

Iowa Centralized Employee Registry

Work-based Learning Guide 2016

Iowa Employee Registry

Section 252G of the Iowa Code establishes a Centralized Employee Registry for the State of Iowa. Employers must report all new hires or rehires. The law is effective for any employees hired or re-hired on or after January 1, 1994.

Employers must report hiring or rehiring of all employees, age 18 or older, within fifteen days of the hire or rehire. Employers *may* report employees who, on the date of hire or rehire, are under eighteen years of age.

Reports must include the following information:

- Employer's name, address, and federal identification number;
- Employee's name, address, and Social Security number;
- Information about whether the employer has employee dependent health care coverage available and the appropriate date on which the employee may qualify for the coverage;
- The address to which income withholding orders or the notices of orders and garnishments should be sent;
- Employee's date of birth.

For more information and Iowa new hire reporting, call 515-242-5811 or 515-281-8933.