

New Hire Reporting —Secure Access Washington [SAW] For Employers

Introduction: Secure Access Washington [SAW] is an online portal where employers can report new hires and remit child support for their employees by using DCSONline. Now that you have created your SAW account, you may start reporting new hires.

Step 1: Log in to SAW by entering your SAW ID and Password.

Washington State Department of Social and Health Services

My Secure DSHS

With one login you can access multiple Washington state government services.

✔ Your account has been activated. Please login.

SAW ID:

Password:

LOGIN

[Forgot your SAW ID?](#)
[Forgot your password?](#)
[Activate your account?](#)

Employers:

- Report newly hired or rehired employees
- Make child support payments electronically
(Required as of January 1, 2019)

Parents:

- View or make child support payments
- Get notified when a child support payment is received
- Authorize direct deposit to receive child support
- Request a DCS Debit Card to receive child support
- Set up reminders for payments that are due

Medical Premium Payers:

- Children's Health Insurance Program (CHIP)
- Healthcare for Workers with Disabilities (HWD)

New User?
[Sign up](#) if you already have a SAW ID.

Enter your SAW ID and password

If you forgot your SAW ID or password, click here and follow the instructions

Step 2: Click GO to access DCSONline.

Washington State Department of Social and Health Services

My Secure DSHS

MANAGE MY ACCOUNT

MY SECURE SERVICES

REMOVE	Division of Child Support Online Services (DCSONline)	<ul style="list-style-type: none">View or make child support paymentsReport newly hired or rehired employeesReceive child support payment notificationsDCS Debit Card or direct deposit enrollment	
My Services (SecureAccess Washington)		My Services from other government offices	

 ADD DSHS SERVICES TO MY LIST

Click Here
to Begin

Step 3: Click the first link under the heading Report a New hire.

My Secure DSHS DCS Services ▾ Payment Services ▾ Help ▾ Contact Us Welcome BillyBobsBBQ1 | [LOG OFF](#)

Division of Child Support - Services

[Frequently Asked Questions...](#)

Report a New Hire

- [Report Newly Hired or Rehired Employee](#)
- [View, Change or Cancel Pending New Hire Report](#)
- [View Summary of Previous New Hire Reports](#)

Payments

- [Submit or Cancel a Payment](#)
- [View Payments That Were Made Online](#)
- [View Payments Applied to Cases](#)
- [Manage Bank Account for Making Child Support Payments](#)
- [Manage DCS Debit Card or Direct Deposit to Receive Child Support Payments](#)

Companies

- [Add a Company](#)

My Account

- [Update Contact Information](#)
- [Change your password](#)
- [Set up Email Notifications or Reminders](#)

Click here to report a newly
hired or rehired employee

Step 4: There are three different ways you can report new hires in SAW.



Division of Child Support - Services

New Hire Reporting Options

- [Manually Enter Single New Hire Report Using Data Entry form](#)
- [Upload Comma-Separated Values \(CSV\) New Hire Report File](#)
- [Upload Fixed Width New Hire Report File](#)
- [View, Change or Cancel Pending New Hire Report](#)
- [View Summary of Previous New Hire Reports](#)

Option 1 - Click here to enter each new/rehire manually

Option 2- Click here to upload a Comma-Separate Values new/rehire file

Option 3 - Click here to upload a Fixed width new/rehire file

Option 1: Manually Enter Single New Hire:



Washington State Department of Social and Health Services

Division of Child Support - Services

To report a new hire, fill out the information below and click the **Report This New Hire** button.

If you need to add a new company, you can do that here >> [Add a Company](#)

Employer Data

Federal ID Number	<input type="text" value="01-000001"/>
Employer Name	<input type="text" value="Billy Bobs BBQ"/>
Employer Address (line 1)	<input type="text" value="111 Main Street"/>
Employer Address (line 2)	<input type="text"/>
Employer Address (line 3)	<input type="text"/>
Employer City	<input type="text" value="Springfield"/>
Employer State	<input type="text" value="WA"/>
Employer ZIP (+ 4)	<input type="text" value="98501-0000"/>

