



USAS-R Vendor New Hire

The Vendor New Hire program allows for reporting of independent contractors to the Ohio New Hire reporting center. Requirements and specifications can be found here: <https://newhire-reporting.com/OH-Newhire/default.aspx>.

The program will create a report listing all vendors with payments of at least \$2,500.00 for the calendar year based off the reported date entered. Vendors must have the "Report Status" field set to 'reportable' under the 'New Hire' section of the vendor record in order for the Vendor New Hire report to include them. Other Vendor fields that may be filled in include:

- ID# - SSN of business owner
- Birth Date – of business owner or individual vendor (note: this is *optional*)
- Begin Date
- Months

The report generated may be used to submit data to the New Hire Reporting Center. An outline of the proposed processing for Vendor New Hire reporting is available here.

The data pulls the calendar year data based on the current period. If your current period is January 2021 but you want a report of CY2020 data, you must temporarily change the current period to December 2020.

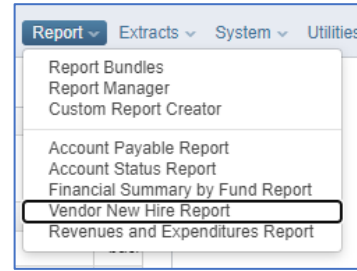
Go to **Core > Vendors** and use the **More** button to add these fields to your grid.

- ✓ Report Status
- ✓ Reported
- ✓ ID#
- ✓ Birth Date
- ✓ Begin Date
- ✓ Months
- ✓ Last Reported Date
- ✓ YTD Total

Column Selection	
<input type="checkbox"/>	id
<input checked="" type="checkbox"/>	Vendor #
<input checked="" type="checkbox"/>	Primary Name
<input checked="" type="checkbox"/>	Active
<input type="checkbox"/>	Account Number
<input type="checkbox"/>	Default Payment Type
▼	New Hire
<input checked="" type="checkbox"/>	Report Status
<input checked="" type="checkbox"/>	Reported
<input checked="" type="checkbox"/>	Id #
<input checked="" type="checkbox"/>	Birth Date
<input checked="" type="checkbox"/>	Begin Date
<input checked="" type="checkbox"/>	Months
<input checked="" type="checkbox"/>	Last Reported Date
▶	1099
▶	Ach Info
▼	Amounts
<input type="checkbox"/>	FYTD Taxable Total
<input type="checkbox"/>	FYTD Total
<input type="checkbox"/>	YTD Taxable Total
<input checked="" type="checkbox"/>	YTD Total

To filter and review vendors for the current calendar year.

To run the report, go to **Report** and select **Vendor New Hire Report** from the dropdown list.

A screenshot of the 'Vendor New Hire Report' configuration page. The page has a title 'Vendor New Hire Report' at the top left. Below the title, there are several fields and checkboxes: 'Reported Date' with a calendar icon and the value '2/14/20'; a checked checkbox for 'Projection Report?'; a checked checkbox for 'Calculate date payments begin (if blank)?'; an 'Available Vendors' dropdown menu; a 'Force vendors to be included' section with a checkbox and a 'Vendor' label; a 'Remove Selected' button; a checked checkbox for 'Show Report Options'; a 'Format' dropdown menu set to 'PDF (download)'; and a 'Generate Report' button with a download icon.

- **Reported Date:** This date is populated on the vendor's 'Last Reported Date' field when the actual option runs
- **Projection Report:** When checked, it will generate the report but, it will not update the 'reported' flag or 'last reported date' fields on the vendor record
- **Calculate date payments begin (if blank):** When checked, it will calculate the date payments began using the payment information from the current calendar year's disbursements. It will not auto populate the beginning payment date on the vendor's 'begin date' field. If unchecked, it will look for the 'begin date' field on the vendor record. If blank, it will generate an error on the report.
- **Available Vendors, Force Vendors to be included and Remove Selected:** From 'Available Vendors', you may select a particular vendor you want included on the report in order to force the vendor to be included on the report Use the 'remove selected' to

remove any from the list. After you have selected all vendors to be included, check the 'Force Vendors' box in order to include them on the report.

- **Show Report Options:** This option will include a cover page showing options chosen for generating the report.
- **Format:** Select format for output report. Defaults to PDF.
- **Generate Report:** Generates a current version of the report.

Sample Vendor New Hire report:

Vendor New Hire							
Employer EIN: 813116679 Cotton (Demo) Schools Tim McGuire, Treasurer 1795 Rains Park Patterson, OH 45084 *** This is a "pre-run" report only. Vendors have not been set to "Reported".							
Vendor #	SSN/FEIN	Independent Contractor's Name and Address	Birth Date	Date Payments Begin	Length of Time (months)	Warnings/Errors	
* 6	111223333	Murphy, Sean 714 Muirwood Blvd Thelma, OH 85858	2/18/1970	1/1/2018	0	Error: Length of time is blank. Vendor not reported.	

When the posting period is changed from December to January, the system looks at the Last Reported Date for vendors marked with a "Reportable" status and changes that "Reported" check box to unchecked since they have not yet been reported in the new current year (so all would start as unchecked in January). This means that districts do not have to run a program like VHRESET as they did in Classic – it will just happen automatically!

Go to the Ohio New Hire Reporting site <https://newhire-reporting.com/OH-Newhire/default.aspx> to submit the report.