) to report to the New Employee Registry?

No. The DE 6 is a quarterly report of all employees. The correct reporting form is the DE 34, which meets the requirements of the law for reporting new employees within 20 calendar days of the employee's first day of work.

**How do I report a large number of employees?**

You may send the information to the New Employee Registry via magnetic media, such as diskette, CD-R, or tape cartridge. For details, contact the Magnetic Media Unit at (916) 651-6945 or refer to the *Magnetic Media Reporting Requirements for New Employee Registry Program* (DE 340). See [How do I report?](#) for instructions on obtaining the DE 340.

Where do I report?

Mail: Employment Development Department  
PO Box 997016 MIC 23  
West Sacramento CA 95799-7016  
Fax: (916) 319-4400

**How much time do I have to report a new employee?**

You must report the new employee information no later than 20 calendar days from the employee's first day of work. Employers who choose to report via magnetic media must submit two monthly transmissions which are not less than 12 days nor more than 16 days apart.

**Must I report a newly hired employee who quits before the New Employee Registry report is due?**

Yes. Because wages were earned, a New Employee Registry report must be submitted. Even though the employment period was short, the reported information may be the key to locating a non-custodial parent.

**When an employee leaves my employment, do I have to report it?**

No. You only have to report when an employee begins his or her employment with you.

**What type of penalty is charged if the report is late?**

The EDD may assess a penalty of \$24 for each failure to report a new hire.

**What if one of my employees works in California but doesn't live in California?**

You must report all employees who work in California, regardless of where they live.

**What if I employ workers in more than one state?**

Multi-state employers that file magnetically may elect to report all new hires to one state in which they have employees. The State of California encourages multistate employers to report California employees to the California New Employee Registry. Reporting the information to California's New Employee Registry will help employers reduce unemployment insurance costs by detecting and preventing unemployment insurance overpayments and fraud. This election can be made by [notifying](#) the federal Department of Health and Human Services' [Office of Child Support Enforcement](#). Multistate employers electing to report all new hires to California must comply with California's program requirements. Employers making this election must obtain existing magnetic media requirements. For details, contact the Magnetic Media Unit at (916) 651-6945 or refer to the *Magnetic Media Reporting Requirements for New Employee Registry Program* (DE 340). See [How do I report?](#) for instructions on obtaining the DE 340.

**Where can I get additional information?**

The California New Employee Registry maintains a hotline with trained customer service staff to help employers to understand and meet the New Employee Registry requirements. For assistance or to order forms, please call (916) 657-0529, Monday through Friday, from 8 a.m. to 5 p.m. (PST). For assistance, call our toll-free number 1-888-745-3886 or visit your local [Employment Tax Office](#).