Kentucky New Hire Report in EERP

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Last Updated February 25, 2025

Overview

Welfare reform legislation requires employers to report information on their newly hired employees to a designated state agency. New employees are defined as all employees who reside or work in the State of Kentucky to whom the employer anticipates paying earnings. Employees must be reported even if they work only one day and are terminated (prior to the employer fulfilling the new hire reporting requirement).

Employers must also report rehires, or employees who return to work after a separation, granted leave without pay, or terminated from employment after 60 days. This includes any employee who remains on the payroll during a break in service or gap in pay and then returns to work after 60 days. This includes teachers, substitutes, seasonal workers, etc. Any employee who remains on payroll during a break in service or gap in pay and then returns to work after 60 days must be reported as a Re-Hired/Returning Employee. Whether they are a permanent or temporary employee, if the gap in pay is 60 days or more they must be included.

The *Kentucky New Hire Report* provides a report on employees with hire dates within a date range (both electronic and paper output). The employee master file must contain **Hire Date**, **Birth Date**, and **Employee Address** to successfully generate an accurate report.

NOTE: ***Missing information will generate an error report during processing of the New Hire Report. These errors must be corrected before an electronic file can be generated.***

Description

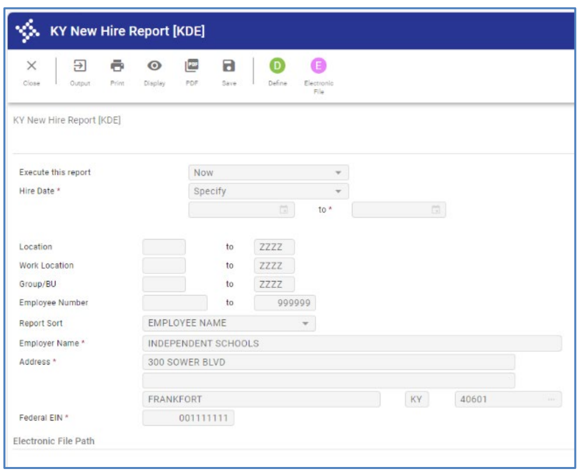
The *Kentucky New Hire Report* provides a printed listing of new hires for a specified date range. The report prints the following information by employee:

- Employer Name
- Employer Address
- Employer Federal Employer Identification Number (EIN)
- Employee Name
- Employee SSN#
- Employee Address
- Employee Date of Birth
- Employee Date of Hire

Generating the KY New Hire Report

1. Select the KY New Hire report which is found in the Kentucky specific payroll menu.
2. Select **Define** from the Menu.
3. Enter the following fields:

Field Name	Description
Hire Date	Hire Date Range for reporting, is a required field.
Location	Accept the default if appropriate. Otherwise, enter the location of the employees on which you wish to report.
Work Location	Enter Default
Group/BU	If desired, enter a specific Group/BU or range to report by unit
Report Sort	Select desired report sequence, 1 to 3 (this field is required).
Employee Name	Employee range to report. Use defaults to report all employees or enter same employee number in both fields to report only one employee.
Federal EIN	Federal Employer Identification Number is required. Verify the displayed number for accuracy in reporting.



4. An output of the report is required before creating the electronic file. Select **Print, PDF**, or **Display** to review the report.

NOTE: ***An error report will be generated indicating any errors detected during processing. The errors indicated on the report must be corrected before the electronic file generation.***

5. Select **Electronic File** to create the electronic file. The screen will return the path and file name for Electronic file as **KYNHRZZZ.###**, where ZZZ is the District Number and ### is the sequence number. Be sure to note the file name for use when transferring the file.

NOTE: ***If errors were found during the report generation, they must be corrected and the report must be rerun before the electronic file can be generated.***

6. Verify the contents of the printed report before transferring the electronic file to a pc.