



Alabama New Hire Reporting Application – User Guide

The main functions of the application:

- Employers must register and verify their email address using Multi-Factor Authentication (MFA) with a one-time PIN when accessing the Alabama New Hire Reporting Application.
- Employers can report new hires by completing a manual entry form or uploading a bulk file.
- Employers can edit new hire records until 3:30 PM on the same day they are submitted.
- Employers can view and export their reported employee history from the date - the reporting app was launched into production (2025).
- Employers can manage their profile and registration details, as well as oversee company filers, with a limit of five filers per company FEIN.
- Employers may contact the Alabama Department of Workforce (ADOW) to request reported new hire records if the reported date is prior to the implementation of this new version of the Alabama New Hire Application.

Employer New Hire Non-Compliance

The Alabama Department of Workforce has begun enforcement of the Employer New Hire Reporting Law. To avoid citations, please review your records and report all newly hired (not previously employed or previously employed but has returned to work after being separated for 60 consecutive days) or recalled employees within the last 12 months from the current date. **Failure to report new hires in the future may result in the assessment of the \$25.00 penalty per occurrence.**

Alabama New-Hire Registration

Company Information

FEIN	EAN	BusinessName	Mailing Address 1
<input type="text" value="Must be 9 digits"/>	<input type="text" value="Must be 10 digit!"/>	<input type="text"/>	<input type="text"/>
			Address 2
			<input type="text"/>
City	State	Zip	Phone Number
<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Must be 5 or 9 digit!"/>	<input type="text" value="(123) 456-7890"/>
Fax Number(include the area code)			
<input type="text"/>			

Contact Information

Contact Person	Title	E-Mail Address	
<input type="text" value="FirstName LastName"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Submit"/> <input type="button" value="Clear"/>

Employer Registration and Login:

Employers must enter their company FEIN and press the "Tab" or "Enter" key. If the employer has an EAN, the EAN input field will become active and must be completed; otherwise, it will remain grayed out and unnecessary. For secondary employers, the EAN must be entered and must match the record on file.

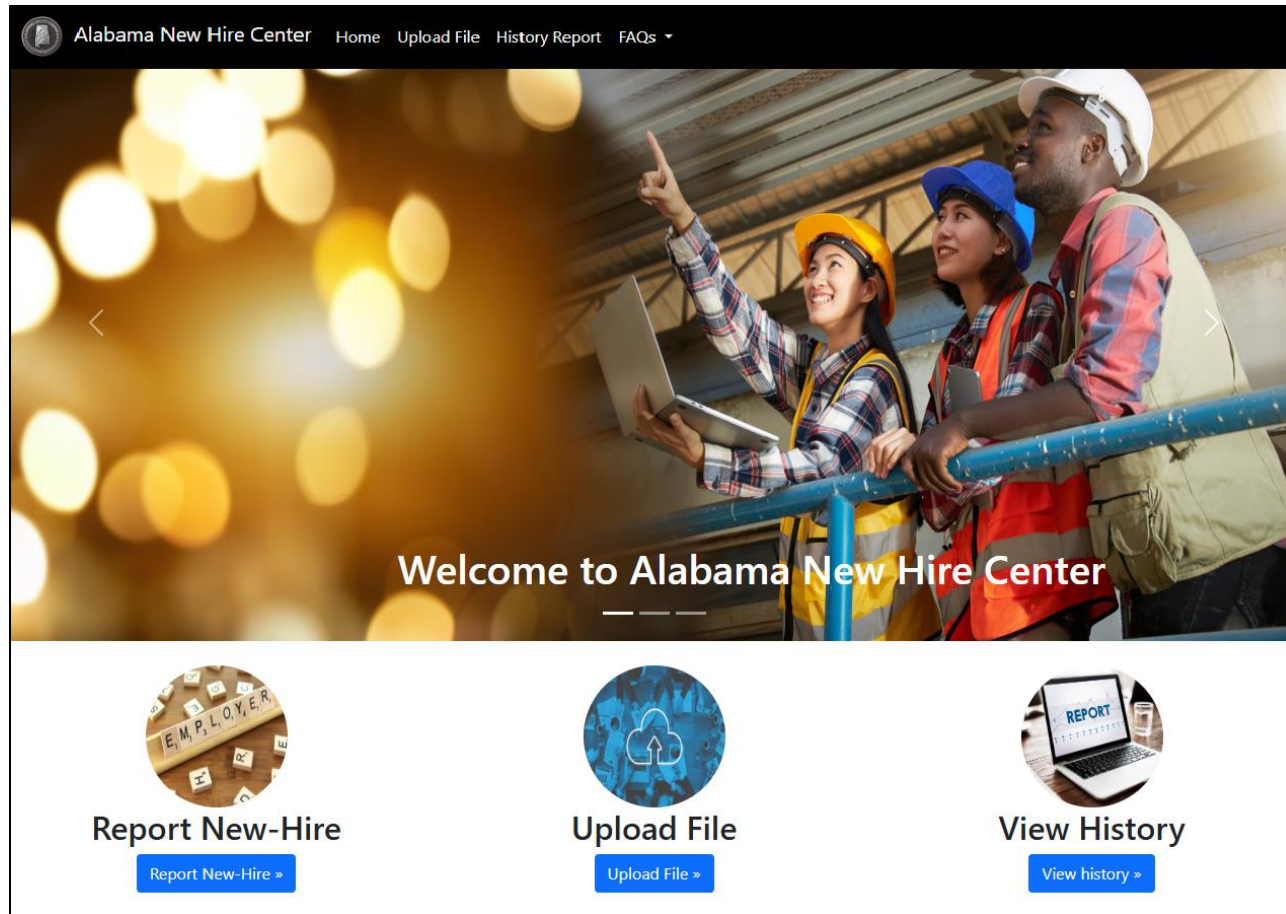
Once the registration form is completed, a One-Time PIN (OTP) will be sent to the email address provided. Employers must enter the six-digit OTP to verify registration. For each login attempt, employers must use the registered email address and retrieve a new OTP from their email account to authenticate access.

