# 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 enforces the Employer New Hire Reporting Law. To avoid citations, please review your records and report all newly hired or recalled employees within the last 12 months from the current date. This does not include previously employed or recently rehired employee (for the last 60 consectutive days). **Failure to report new hires in the future may result in the assessment of a $25.00 penalty per occurrence.**

### Alabama New-Hire Registration

#### Company Information

**FEIN**
Must be 9 digits

**EAN**
Must be 10 digit!

**Business Name**

**Mailing Address 1**

**Address 2**

**City**

**State**
Select

**Zip Code**
Must be 5 or 9 digits

**Phone Number**
(123) 456-7890

**Fax Number (include the area code)**

#### Contact Information

**Contact Person**
FirstName LastName

**Title**

**E-Mail Address**

Submit    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**

Submit    SignUp

### LOG IN

**Enter your OTP**

Submit
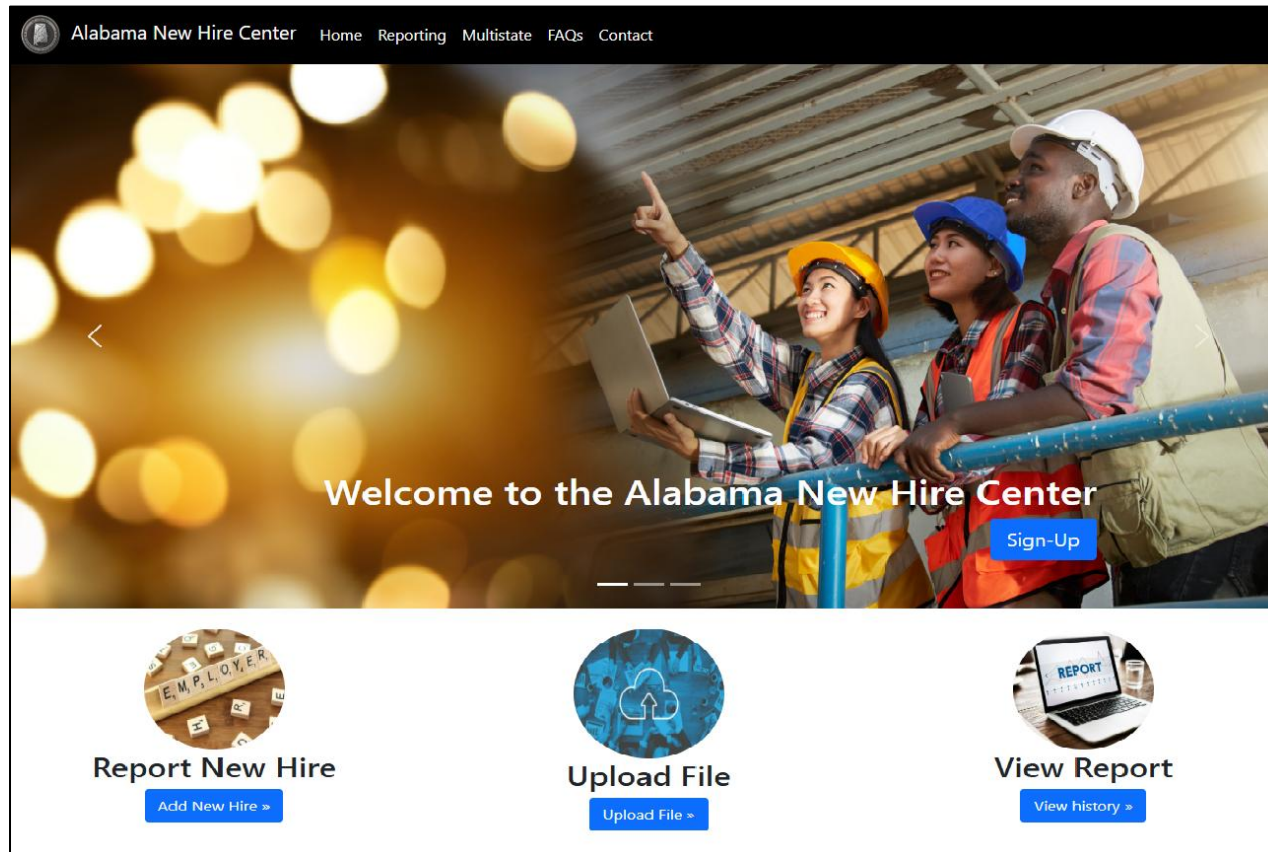
**Using the New Hire Reporting Application:**

