

Procedures for Reporting New Employees to the State of Illinois

The following is the procedures used by the Business Operations Department when reporting any new hire employees to the appropriate government entities.

Reporting of New Employees

The Payroll Assistant compiles a list of new employees to be reported to the Illinois Department of Employment Security (IDES). All new employees must be reported within one month of hire. The Payroll Assistant shall save a PDF of the reporting confirmation as proof of completion.