LOG IN

Enter Account Email

LOG IN

Enter your OTP

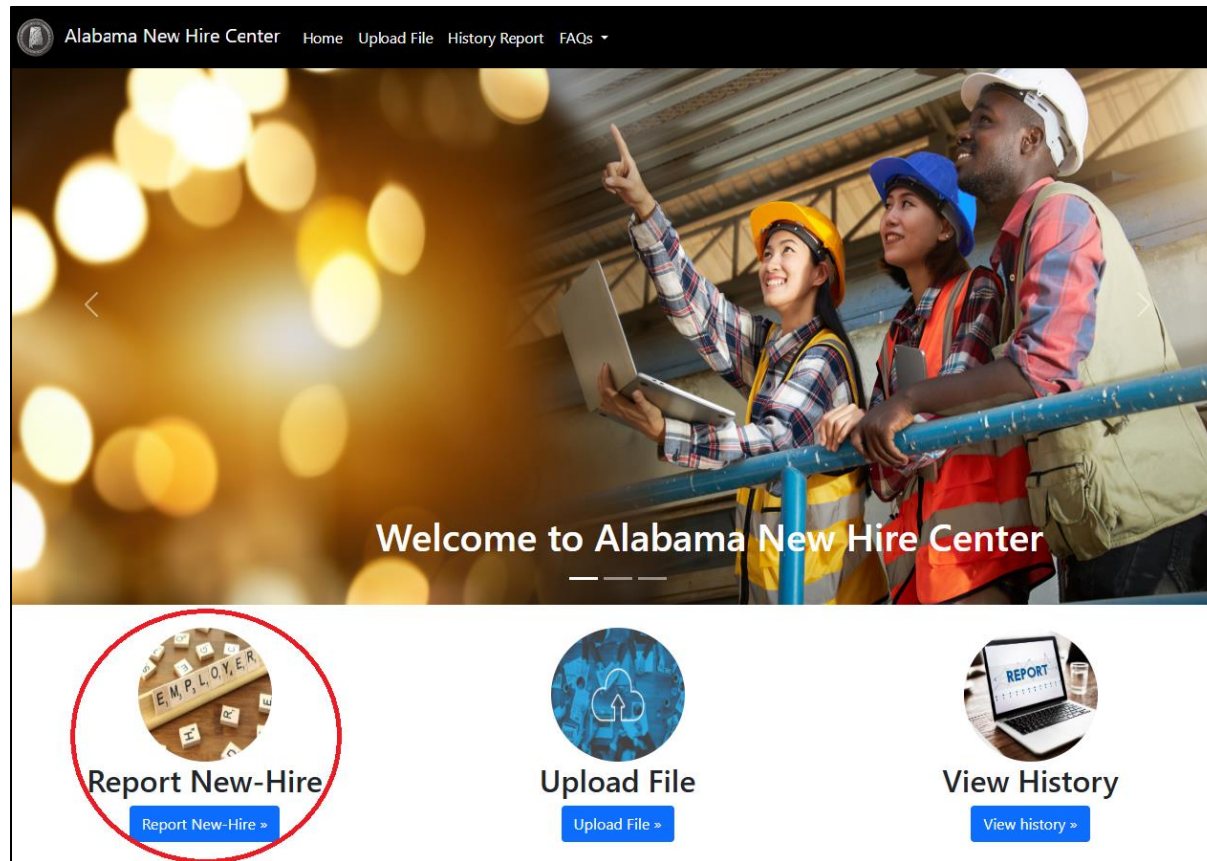


Using the New Hire Reporting Application:

