



XAVIER UNIVERSITY

Ohio New Hire Reporting Program

Effective: April 30, 2008

Last Updated: April 30, 2008

Responsible University Office: Human Resources

Responsible Executive: Associate Vice President for Human Resources

Scope: All University Employees

A. REASON FOR POLICY

The Ohio Department of Human Services mandates collection of information for the Ohio New Hire Reporting Program to help locate parents who owe child support, to make adjustments in public assistance benefits, and to identify persons who are fraudulently receiving benefits. In accordance with O.R.C. 5101.312, Xavier University shall report required information about employees who are newly hired, rehired, or who return to work after a separation of employment. Such reporting is handled by the Office of Human Resources.