Verify your employer information

Employee Data

Employee First Name	<input type="text"/>	❗ Employee First Name is required
Employee Middle Initial	<input type="text"/>	
Employee Last Name	<input type="text"/>	
	<input checked="" type="checkbox"/> This is a Foreign Country Address	
Employee Home Address	<input type="text"/>	
Employee Address (line 2)	<input type="text"/>	
Employee Address (line 3)	<input type="text"/>	
Employee City	<input type="text"/>	
Employee State	<input type="text" value="Washington"/>	▼
Employee ZIP (+ 4)	<input type="text" value="00000-0000"/>	
Employee SSN	<input type="text" value="000-00-0000"/>	
Employee DOB (mm/dd/yyyy)	<input type="text" value="MM/DD/YYYY"/>	▼
Date of Hire (mm/dd/yyyy)	<input type="text" value="MM/DD/YYYY"/>	▼

Enter your employee's information

Click here to submit a new hire report for this employee

[Report This New Hire](#)

[View, Change or Cancel Pending New Hire Report](#)

Once you click the Report a New Hire, you will be returned to the top of the screen where it should look like this. You may continue to submit new hires one at a time.

My Secure DSHS DCS Services Payment Services Help Contact Us Welcome BillyBobsBBQ1 LOG OFF

Division of Child Support - Services Frequently Asked Questions.

Success! We received your report.
To report a new hire, fill out the information below and click the **Report This New Hire** button.
If you need to add a new company, you can do that here >> [Add a Company](#)

Employer Data

Federal ID Number: 01-0000001

Employer Name: Billy Bobs BBQ

Employer Address (line 1): 111 Main Street

Employer Address (line 2):

Employer Address (line 3):

Employer City: Springfield

Employer State: WA

Employer ZIP (+ 4): 98501-0000

Success!

If you are done, click here to log off

If you have other things to do with Child Support, click here

Employee Data

Employee First Name: ❗ Employee First Name is required

Employee Middle Initial:

Employee Last Name:

This is a Foreign Country Address

Employee Home Address:

Employee Address (line 2):

Employee Address (line 3):

Employee City:

Employee State: Washington

Employee ZIP (+ 4): 00000-0000

Employee SSN: 000-00-0000

Employee DOB (mm/dd/yyyy): MM/DD/YYYY

Date of Hire (mm/dd/yyyy): MM/DD/YYYY

You may continue adding additional employee information

If you want to see who you have already reported, make any changes, or cancel your current report, click here.

Report This New Hire

[View, Change or Cancel Pending New Hire Report](#)

If you click on the View, Change or Cancel Pending New Hire Report, you should see the following.

My Secure DSHS DCS Services Payment Services Help Contact Us Welcome BillyBobsBBQ1 LOG OFF

Division of Child Support - Services Frequently Asked Questions...

New Hire Reports are processed at 6:00 p.m. (Pacific Time) each day.

- Until the report has been processed, you can edit, cancel, print or save it.
- The system sends an email receipt after it processes all reports at the end of the business day.
- To generate a receipt now, instead of waiting for the day's end receipt, select **Email the Report to Me**.
- To generate a separate receipt for each employee, select **View** next to the employee's name.

My Pending Reports

	First Name	Last Name	Social Security	Date of Birth
Company : Billy Bobs BBQ Create a Printable Report Email the Report to Me Cancel All Pending				
Edit Cancel View	Joe Bob	Smith	987-65-4321	07/31/2000
Edit Cancel View	Fred	smith	212-12-1212	01/21/1991

Pages: 1 of 1 (reports) Page size: 50

[Click here for New Hire Reporting Options ...](#)

You may edit, cancel and view the information by clicking here

Option 2: Upload Comma-Separated Values (CSV)

My Secure DSHS DCS Services Payment Services Help Contact Us

Division of Child Support - Services

The **Comma-Separated Values (CSV) Upload** service allows you to upload a file of new hire reports rather than manually entering them to the site. The CSV file must follow specific requirements. For more information, view the [File Specification Page](#).

To upload a file, use the **Browse** button to select the file from your local file system and then click the **Upload New Hire File**.

If you need to add a new company, you can do that here >> [Add a Company](#)

Employer Data

Federal ID Number: 01-0000001

Employer Name: Billy Bobs BBQ

111 Main Street

Employer Address (line 3):

Employer City: Springfield

Employer State: WA

Employer ZIP (+ 4): 98501-0000

BROWSE

Upload New Hire File

[Cancel and return to your list of reporting options](#)

If you have questions about formatting the CSV file, click here. See the next page for additional help.

Step 2 - Browse and select the document you want to upload

Step 1 - Verify your employer information

Step 3 - Click here to upload the document you selected

Cancel and return to the prior screen by clicking here

Creating a CSV File

This is the file specification page for information on formatting the file

Division of Child Support - Services

[Frequently Asked Questions...](#)

Upload File Specifications

Reporting New Hires using a 'Comma-Separated Values' (CSV) is a great time saving reporting option. If you plan to upload employee information, the file must use the following file description. To ensure acceptable response times for our customers, we allow up to 3500 New Hire reports per file.