Once logged in, employers can:

1. Report new hires by manually entering employee details into a digital form or uploading a file.
2. View and export reported employee history from the date the system was launched (2025).
3. Manage their profile details and filer's information.

Employers can access these services via the homepage's blue buttons of each service or the menu bar.



Manually Entering New Hires:

To manually report a new hire:

- Click the "Report New-Hire" button.
- The "Alabama New-Hire Reporting" screen will display all registered employers associated with the same email address.
- To view past reported employees, navigate to the "View History" page from the menu bar.

The "Report New Hire" screen:

Alabama New-Hire Reporting

Choose contact name:

-- Select--

Records per page: 5

--- Search ---

FEIN	EAN	Primary Business Name	Branch Name	Address	City	State	Zip	Report NewHire
000000010	9900002700	Company A	Location 11	3800 NORTH ROBERT STREET	SAINT PAUL	PA	551011182	
000000010	9900003700	Company A	Location 12	P O BOX 25903	RALEIGH	NC	276115903	
000000010	9900005400	Company A	Location 22	2900 Asp Ave, G2002	Montgomery	AL	124320054	
000000010	9900005600	Company A	Location 23	190 SW Street, G2002	Montgomery	AK	234540006	
000000010	9900003200	Company A	Location 24	190 SW Street, G2002	Montgomery	AL	234350000	

123Next

Register New Employer

- Select the company you are reporting for by clicking the green icon in the “Report New Hire” column.

The "Alabama New-Hire Electronic Filing System" screen:

Alabama New-Hire Electronic Filing System

Contact Person

Amit Patel

Employer Section

FEIN: 000000010

EAN: 9900002700

Employer Name: Location 11


[Change Employer](#)

Employee Section

[Report New-Hire](#)

Records per page: 5 ▾

Note: You can Edit records until 3:30pm today.To view the history, please go to "History Report" from Menu bar.

SSN	Last Name	Middle Name	First Name	Full Address	City	State	Zip	Activity	Work Indicator	Action
5454	Gurung	K	Lil	Kingstone Street	Montgomery	AL	36116-0000	06/03/2025	Rehire	 
7687	Howard	James	Sam	34th Magic Street	Norman	AR	36116-0000	08/18/2023	Rehire	 
3783	Jackson		Corey	PO Drawer 160	Alexander City	AL	35010-0000	06/05/2023	New Hire	 
3783	Jackson		Corey	PO Drawer 160	Alexander City	AL	35010-0000	06/05/2023	New Hire	 
3783	Jackson		Corey	PO Drawer 160	Alexander City	AL	35010-0000	06/05/2023	New Hire	 

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- The "Alabama New Hire Electronic Filing System" screen will display employees reported on the current day. Employers can edit or remove records until 3:30 PM by clicking the blue (edit) or red (delete) button under the "Action" column. After 3:30 PM, the list resets and the reported employee records are no longer available for modifications.

To manually add a new hire:

- Click the “Report New-Hire” blue button from the Alabama New-Hire Electronic Filing System screen.
- Fill in the required fields in the “Report New-Hire” popup form.
- Click "Save" to add the employee to the list.

Report New-Hire

SSN

☐ Show SSN

First Name

Middle Name

Last Name

Full Address

City

State
Select

Zip Code

Activity
mm/dd/yyyy

Work Indicator
Select

Cancel

Clear


Save



Viewing Employee History:

Employers can view the employee history by clicking the "View History" button or by clicking History Report tab from the menu bar.

- If multiple employers are linked to the account, the employer must select one to view its reported employees.
- If there is only one employer, the history page will open directly.

