New Hampshire
Employment
Security
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State of New Hampshire
DoIT
DEPARTMENT OF
INFORMATION TECHNOLOGY

File NEW HIRE Reports

Information required on each entry:

- **Social Security Number** - must be entered as a 9-digit number, no hyphenation. If the SSN is not available fill with zeros. Example: 333115555
- **Employee Last Name** - max of 35 alphanumeric spaces, no punctuation (commas, periods, hyphens), any leading letters (O, D, etc.) must not be separated from the rest of the last name by a blank but can be separated by an apostrophe. Sr. Jr. and numeric designation must follow the last name. Examples: JONES, JONESJR, SMITHIII, OCONNELL, O'CONNELL.
- **Employee First Name** - max of 35 alphanumeric spaces, no punctuation (commas, periods, hyphens), any leading letters (O, D, etc.) must not be separated from the rest of the first name by a blank but can be separated by an apostrophe.
- **Employee Middle Initial** - Not required.(leave column blank if none).
- **Employee Home Address** - max of 35 alphanumeric spaces.(PO Box not allowed)
- **Employee Secondary Address** - Not required.(leave column blank if none).
- **Employee City.**
- **Employee State** - State two letter abbreviations.
- **Employee Zip Code.**
- **Country Name** - Country two letter abbreviations.
- **First Day of Work**- (mm/dd/yyyy)
- **Work State** - State two letter abbreviations.
- **Hire Type** - Enter W for Worker and I for Contractor.
- Upload via CSV file (see Excel conversion to CSV instructions and template at New Hire upload page)