



NEW HIRE DIRECTORY  
 PO BOX 3510  
 TOPEKA, KS 66601-3510

KANSAS DEPARTMENT OF HUMAN RESOURCES

INFORMATION

888-219-7801 EXT 100  
 IN TOPEKA 296-5025

FAX

888-219-7798  
 IN TOPEKA 291-3423

# NEW HIRE REPORT

## SECTION ONE

### EMPLOYEE CERTIFICATION

PRINT OR TYPE

NAME \_\_\_\_\_ SOCIAL SECURITY NUMBER - - - - -

HOME ADDRESS \_\_\_\_\_  
 STREET \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

ARE YOU CURRENTLY OR HAVE YOU BEEN ORDERED BY A COURT TO PAY CHILD SUPPORT?  YES  NO  
 I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF KANSAS THAT THE FOREGOING IS TRUE AND CORRECT.

DATE SIGNED MM-DD-YY \_\_\_\_\_ EMPLOYEE'S SIGNATURE \_\_\_\_\_

## SECTION TWO

### EMPLOYER CERTIFICATION

EMPLOYER Wichita State University FEIN 48 - 6029925  
 BUSINESS OR TRADE NAME FEDERAL EMPLOYER'S ID NUMBER

HOME ADDRESS 1845 Fairmount \_\_\_\_\_  
 STREET SUITE \_\_\_\_\_  
Wichita \_\_\_\_\_ KS \_\_\_\_\_ 67260  
 CITY STATE ZIP

TELEPHONE \_\_\_\_\_  
 VOICE \_\_\_\_\_ FAX \_\_\_\_\_

CONTACT \_\_\_\_\_  
 NAME TITLE

## SECTION THREE

### REPORTING OPTIONS

IF THE EMPLOYEE ANSWERS **YES** TO THE CHILD SUPPORT QUESTION IN SECTION ONE, THIS REPORT MUST BE SUBMITTED TO THE ADDRESS OR FAX AT THE TOP OF THIS REPORT WITHIN 20 DAYS OF HIRING, REHIRING OR RETURN TO WORK OF THE EMPLOYEE.

IF THE EMPLOYEE ANSWERS **NO** TO THE QUESTION, THIS REPORT MUST BE RETAINED. AT THE END OF THE QUARTER **ALL** NEW EMPLOYEES ANSWERING YES **AND** NO MUST BE REPORTED ON THE QUARTERLY NEW HIRE SUMMARY, K-CNS 110.

INSTEAD OF COMPLETING THIS REPORT FOR EACH NEW EMPLOYEE TO DETERMINE IF THE EMPLOYEE IS SUBJECT TO A CHILD SUPPORT ORDER, EMPLOYERS MAY ELECT TO REPORT **ALL** NEWLY HIRED, REHIRED AND RETURNING EMPLOYEES WITHIN 20 DAYS. IF YOU CHOOSE TO VOLUNTARILY REPORT **ALL** EMPLOYEES WITHIN 20 DAYS, IT WILL BE UNNECESSARY TO FILE BOTH THIS REPORT, K-CNS 104, AND THE QUARTERLY NEW HIRE SUMMARY, K-CNS 110.

EMPLOYERS MAY USE THE FEDERAL FORM W-4, EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE TO VOLUNTARILY REPORT ALL EMPLOYEES. **THE EMPLOYER MUST COMPLETE BOXES 8 AND 10** ON THE W-4. COPIES OF THE WITHHOLDING CERTIFICATE MUST BE SUBMITTED WITHIN 20 DAYS OF HIRE, REHIRE OR RETURN TO WORK. EMPLOYEE INFORMATION IN BOXES 1 AND 2 MUST BE LEGIBLE AND COMPLETE.