Alabama New Hire CenterHomeUpload FileHistory ReportFAQs

Alabama New-Hire History

Company Name:

Submit

Alabama New-Hire History

Employer
FEIN: 999999999
Employer Name: Active Gym Inc

Select Report Date

Start Date
mm/dd/yyyy



End Date
mm/dd/yyyy

Filter

Records per page:

10

--- Search ---

SSN	Full Name	Work Indicator	Activity	Report Date	Contact Name	View
XXX-XX-6786	Bellic, Niko Roman	Rehire	04/15/2025	04/15/2025	Amit Patel	
XXX-XX-3455	Smith, Kalara M	New Hire	04/15/2025	04/15/2025	Amit Patel	

←

Export

- Employers can search for employees and filter records by reported date.
- Reports can be exported in CSV format by clicking the “Export” button at the bottom right corner. By selecting the green "PDF" icon next to each employee's record for individual export in PDF.

This is a sample of an individual new hire employee exported. (PDF format)

Alabama New Hire Employee Report

Report Summary

Employee Detail

Date: 4/14/2025

SSN: XXX-XX-7698

Name: Portman, Linda L

Address: 2900 Oak Tree Ave, Montgomery, AL, 36616-0000

Work Indicator: Rehire

Activity: 01/19/2024

Report Date: 01/23/2024

Employer Detail

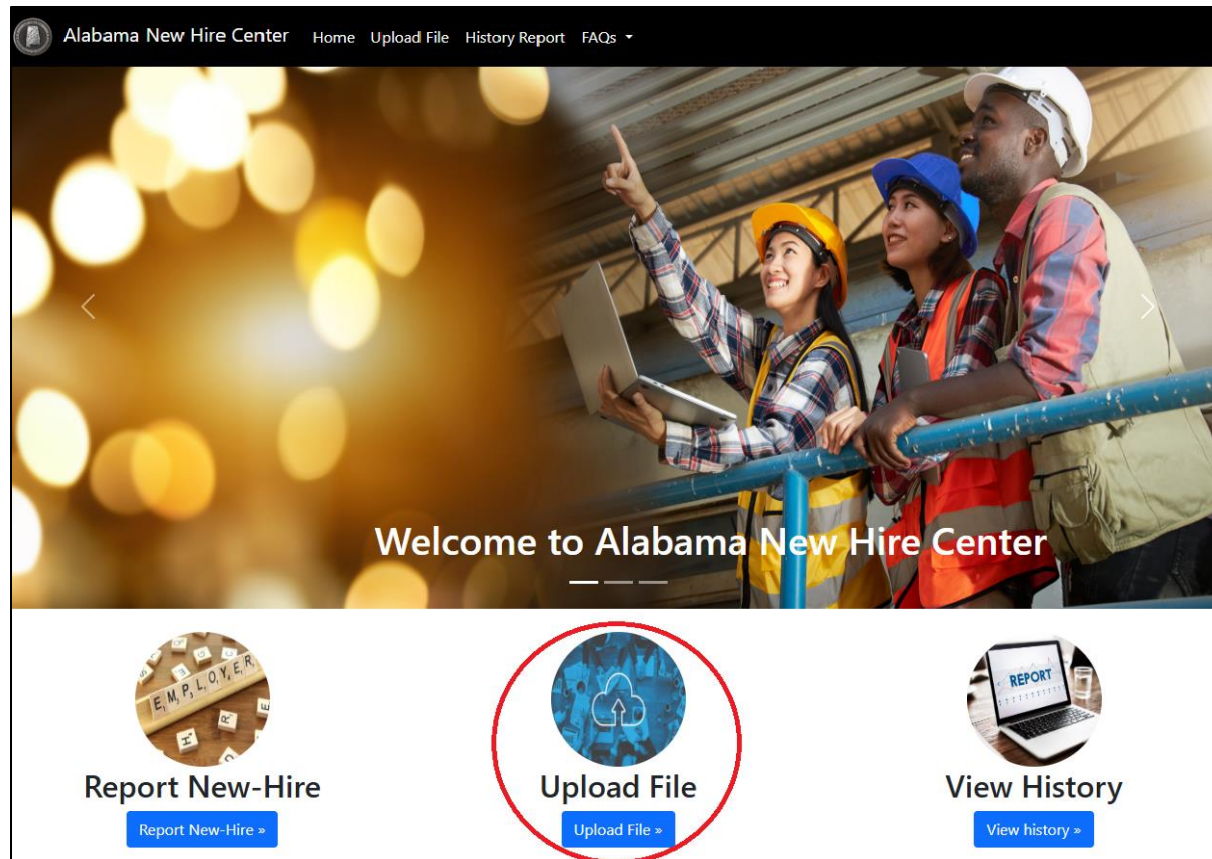
FEIN: 63-0499227

EAN: 0029854180

Contact Name: Michael Jordan

Contact Email: ongyallama30@gmail.com


Contact Phone: (234) 354-6575



Uploading a File for New Hire Reporting

To submit a bulk upload file:

- Click "Upload File" from the menu bar or home page.

