

## **New Hire Reporting FAQs**

### **What is the New Employee Registry (NER)?**

The NER is a program through the Employment Development Department (EDD). The program provides timely employee status information for child support enforcement purposes. For approximately 180 days, EDD maintains hire information for new or returning employees. In turn, child support offices use this information to serve the withholding order and medical support notice.

### **When does an employer have to report new employee information to Employment Development Department (EDD)?**

Employers are required to report newly hired or rehired employees or independent contractors within twenty (20) days of their start-of-work date.

To report newly hired or rehired employees or independent contractors, visit the EDD New Hire Reporting web page at [www.edd.ca.gov](http://www.edd.ca.gov), download form (DE 34 for newly or rehired employees; DE 542 for Independent Contractor) and fax it to 916-319-4400.

New Hire Reports can also be submitted by mail to:

Employment Development Department  
Document Management Group, MIC 916  
P.O. Box 997016  
West Sacramento, CA 95799-7016

New Independent Contractor Hire Reports can also be submitted by mail to:

Employment Development Department  
Document Management Group, MIC 96  
P.O. Box 997350  
Sacramento, CA 95899-7350