

**STATE OF HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS**

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**INTER-OFFICE MEMORANDUM**

February 28, 2012

(SN 02)

**HIRENET HAWAII BULLETIN NO. 01-12**

**TO:** All Branch Managers  
Workforce Development Division

**FROM:** Elaine Young, Administrator   
Workforce Development Division

**SUBJECT:** HireNet Hawaii Employer Verifications

**PURPOSE**

This bulletin is to inform WDD Offices of a change to the HireNet Hawaii employer verification procedure.

**BACKGROUND**

The current HireNet Hawaii employer verification procedure requires WDD offices to check the office's HireNet Hawaii email for new employer registration messages on a daily basis. If there are any new employer registrations, staff need to verify the authenticity of the registration and employer through other agencies such as Unemployment Insurance, Department of Taxation and Department of Commerce and Consumer Affairs. Once staff have verified status of the employer with one or more of these agencies, they will either enable or lock out the new employer registration.

WDD offices have received verbal complaints from job seekers who were contacted by a few deceptive employers for more than year. These employers have been searching HireNet Hawaii for job seekers, then providing misleading information about the status of their unemployment benefits and details of the job vacancy. Although HireNet Hawaii has a two-day verification hold, most of the registrations for these particular employers had been not been verified and were automatically enabled by HireNet Hawaii.

We surveyed branch managers whether they would prefer to eliminate the two-day verification hold or extend the time to a longer period because the hold could include weekends and holidays, which would leave limited time for staff to verify a new registration. All managers agreed that it was preferable to eliminate the automatic enabling after any period, whether two-days or longer.

Since the current verification process with the two-day hold is not preventing these employers from being registered, we have decided to remove the two-day hold and automatic enabling of new self-service employer registrations.

## **PROCEDURES**

The two-day verification hold and automatic enabling of new self-service employer registrations is being removed, effective March 2, 2012. However, this does not change the employer registration verification process that is currently in place. New employer registration messages are sent immediately to each office's HireNet Hawaii email once a registration is completed. This is followed by a verification of the employer registration. Beginning March 2, 2012, if this verification process is not done, there will be employer registrations that will never be verified or completed in a timely manner.

To verify new employer registrations, WDD offices should utilize at least one or more of the following agencies for verification of the employer name. They are: Unemployment Insurance, State of Hawaii Department of Taxation (<https://dotax.ehawaii.gov/tls/app>) and State of Hawaii Department of Commerce and Consumer Affairs (<http://hbe.ehawaii.gov/documents/search.html>). When checking with these agencies, the employer (name, Federal Employer Identification Number and/or General Excise Tax number) should be registered/listed and in good standing/status. Additional verification methods are calling the employer contact and/or searching the Internet for more information.

To ensure all new employer registrations are verified, each office shall use the Employer Verification Report in the Shared Reports of My Reports in HireNet Hawaii on a daily basis. Click Update Filters and specify the Region/LWIA and One Stop Location for the specific office report. The Date Range can be changed to meet the needs of the office. The report will display all employer registrations with a Pending Verification status. Any listing(s) shall be verified by staff and the appropriate action taken on the new registration within two business days after the new employer registration notification date.

## **INQUIRIES**

If you have any questions or concerns regarding this bulletin, please call Russell Ogawa at (808)586-8820.

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