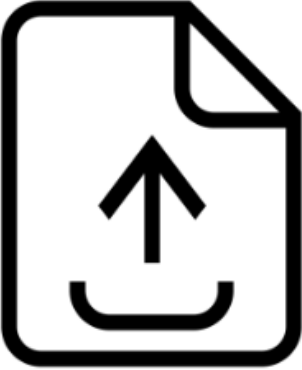
 Alabama New Hire Center Home Upload File History Report FAQs ▾

Alabama New Hire File Upload

Choose Your name:

-- Select --

Submit



Choose File

No file chosen

Upload

Cancel

- Select the uploader's name.
- Choose a .TXT or .CSV file for upload.
- Click "Choose File" to select the file, then click "Upload."

The system will validate the file upon submission:

- If records fail validation (e.g., 50 out of 52 records are valid), the employer can edit or remove the incorrect records.
- Employers may proceed with valid records and upload corrections later.
- Invalid records can be corrected in real-time by clicking the green edit (pencil) icon or downloaded as an error list for future corrections.
- Once errors are resolved, the corrected records can be re-uploaded.
- After successful uploading, a confirmation message appears, and employers can download the "Confirmation Detail" by clicking the green save button.





New Hire Upload File

One or more errors have been identified in the file. Pressing "Cancel" button will prevent the file from being processed, and you will be required to re-upload it again.

- Option 1: You can edit or remove the error record(s) from the file by clicking the "Edit" or "Remove" icons.
- Option 2: You may download the error list, update your original file, and re-upload it. **Please download the error list before clicking the "Cancel" or "Delete All" button.**

Pending Records: 50 Error Records: 2 Total Records: 52

Upload Referece Number: 49561820251424250

SSN	Error Reason	Action
XXX-XX-7765	Work indicator must be either R, W, or N	 
XXX-XX-7994	Work Indicator is required	 

Download Error List

CancelDelete All

This is a sample of the records that did not pass the validation and are on the error list.

Alabama New-Hire Upload File Error List

Upload Reference Number: 4726132025150693

Date: 6/13/2025

SSN	Error Reason
XXX-XX-7765	Work indicator must be either R, W, or N
XXX-XX-7994	Work Indicator is required

Ready to submit the following records?

Total Pending Records:52 **Total Error Records:** 0 **Total Records:** 52

Upload Reference Number: 49561820251424250

Do you want to submit the Pending records?

Yes

No



Uploaded File Successfully!

Click OK to proceed.

OK

This is a sample of the confirmation page.

File Uploaded Successfully

Click on the "Save" button to save a copy of the file upload confirmation for your records.

Total Records: 52

Total Records Removed: 0

Total Records Processed: 52

Upload Reference Number: 49561820251424250

Save

← Home

Employers can download the Confirmation Details.

Alabama New-Hire File Upload Confirmation Details

Confirmation Number: 4726132025150693

Date: 6/13/2025

Records	Total
Processed	52
Removed	0
Total Original Uploaded	52

ADOW New Hire Unit
newhire@labor.alabama.gov, (334) 206-6020

Sample of the “File Upload Confirmation Detail” page.

FILE REPORTING FORMAT
FOR ALABAMA NEW HIRE DATA

PUNCTUATION MARKS SHOULD NOT BE USED IN ANY FIELDS, EXCEPT AS NOTED BELOW.