	Field Name	Length	Format
1	Employee First Name	15	Must be at least one character and can be up to 15 in length.
2	Employee Middle Initial	1	One letter only (leave blank if there is no middle initial).
3	Employee Last Name	24	Must be at least one character and can be up to 24 in length.
4	Employee Address Line 1	40	Must be present and can be up to 40 in length.
5	Employee Address Line 2	40	Optional, can be up to 40 in length.
6	Employee Address Line 3	40	Optional, can be up to 40 in length. NOTE: If Foreign country, use Address Line 3 for Province/Region
7	Employee City	24	Must be present and can be up to 24 in length.
8	Employee State	2	Must be present, two letter abbreviations only. Optional if Foreign Country
9	Employee Zip Code	9	5 or 9 digits. 9 digit may include a dash. Optional if Foreign Country
10	Employee Foreign Country Name	25	Optional, can be up to 25 in length.
11	Employee Foreign Country Postal Code	15	Optional, can be up to 15 in length.
12	Employee SSN	9	Must be a length of 9 (leading zeros should be included). May include dashes.
13	Date of Birth	8	Must be present, month, day, year, (i.e. MM/DD/YYYY)
14	Date of Hire	8	Must be present, month, day, year, (i.e. MM/DD/YYYY)

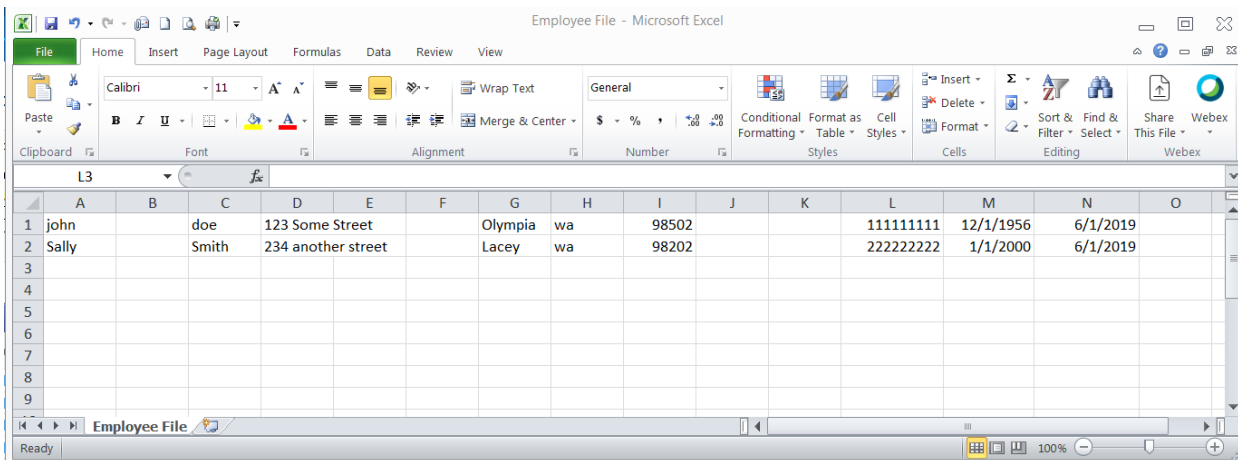
• Files must be of type '.txt' or '.csv'
• All 14 fields are required on each record, and must be comma delimited (CSV file type will add commas between records) NOTE: You can continue to use the old format (10 fields) that you have been using
• Field values of zero, blank, or null must still be delimited with a comma
• When uploading the New Hire CSV file, there is a limit of 3500 entries

Saved File Sample: John,Doe,123 Some Street,,Olympia,WA,98502,,11111111,12/01/1956,01/05/2013

