

PURPOSE OF THIS DOCUMENT

The purpose of the National Directory of New Hires (NDNH) Guide to Data Submission is to provide all submitters of NDNH data with a means to easily locate information regarding their specific use of the NDNH system. The guide provides general information concerning the NDNH and its purpose, as well as broad technical information for data submission.

The NDNH Guide for Data Submission is written in a manner to make locating information as easy as possible. This document is divided into five parts.

Part 1 provides general information for the NDNH portion of the Federal Parent Locator Service. The guide supplies an introduction, an overview and the purpose of the NDNH. This part includes information about the environment in which the system will operate, technical support information, system functionality, security and privacy. Technical information about the application, Social Security Number (SSN) verification processing, data transmission software (CONNECT:Direct) and data storage completes this part of the manual.

Part 2 covers New Hire (W-4) reporting and includes a description of, and requirements for, the processing of W-4 data. This part provides information about transmitting data, W-4 records and their validation, updating W-4 data, data being returned to submitters, and Management Information (MI). This part ends with a section that includes a summary, conclusions and recommendations.

Part 3 covers Quarterly Wage (QW) reporting and includes a description of, and requirements for, the processing of QW data. This part provides information about transmitting data, QW records and their validation, updating QW data, as well as information on the data being returned to submitters and MI. This part ends with a section that includes a summary, conclusions and recommendations.

Part 4 covers Unemployment Insurance (UI) reporting and includes a description of, and requirements for, the processing of UI data. This part provides information about transmitting data, UI records and their validation, updating UI data, as well as information on the data being returned to submitters and MI. This part ends with a section that includes a summary, conclusions and recommendations.

Part 5 includes a number of appendices. These include sections about the Federal law, state, territory and foreign country abbreviations and codes, form copies and a list of acronyms. This section also includes an index.

Updates to this guide will be provided when changes are made to the NDNH system