

34-New Employer Inquiry

Reference Tables | New Employer Inquiry

New Employer Inquiry is used to search for employers that have registered with TWC within the last 30 days. These employers are retrieved from the UI legacy system. They can be viewed, however they cannot be saved.

To open New Employer Inquiry:

1. Click on the **Reference Tables** icon in the toolbar.
2. The **Reference Tables** window will display.
3. Click on **New Employer Inquiry** in the **Menu Selections** tree.
4. **New Employer Inquiry** will display.

To close New Employer Inquiry:

1. There are four ways to close **New Employer Inquiry**.
2. Select **File | Close**, or
3. Click on the **Close** icon, or
4. Click on the **Control Menu** icon, and then select **Close**, or
5. Click on the "X" in the upper right corner of the **Reference Tables** window.

New Employer Inquiry

To search for employers:

1. **New Employer Inquiry** will display.
2. There are three ways to search for employers.
 - **WDA Office.** Click on the arrow to the right of the drop-down box to select the WDA that you want to search for employers, or
 - **Zip.** Type in the five-digit zip code that you want to search for employers, or,
 - **County.** Click on the arrow to the right of the drop-down box to select the county that you want to search for employers.
3. If there are no employers that met your search criteria, the **New Employer Retrieval Monitor** window will display.
4. Click on the **OK** button.
5. If there are employers that met your search criteria, they will be displayed view-only below the column headings **Account No.**, **Employer Name**, **Address**, **County**, **Phone No.**, and **Registration Date**.