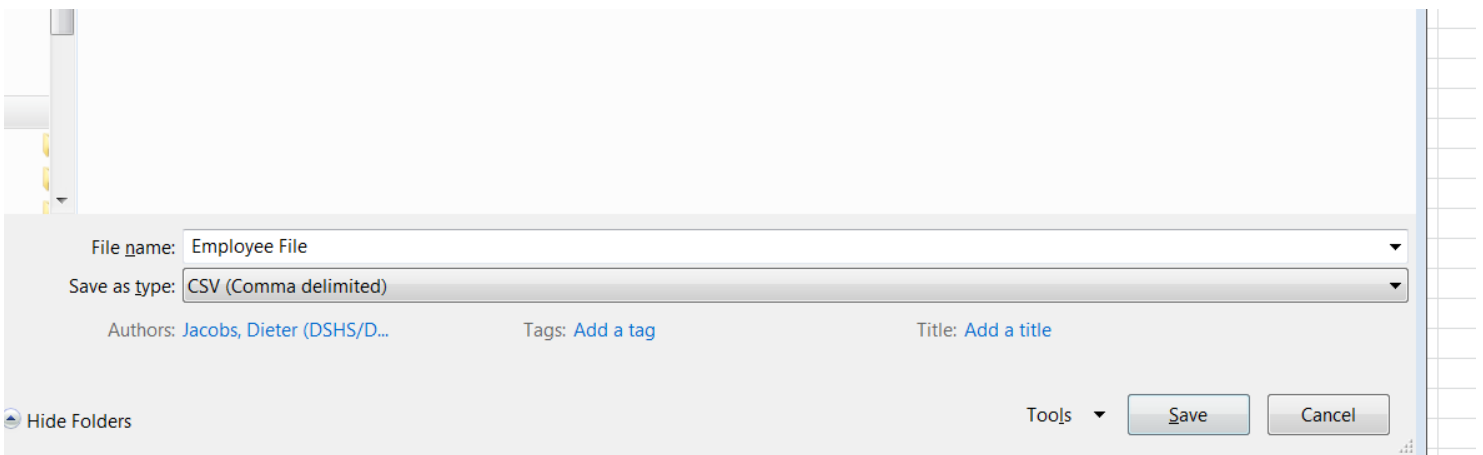
You can check the format of your Comma-Separated Values file prior to uploading it to report newly hired or rehired employees. For more information, view the CSV File Format Validation instructions.

[Return to Previous Page](#)

Open an Excel Spreadsheet and enter the employee information based on the above example. Multiple employees may be entered into one document, but must be entered on separate lines



Save the spreadsheet as a CSV (Comma Delimited) file



Once you download the file successfully, you should see this screen:

My Secure DSHS DCS Services Payment Services Help **Success!** Welcome BillyBobsBBQ1 LOG OFF

Division of Child Support - Services Frequently Asked Questions...

Success! We received 2 new hire reports from your CSV file.

New Hire Reports are processed at 6:00 p.m. (Pacific Time) each day.

- Until the report has been processed, you can edit, cancel, print or save it.
- The system sends an email receipt after it processes all reports at the end of the business day.
- To generate a receipt now, instead of waiting for the day's end receipt, select **Email the Report to Me**.
- To generate a separate receipt for each employee, select **View** next to the employee's name.

My Pending Reports

	First Name	Last Name	Social Security	Date of Birth
Company : Billy Bobs BBQ Create a Printable Report Email the Report to Me Cancel All Pending				
Edit Cancel View	Joe Bob	Smith	987-65-4321	07/31/2000
Edit Cancel View	Fred	smith	212-12-1212	01/21/1991
Edit Cancel View	John	doe	111-11-1111	12/01/1956
Edit Cancel View	Sally	Smith	222-22-2222	01/01/2000

Pages: 1 of 1 (4 reports) Page size: 50

[Click here for New Hire Reporting Options ...](#)

You may edit, cancel and view the information by clicking here

Option 3: Upload Fixed Width New Hire Report File – you should now see this:

My Secure DSHS DCS Services Payment Services Help Contact Us Welcome BillyBobsBBQ1 LOG OFF

Division of Child Support - Services Frequently Asked Questions...

Upload a Fixed Width New Hire File

The **Fixed Width Upload** service allows you to upload a file of new hire reports rather than manually entering them to the site. It is the only way to upload a fixed width file. The fixed width file must follow specific requirements. For more information, view the [File Specification Page](#).

To upload a file, use the **Browse** button to select the file from your local file system and then click **Upload New Hire File**.

BROWSE **Upload New Hire File** [Cancel and return to your list of reporting options](#)

If you have questions about formatting the Fixed Width File, click here. See the next page for additional help

Browse and Upload the file by clicking on these buttons

Cancel and return to the prior screen by clicking here

Creating a Fixed Width File

This is the File Specification Page for information on formatting the file

Fixed Width Upload File Specifications

If you plan to upload new hire employee information, the file must use the following file description. To ensure acceptable response times for our customers, we allow up to ViewBag.UploadLimit + * New Hire reports per file.

