

STATE AGENCY SENDING NOTICES ABOUT "PAPERLESS NEW HIRE REPORTING"

The Oklahoma Employment Security Commission (OESC) is sending notices to employers regarding "Paperless New Hire Reporting." The notice is also a reminder to employers to report newly hired employees, primarily for Child Support Enforcement purposes.

Oklahoma law requires that any employer doing business in the State of Oklahoma report the hiring or employment of any person who resides or works in this state to whom the employer anticipates paying earnings. Such report shall contain the employee's name, address, Social Security number, date of employment, state of employment, along with the employer's name, address and federal identification number.

The report must be made within 20 days of hiring, or

twice monthly, not less than 12 nor more than 16 days apart if reported electronically. The paperless options that are now available including Internet filing and/or saving the information on a CD or diskette and mailing it to the Commission.

The OESC recommends that businesses with Internet access use the convenient On-Line New Hire Reporting system, which allows employers to enter New Hire data directly into the system at their convenience. Employers may enter as many or as few records records at a time as desired.

The Commission has a New Hire Reporting Section that can be reached at (405) 557-7133. The web link for participation in the On-Line New Hire Reporting system is www.ok.gov/oesc/index.php

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MCAFEE & TAFT LABOR & EMPLOYMENT ATTORNEYS

LAUREN E. BARGHOLS

lauren.barghols@mcafeetaft.com
(405) 552-2343

TIMOTHY J. BOMHOFF

tim.bomhoff@mcafeetaft.com
(405) 552-2339

BRANDON L. BUCHANAN

brandon.buchanan@mcafeetaft.com
(405) 552-2307

VICKIE J. BUCHANAN

vickie.buchanan@mcafeetaft.com
(405) 552-2331

TODD COURT

todd.court@mcafeetaft.com
(405) 552-2330

JACQUE BRAWNER DEAN

jacque.dean@mcafeetaft.com
(405) 552-2364

BRADLEY K. DONNELL

brad.donnell@mcafeetaft.com
(405) 552-2308

MARK FOLGER

mark.folger@mcafeetaft.com
(405) 552-2327

SAM R. FULKERSON

sam.fulkerson@mcafeetaft.com
(405) 552-2369

SHAWN E. HARRELL

shawn.harrell@mcafeetaft.com
(405) 552-2205

RODNEY K. HUNSINGER

rodney.hunsinger@mcafeetaft.com
(405) 552-2275

DITTY S. JOHN

ditty.john@mcafeetaft.com
(405) 552-2235

BERNARD JONES

bernard.jones@mcafeetaft.com
(405) 552-2351

MICHAEL F. LAUDERDALE

michael.lauderdale@mcafeetaft.com
(405) 552-2257

TONY G. PUCKETT

tony.puckett@mcafeetaft.com
(405) 552-2251

TAMARA S. PULLIN

tamara.pullin@mcafeetaft.com
(405) 552-2290

NATALIE K. RAMSEY

natalie.ramsey@mcafeetaft.com
(405) 552-2325

PAUL A. ROSS

paul.ross@mcafeetaft.com
(405) 552-2383

RICHARD J. SALAMY

richard.salamy@mcafeetaft.com
(405) 552-2232

RONALD T. SHINN, JR.

ron.shinn@mcafeetaft.com
(405) 552-2323

MARK D. SPENCER

mark.spencer@mcafeetaft.com
(405) 552-2368

PETER T. VAN DYKE

peter.vandyke@mcafeetaft.com
(405) 552-2211

DARA K. WANZER

dara.wanzer@mcafeetaft.com
(405) 552-2340

JAMES R. WEBB

jim.webb@mcafeetaft.com
(405) 552-2246

NATHAN L. WHATLEY

nathan.whatley@mcafeetaft.com
(405) 552-2365

AMY D. WHITE

amy.white@mcafeetaft.com
(405) 552-2337

ELIZABETH SCOTT WOOD

elizabeth.wood@mcafeetaft.com
(405) 552-2270