



Report Your New Hires

and prevent unemployment insurance fraud.

Electronic Media

Employers wishing to report electronically in Idaho must do so in accordance with the following instructions. Reports must be filed by two monthly transmissions not less than 12 days or more than 16 days apart. Multistate employers wishing to report all their employees to Idaho must get advance approval from the [U.S. Department of Health and Human Services](#) and follow Idaho's guidelines. Files can be sent on CD or 3.5" diskette, or as a secure email attachment to newhire@labor.idaho.gov. Follow the federal specification for 1S and 2S Supplement Records. The file name should be "Newhire.txt".

Electronic media paper label:

Employer Name & Federal Account No.
Address
Contact Person & Phone No.

Mailing address:

Idaho Department of Labor
New Hire Reporting
317 W. Main St.
Boise, Id 83735-0610



IDAHO
DEPT. OF LABOR

labor.idaho.gov

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The Idaho Department of Labor is an equal opportunity employer and service provider. Reasonable accommodations are available upon request. Dial 711 for Idaho Relay Service.

Code 1S	Supplemental State Record - Employee Information
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Location	Field	Length	Remarks
1-2	Record Identifier	2	Constant "1S"
3-11	SSN	9	Employee's Social Security No.
12-31	Employee Last Name	20	
32-46	Employee First Name	15	
47-47	Employee Middle Initial	1	
48-55	Date of Hire	8	First day of paid work (mm/dd/yyyy)
56-84	Employee Address	29	
85-102	Employee City	18	
103-104	Employee State	2	
105-109	Employee Zip	5	
110-114	Employee Zip Extension	5	Hyphen + four digit code in position 110
115-123	Federal Account No. (FEIN)	9	
124-124	Not used	1	
125-126	Work State Code Ident.	2	FIPS Postal numeric code
127-128	Not Used	2	

You need only one 2S Record for all employees reported for that Federal Employers Identification Number (FEIN). If you are reporting 80 employees who have wages reported under 4 FEINs, you should have 4 2S Records in the file. The order of the 2S Records does not matter. We will match the 2S Record by FEIN to the 1S Record.

Code 2S	Supplemental State Record - Employer Information
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Location	Field	Length	Remarks
1-2	Record Identifier	2	Constant "2S"
3-12	Idaho Unemployment Ins. No.	10	Idaho only, otherwise no fill
13-21	Federal Account No.(FEIN)	9	
22-41	Employer Name	20	
42-70	Employer Address	29	
71-88	Employer City	18	
89-90	Employer State	2	
91-95	Employer Zip	5	
96-100	Employer Zip Extension	5	Hyphen + four digit code in position 96
101-128	Not Used	28	



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Excel Spreadsheet for New Hire Reporting

A. Open a new spreadsheet

1. Turn Caps Lock on
2. Format **sheet 1** for the **1S** record.
3. All column widths have to be set as specified in the **1S** records.
4. Format the spreadsheet as text.
5. Enter the **Employee** information as per the **1S** record.

B. Go to sheet 2

1. Format **sheet 2** for the **2S** record.
2. All column widths have to be set as specified in the **2S** records.
3. Format the spreadsheet as text.
4. Enter the **Employer** information as per the **2S** record.
5. Save this file to your hard drive as **newhire.xls**

C. Save 1S and 2S sheets

1. Go to sheet 1.
2. Save sheet 1 as Type: **Formatted Text (space delimited)** (file name “**newhire1.prn**”).
3. Go to sheet 2.
4. Save sheet 2 as Type: **Formatted Text (space delimited)** (file name “**newhire2.prn**”).

D. Combine the two files to newhire.txt

1. Rename “**newhire1.prn**” as “**newhire.txt**” (make sure your settings allow you to change file extensions).
2. Rename “**newhire2.prn**” as “**newhire2.txt**”
3. Open **newhire2.txt**, select all (CTRL-A) and copy (CTRL-C)
4. Open **newhire.txt**, and paste (CTRL-V) the copied information from **newhire2.txt**
5. Save the file **newhire.txt**.

**** We need only one 2S record for each Federal Employer Identification Number (FEIN)

**** CDs and Diskettes are not returned