Employer New Hire Reporting

1. If you have an existing myAlaska account, you can either go to
   https://cssdapps.state.ak.us:8443/newhirereporting, sign into myAlaska and then skip to step 4 or go
   to the myAlaska link mentioned in the next sentence and select "Sign into myAlaska". If you don't
   have an existing myAlaska account, go to the myAlaska website at https://my.alaska.gov and create
   one by clicking on the "Register for a myAlaska Account" link on the same website and follow the
   instructions.

2. Once logged into myAlaska, click on "View Your Services" link and then "Submit employee hirings to CSSD" link under the "Services for Businesses" heading.

3. Click in the "I Accept the Privacy Agreement" if you would like to continue.

4. Enter your nine digit Federal Employer Identification Number (FEIN) on the following screen. The ten digit State Employer Identification Number (SEIN) is optional. Your employee's myAlaska account will be able to enter new hires for your FEIN until you request that we disallow it. Please contact our Employer Assistance Hotline at 269-6089 (toll free 877-269-6685) or email our New Hire Reporting customer service representative at dor.css.newhire@alaska.gov to have an employee's myAlaska account disassociated from your FEIN. Please provide your FEIN and the employees email address.

5. Once you have entered the FEIN you will be asked to verify your Company information, including the address of your Payroll Department. If you need to make corrections, you may do so. Please note the information you enter will not update the Department of Labor (DOL) database. The updated information will only be used for New Hire Reporting. Select Update/Save if you made updates, or Continue without Updating if you made no changes.

6. Once you have confirmed your employer information, you are taken to your Home page. At this point you may click on the "Add Employees" tab or "Add" link under Add Employees to begin entering new hire information. Both links are highlighted by green rectangles below. You may also return to update your employer information by clicking on the "Update Employer Information" or the "Update Info" link under Employer Info. Both links are highlighted by red ovals below. If you have a file of new hires to upload, you may do so by clicking on the "Upload" link, highlighted by a red plaque below under "Upload Employees". The upload function is also available on the Add Employees page. If you handle new employees for multiple employers (EINs), you can change to a different employer by selecting the "Change Employer" tab or selecting "Change" link under Change Employer. Both links are highlighted by blue hexagons below. To Logout at any time, you can select the "Logout" tab, highlighted by the purple circle below.

7. To add employees, enter the appropriate information in the required fields on the "Add Employee" tab. You can use the tab key to move from one field to the next. Click the "Add/Update" button when you have completed entering the employee information. A list of employees entered will be shown at the bottom of the screen. To edit or delete an employee in the list, click on their SSN and the information will be populated in the "Add Employee" tab. At that point you may change the data and click on the "Add/Update" button to update the information or click on the "Delete" button to delete the employee from the list. The list shows approximately the first twenty characters of the Last Name and Address Line 1 with .. to indicate the field contains more information and the first three characters for city. To view all fields for an employee in the list, mouse over the SSN. NOTE: The list of employees will NOT be submitted to CSSD *until* you select the "Submit List" tab and click on the "Submit List" button.

8. To upload new hire employees from a *file* in the required format (please refer to [New Hire Reporting Electronic File Format](#) for format and record length and please make sure the file has ANSI encoding), click on the "Upload File" tab. Browse to the file location and click on the "Upload" button. ***The file can only contain new hires for the EIN logged in. Files with multiple EINs or a single EIN that does not match the logged in EIN will be rejected.*** The information uploaded will be added to the list of new hire employees.

9. If you need to delete all employees you entered or uploaded, click on the "Remove All" tab and select the "Delete All" button.

10. Once you have completed entering employees or uploading a file and **BEFORE** submitting the employee information, you can create a backup of the file in the New Hire Reporting electronic format by selecting the "Download A Copy" tab. Click on the "Download New Hire Entries" link and "Save" the file to your local directory.

11. Once you have completed entering employees or uploading a file, you can select the "Submit List" tab to submit the employees to the Alaska CSSD. *If you forget to submit the list, you will be prompted on Logout to submit the list. The list of new hire employees will continue to show for the FEIN until it is submitted.* You can log out without submitting and the list of employees will still be there the next time you log in. If your internet browser session times out due to inactivity before you submit your new hires, they will still be available the next time you log in.

12. Confirmation of the submitted items will be shown and there will be no pending employees.

13. Clicking on the "New Hire Reporting List" link, will show the new hires you have entered or uploaded from a file. If the Submitted column shows a "Y", then those employees were submitted to CSSD. If the employees have been submitted to CSSD, they will only show on the report until they have been sent to the Federal New Hire Reporting program. Once they are sent to the federal program, submitted employees no longer show on the report. Unsubmitted employees will continue to show.

14. To logout, select the logout tab. If you have new hires that have not been submitted, you will be asked if you want to submit them. If you do not submit them, they will remain with your FEIN until you either delete them or submit them.

15. Select the appropriate link to enter New Hires for another FEIN, return to myAlaska to conduct further state business or to logout of myAlaska.