	Field Name	Start	End	Length	Format
1	Employee First Name	1	15	15	Must be at least one character and can be up to 15 in length.
2	Employee Middle Initial	16	16	1	One letter only (leave blank if there is no middle initial).
3	Employee Last Name	17	49	24	Must be at least one character and can be up to 24 in length.
4	Employee Address Line 1	41	80	40	Must be present and can be up to 40 in length.
5	Employee Address Line 2	81	120	40	Optional, can be up to 40 in length.
6	Employee Address Line 3	121	160	40	Optional, can be up to 40 in length. NOTE: If Foreign country, use Address Line 3 for Province/Region
7	Employee City	161	184	24	Must be present and can be up to 24 in length.
8	Employee State	185	186	2	Must be present, two letter abbreviations only. (Optional if Foreign Country)
9	Employee Zip Code	187	191	5	Use 5 digits, right-justified, Pad with '0' (Optional if Foreign Country)
10	Employee Zip + 4	192	195	4	Use 4 digits, right-justified, Pad with '0' (Optional if Foreign Country)
11	Employee Foreign Country Code	196	197	2	Optional, fill with spaces when absent
12	Employee Foreign Country Name	198	222	25	Optional, can be up to 25 in length.
13	Employee Foreign Postal Code	223	237	15	Optional, can be up to 15 in length.
14	Employee SSN	238	246	9	Must be a length of 9 (leading zeros should be included). No dashes.
15	Date of Birth	247	254	8	YYYYMMDD (Examples: 19801230)
16	Employer Name	255	278	24	Must be at least one character and can be up to 24 in length.
17	Employer Address Line 1	279	318	40	Must be present and can be up to 40 in length.
18	Employer Address Line 2	319	358	40	Optional, can be up to 40 in length.
19	Employer Address Line 3	359	398	40	Optional, can be up to 40 in length.
20	Employer City	399	422	24	Must be present and can be up to 24 in length.
21	Employer State	423	424	2	Must be present, two letter abbreviations only.
22	Employer Zip Code	425	429	5	Use 5 digits, right-justified, Pad with '0'
23	Employer Zip + 4	430	433	4	Use 4 digits, right-justified, Pad with '0'
24	Employer Federal ID Number	434	442	9	Must be present, Use 9 digits, right-justified, Pad with '0'
25	Date of Hire	443	450	8	YYYYMMDD (Examples: 20130101)
26	File Creation Date	451	458	8	YYYYMMDD (Examples: 20130101)
27	Spaces	459	499	41	Future Expansion
28	Reporting Media Used	500	500	1	'E' = Electronic Reporting

• Files must be of type '.txt'
• All records in the file you are uploading must be 500 characters in length.
• When uploading the New Hire Fixed Width file, there is a limit of ViewBag.UploadLimit + * entries

You can check the format of your Fixed Width file prior to uploading it to report newly hired or rehired employees. For more information, view the Fixed Width File Format Validation + * instructions.

[Return to Previous Page](#)

If you would like to test your file to see if it is formatted correctly click here.

Cancel and return to the prior screen by clicking here

CSV File Format Validation

This section allows you to check the format of your CSV file prior to actually attempting an upload. Files loaded are limited to 3500 employees. This is to ensure acceptable response times in the processing and displaying of information. Files uploaded must be of type '.txt' or '.csv'. The text file must be comma delimited, and all fields are required for each record. Fields that have no value (i.e. blank or optional) also must be delimited.

For more information, view the [CSV File Specification Page](#)

To test your CSV file, browse your local file system for the file of new hires you would like to test. Once you have selected the text file you would like to test, click the **Test CSV File Format** button to run the validation routine.

BROWSE

Test CSV File Format

[Cancel and return to your list of reporting options](#)

Cancel and return to the list of reporting options

Fixed File Format Validation

This section allows you to check the format of your Fixed Width file prior to actually attempting an upload. The fixed width upload process is the only way to submit data for multiple FEINs via a single file. Files uploaded are limited to 3500 employees. This is to ensure fixed width text file. The format of this data is identical to the format that we have been using for magnetic media reporting.

For more information, view the [Fixed Width File Specification Page](#)

To test your fixed width file, browse your local file system for the file of new hires you would like to test. Once you have selected the text file you would like to test, click the **Test Fixed Width File Format** button to run the validation routine.

BROWSE

Test Fixed Width File Format

[Cancel and return to your list of reporting options](#)

Click here to test your Fixed Width File Formatting

Cancel and return to the list of reporting options