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.
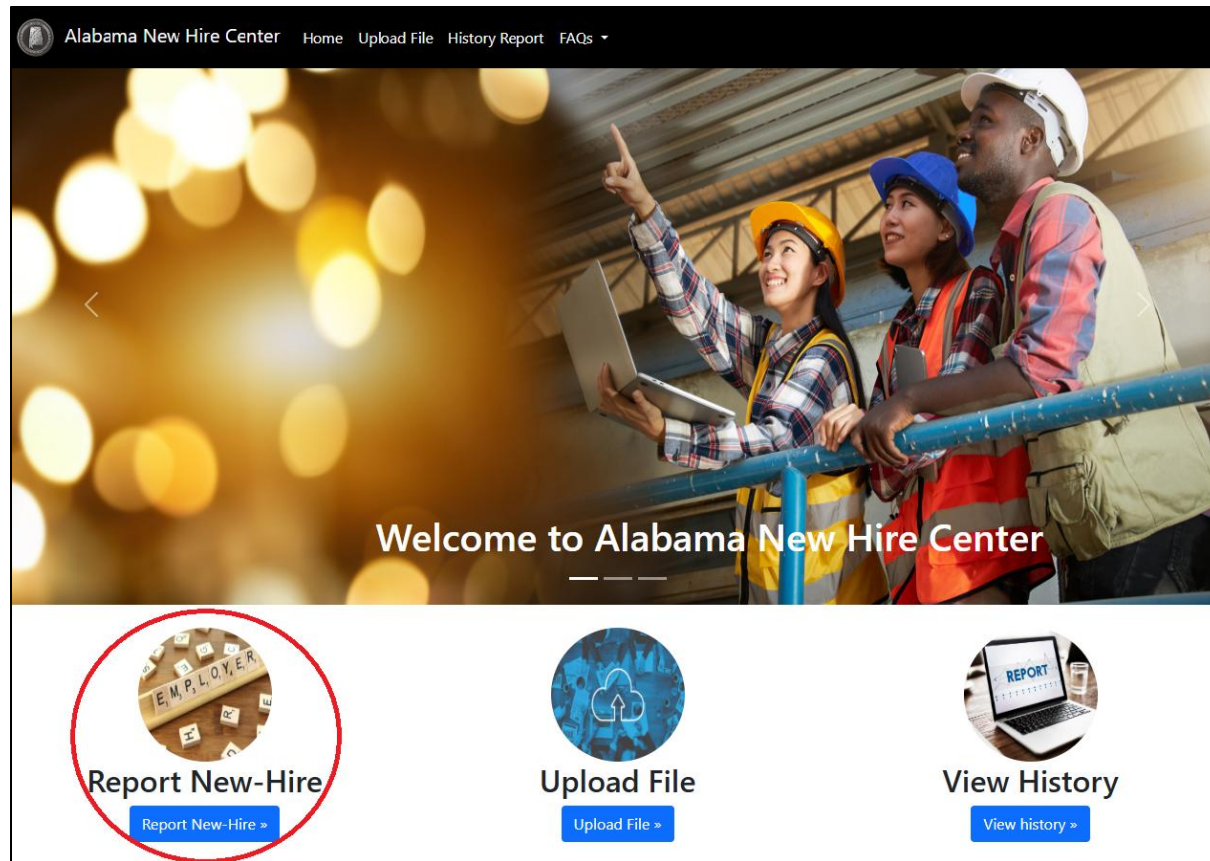
**Manually Entering New Hires:**

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 | 👤+ |

1  2  3  Next

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 | |

Previous  1  2  3  Next                                                                                    ←

- 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.

