

## South Carolina New Hire Reporting

All employers, regardless of size or type of business, must comply with the new hire reporting requirements. All new Hires must be reported. A new hire is any individual who is newly employed or rehired or has returned to work after being laid off, granted leave without pay, or terminated from employment. Employers must report of the hiring of an employee within 20 days. Even the reporting of students and seasonal employees is required. There is a penalty for failing to report. The employer will be subject to a civil penalty of \$25 for each offense or \$500 for each offense if it is in the result of a conspiracy between the employer and employee.

All the information that the employer needs can be found on the website at <https://newhire.sc.gov>. This form has to be filled out on-line or you may print the form found under the help button and fax it to the SC Department of Social Services @ 803.898.9100. Please make copies of this form so that you may have them on file for future reference. If you have questions, please feel free to contact our office at 843.538.8786.