

HRS1550 - New Hire Report

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The report and the associated file that can be created are used to report new hires to the Office of the Attorney General of Texas. The report lists employees whose employment dates fall between the user-provided beginning and ending dates. The **From Employment Date** is required. When the user clicks **Exception**, all employees whose information is incomplete and could not be included in the file are displayed (e.g., part of address missing). The file that is created by this report can be uploaded to the Office of the Attorney General of Texas. For additional information, go to the Office of the Attorney General of Texas website at https://portal.cs.oag.state.tx.us/wps/portal/NewHiresReportingMethods.

Parameter	Parameter Description
From Employment Date (MMDDYYYY)	Type the from employment date in the MMDDYYYY format. This is a required field.
To Employment Date (MMDDYYYY), or blank for ALL	Type the to employment date in the MMDDYYYY format, or leave blank to use all to dates.
Include SSN on Report? (Y/N)	Y - Include the employee's social security number on the report. N - Do not include the employee's social security number on the report. This is a required field.
Select Employee(s), or blank for ALL	Type the employee number separating multiple employee numbers with a comma. Or, click ⋮ to search for employees. Otherwise, leave blank to use all employee numbers.

❑ Click **Preview** to view the New Hire Report.

❑ Click **Create File** to generate the EINnhMMDDYYYY.txt file (where EIN is the **District Federal ID Number** on the Finance > Tables > District Finance Options > Finance Options tab, nh is new hire, and MMDDYYYY is the current system date).

Generate the report.