
**The Roman Catholic Church of the Diocese of Phoenix
Human Resources Policies and Procedures**

Policy 2-7.1.3.3 Hiring - AZ New Hire Report

All Diocese of Phoenix employers must report newly hired and rehired employees to the Arizona New Hire Reporting Center. New hire reporting improves child support collections and reduces public assistance costs.

Procedures:

To collect the information needed for reporting new hires to the State of Arizona, the new or rehired employee must fill out the New Hire/Rehire Reporting Form. Keep this form in the employee's confidential file.

New hire reports must be submitted to the State within 20 days after the employee is hired or rehired. The reporting options are listed below.

1. Register to report new hires on the Internet at: www.az-newhire.com.

Or

2. Fill out the Arizona New Hire Reporting Form and mail the completed form to: Arizona New Hire Reporting, PO Box 25638, Phoenix, AZ 85002 or fax the completed form to (602) 340-0669, or (888) 282-0502.

See Forms: [New Hire/Rehire Reporting Form](#); [Arizona New Hire Reporting Form](#)

Approved by Bishop Thomas J. Olmsted on October 27, 2006