

# Employer Advisor

## WHY SHOULD I REPORT NEW HIRES?

Employers must report all newly hired or rehired employees to the Department of Workforce Services within 20 days of their first day of work. This is required by state and federal laws for all employers nationwide. Each state administers new hire compliance under the direction of the National Directory of New Hires. This data is critical for enforcing child support requirements, and Workforce Services also uses new hire information to detect and prevent the payment of unlawful benefits, including Medicaid, Supplemental Nutrition Assistance Program (SNAP or Food Stamps), and unemployment insurance benefits. An employer who fails to report may be subject to civil penalties ranging from \$25 to \$500 per instance.

Any instance in which someone may have been working while also filing for benefits is immediately investigated. If an individual fails to report any earnings while receiving benefits, Workforce Services requires these individuals to repay the benefits they erroneously received. In cases of fraud, they will be assessed a 100% penalty and may be subject to criminal prosecution. This protects the financial integrity of the Unemployment Trust Fund ensuring that Utah employers enjoy the lowest possible contribution rates.

Post your jobs online:

[jobs.utah.gov/employer](https://jobs.utah.gov/employer)

Occupational wage data:

[jobs.utah.gov/wi](https://jobs.utah.gov/wi)



**Filing your new hire reports can be done quickly and easily online at [jobs.utah.gov/ui/employer](https://jobs.utah.gov/ui/employer).**

If you have new hire questions, please call 801-526-9235 or 800-222-2857, select option 2, and then option 4.

Remember, whether it's quarterly wage reporting, new hire reports, responding to a claims questions, filing an appeal, paying your Unemployment Insurance taxes and much more, you can handle it quickly and easily **ONLINE** at **[jobs.utah.gov/ui](https://jobs.utah.gov/ui)**.

# Wage Garnishments

## FREQUENTLY ASKED QUESTIONS

The Department of Workforce Services uses wage garnishments as a means to collect benefits that were overpaid to individuals. Here we address several of the most commonly asked questions about processing these garnishments:

### WHAT SHOULD I DO IF THIS PERSON IS NO LONGER EMPLOYED?

If the employee in question is no longer employed and has been paid in full for all services, write "Terminated" on top of the first page of the enclosed paperwork and return it in the enclosed self-addressed envelope. If the garnishment is not processed, please return the \$25 processing payment found in the packet.

### WHERE DO I FIND THE TOTAL AMOUNT THAT THE EMPLOYEE OWES?

In the section labeled, "Writ of Continuing Garnishment for Department of Workforce Services and Instructions," you will find the total garnishment balance on the first page, under number 2.

### HOW SHOULD I CALCULATE THE GARNISHMENT AMOUNT?

Included in the garnishment packet is the "Garnishee's answers to Interrogatories for Continuing Garnishment." You may also utilize the Utah Courts interactive worksheet at: [www.utcourts.gov/ocap/emp\\_garnishment](http://www.utcourts.gov/ocap/emp_garnishment). This will calculate the amount to withhold and prepare the "Answers to Interrogatories" for printing, thereby saving you from having to hand-write the form. This document will determine the amount to withhold from each paycheck.

### DOES THE GARNISHMENT EXPIRE?

No, a Writ of Continuing Garnishment for Workforce Services continues indefinitely until fully satisfied.

### HOW OFTEN SHOULD I SUBMIT THE INTERROGATORY?

The interrogatory should be completed every pay period. The interrogatory is designed to calculate the amount to withhold from each paycheck, ensuring that the correct amounts are withheld. Workforce Services and the employee being garnished should receive a copy of this form.

### WHAT IF THE EMPLOYEE HAS OTHER GARNISHMENTS?

Debts owed to state and federal agency take priority over most other debtors; however a writ of garnishment in favor of the Office of Recovery Services (ORS) has first priority.

### WHEN SHOULD I BEGIN THE GARNISHMENT?

After it is served, the garnishment should take effect with the most current pay period.

Note: Within 7 business days after the writ is served, you must notify the employee. Garnishment payments must be held for the first 20 calendar days after the employee is notified of the garnishment.

### WHERE SHOULD I MAIL THE PAYMENT?

**Garnished wage payments should be sent to:**

Utah Department of Workforce Services  
Attn: Collections  
PO Box 143003  
Salt Lake City, UT 84114

**If you have more questions** after being served with a garnishment for an employee, please contact the Collections Unit at (801) 526-9235 and select option 1, then option 3.