- 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

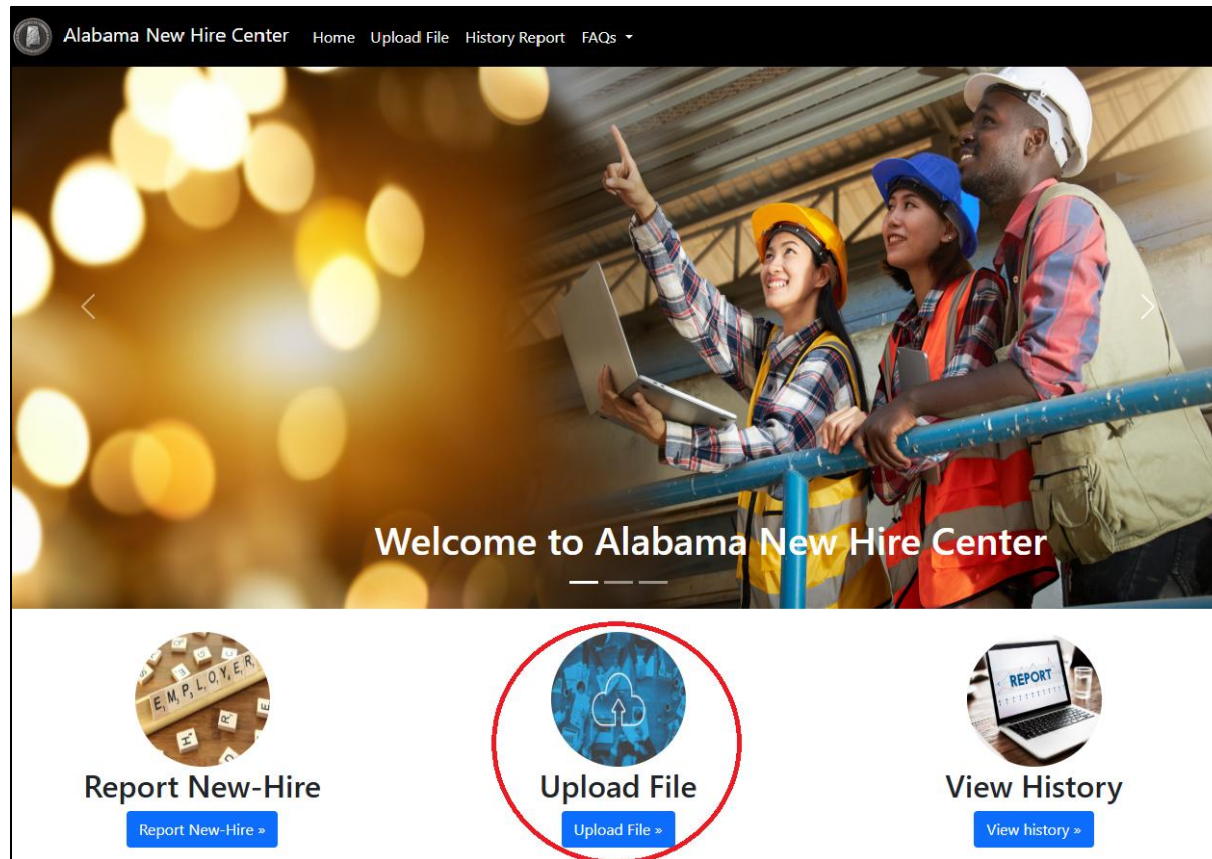Activity: 01/19/2024

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

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

**Uploading a File for New Hire Reporting**

To submit a bulk upload file:

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

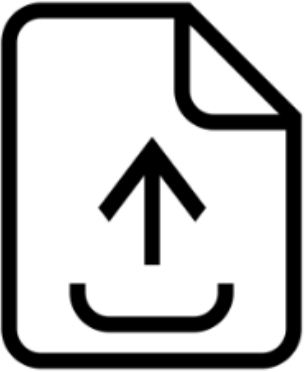# Alabama New Hire Center   Home   Upload File   History Report   FAQs ▾

