

R Employer Reporting - Standard Reporting

[REVISION 01](#)
(07/01/07 - 09/30/07)

Employers are encouraged to report to **DES** any new hires and rehires within 15 days of the date of hire. This ensures that **DCSE** is able to process wage assignments in a timely manner. DCSE sends the information to **FAA** Systems. FAA Systems places the New Hire Report (CR070) in **SAR**. The CR070 must be printed and worked by local office staff weekly.

The CR070 is sorted by Site Code, Case Number, Unit and Caseload with totals by Site Code, Region and State.

The SSN, as reported to the employer, is matched to **AZTECS**. When a match is found, the report lists the following information:

- The participant's name and address
- Date the employer reports the new hire
- The employer's name and address

WARNING

The CR070 may list an SSN that belongs to a child. When this occurs, see [Employee Using A Child's SSN](#).

The local office assigns the change through **ACTS**. Use the Employer Reporting (ER) code.

When completing the Employer Reporting change, contact the employer to obtain verification of the following:

- Frequency of pay
- How many hours are worked
- Rate of pay per hour
- Pay period ending dates
- Actual pay dates

When a collateral contact to the employer cannot be completed, send the [C005 notice](#) to the **PI**. Request that they provide verification to effect the change.

When the participant does not respond, deny and send the appropriate program notice:

Failure to respond is considered noncooperation. Stop benefits using the VI Denial or Closure Reason Code.

- For CA, the [A200 notice](#)
- For FS, the [F200 notice](#)
- For MA, the [M200 notice](#)

When the information request is returned to FAA by the U.S. Postal Service, see [Returned Mail](#).

FAA may become aware of a new source of earned income for a participant. When this occurs and there is already known budgeted earned income for the same participant, complete both of the following:

- Verify the new earned income
- Verify any other earned income that will continue for that participant