LOCATION	FIELD	LENGTH	DESCRIPTION & REMARKS
1-9	Social Security Number	9	Employee's Social Security Number (DO NOT INSERT HYPHENS)
10-19	Account Number**	10	10-digit UC Tax Account Number (DO NOT INSERT HYPHENS)
20-25	Activity Date	6	First day of work or date of job refusal (MMDDYY) NOTE: This date should be the first day the employee did or would have physically reported to worked and not more than 365 days prior to this date
26	Indicator	1	Enter "N" - New Hire Enter "R" - Recall Enter "W" - Work Refusal
27-53	Employee's Name	27	Last/First/Middle Initial (Insert slashes as shown)
54-83	Employee's Street Address	30	Employee's Mailing Address
84-103	Employee's City Name	20	City Name of Employee's Address
104-105	Employee's State Name	2	State Name of Employee's Address
106-114	Employee's ZIP + 4 ZIP Code	9	9-digit ZIP Code of Employee's Address (If Last 4 Digits Are Unknown, Enter 0's) (DO NOT INSERT HYPHEN)
115-123	Employer's FEIN	9	9-digit Federal Identification Number (DO NOT INSERT HYPHEN)
124-143	Employer Name	20	Employer's Name (Abbreviate when possible)
144-157	Employer Address	14	Employer's Address (Abbreviate when possible)
158-168	Employer City	11	Employer's City
169-170	Employer State	2	Employer's State
171-175	Employer ZIP	5	Employer's 5-digit Zip Code
176-200	Blanks	25	In-House Use
** Alabama Department of Labor Unemployment Compensation Tax Account Number recorded in the upper right corner of the UCCR4 and UC10R forms. If not applicable, enter 0's.			

Sample of .Txt file format.

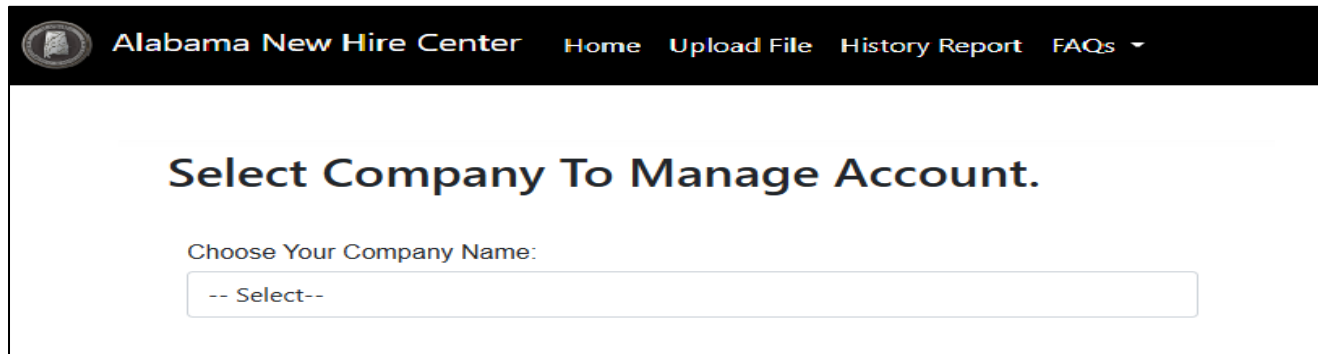
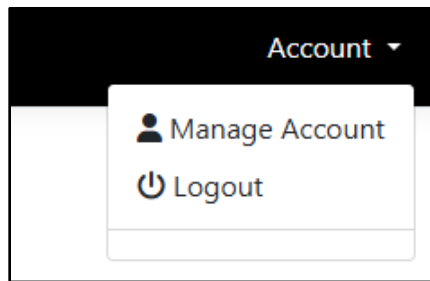
[illegible]

Sample of .CSV file format

Managing Employer Account:

To manage account settings:

- Click "Account" in the upper right corner of the homepage.
- Select "Manage Account" from the dropdown menu.
- Select the Company from dropdown.
- On the "Manage Account" page, employers can update account information and manage their filer list (limited to five filers per employer).


A screenshot of a web application page. At the top, there is a dark blue header bar with the Alabama New Hire Center logo and the text "Alabama New Hire Center". To the right of the logo are links for "Home", "Upload File", "History Report", and "FAQs". Below the header, the main content area has a light gray background. It features a large heading "Select Company To Manage Account." followed by the text "Choose Your Company Name:". Below this text is a white dropdown menu with the text "-- Select--".

- Employers can edit account details by clicking the green “Edit” button.
- To remove a filer, click the red “Remove” button; to add a filer, click the green “Add” button and fill the form.


Manage Account









Account Detail

FEIN: 99-9999999
EAN: 0320097665
Business Name: Active Gym Inc
Full Address: 500 Kelly Circle
City: Montgomery
State: AL
Zip:36116-0000



Manage Contact



Name	Title	Email	Phone Number	Action
Amit Patel	HR	karma.gurung@labor.alabama.gov	344-567-8912	<div></div>
John Oliver	Operator	oliver123@gmail.com	344-656-7898	<div></div>
Harry Potter	Team Lead	potter2@gmail.com	235-456-7891	<div></div>
Ron Weasley	Admin	ron22@gmail.com	344-656-7898	<div></div>