## 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                                                                    Cancel    Delete 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)**<br><br>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<br><br>Enter "R" - Recall<br><br>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<br><br>(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.
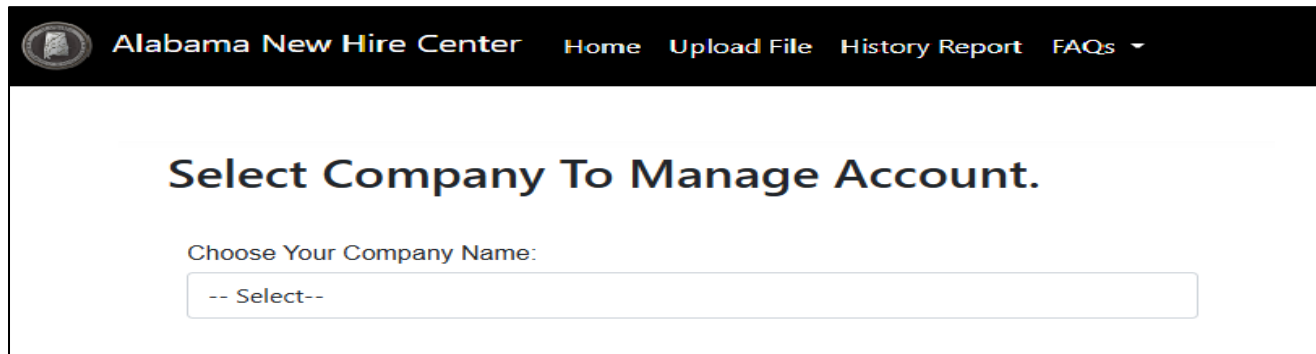
Sample of .Txt file format.

| SSN (9)NO HYPHENS | Account Number (10)NO HYPHENS | Activity Date (6)MMDDYY | Indicator (1) "N"=NEW HIRE "R"=RECALL "W"=WORK REFUSAL | Employee's Name (27)INSERT SLASHES (LAST/ FIRST/MIDDLE INITIAL | Employee's Street Address (30) | Employee's City Name (20) | Employee's State Name (2) | Employee's Zip + 4 Zip Code (9)NO HYPHENS | Employer's FEIN (9)NO HYPHENS | Employer Name (20) | Employer Address (14) | Employer City (11) | Employer State (2) | Employer ZIP (5) | Blanks (25) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 111111111 | 9987654321 | 060420 | R | Doe/Jane/T | 333 No name Rd | Arab | AL | 361173232 | 345678901 | Big Hire | 888 Come in St | Arab | AL | 36117 | |
| 222222222 | 1234567890 | 071320 | N | Smith/John/E | 184 My Rd. | Opp | AL | 361225847 | 582647913 | BHAM | 444 Here Lane | Opp | AL | 36122 | |

★ NOTE: You MUST change ALL column properties to "text"

BLACK verbiage in Blue highlighted area = type of info required in that cell
RED (#) = Maximum allowed spaces within that cell

★ NOTE: DO NOT include the sample data in rows 2 & 3 (Delete and insert your own information)

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).
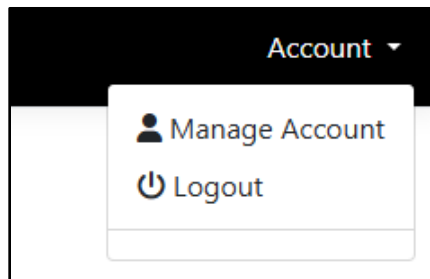
- Employers can edit account details by clicking the green "Edit" button.

- 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:** 0324088120
**Business Name:** Hard Rock
**Full Address:** Monroe St
**City:** Montgomery
**State:** AL
**Zip:**36116-0000

## Manage Contact

| Name | Title | Email | Phone Number | Action |
|------|-------|-------|--------------|--------|
| Paula Smith | Admin | newhiretest25@gmail.com | 344-456-1234 | |
| Harry Potter | HR | harry12@gmail.com | 334-987-1234 | |
| Ronaldo Smith | Operator | smith2@gmail.com | 334-987-1234 | |
| Ron Weasley | VP | ron22@gmail.com | 344-567-2456 | |