

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

NEW HIRE REPORTING

**SECTION 2.07
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- A. In accordance with O.R.C. § 3121.89 - 3121.8911, the Employer shall report certain information about employees who are newly hired, rehired, or who return to work after a separation of employment. This information will be used by the Ohio Department of Jobs and Family Services (ODJFS) to help locate parents, who owe child support, to make adjustments in public assistance benefits, and to identify persons who are fraudulently receiving benefits. In addition, new hire reporting information is available to other state agencies to help detect and prevent erroneous unemployment or workers' compensation payments.

- B. The SCAA shall notify the County Auditor, who will submit a report via online reporting, electronic reporting, fax or mail to the Ohio New Hire Reporting Center. Information regarding newly hired, rehired or returning employees shall be submitted within 20 days of the hire or rehire date.