

7/8/09

The Local Health Personnel Branch has received notification concerning the regulatory responsibility to report all new hires.

Please see the attached letter regarding reporting new hires. The letter states that all new hired or re-hired employees back to September 1, 2008 need to be reported.

However, the LH Personnel Branch has investigated this date further and the reporting date is actually January 1, 2009. All new or re-hired employees need to be reported to the Kentucky New Hire Reporting office. The report should include: Employer FEIN, Employer Name, Employer Address and Employee SSN, Full Employee Name and Employee Address. (Please see attached letter listing information).

This information can either be mailed to their office in Atlanta, Georgia (address given on letter), faxed to: 800-817-0099 or entered onto the website at www.kynewhire.com. This information cannot be called or e-mailed in.

Please contact your Human Resource Administrator or call the 800# provided on the letter for questions.

Thank you,

Tonya Shankle

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"Happiness is a direction, not a destination."



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