

# Employee Recordkeeping Checklist

The U.S. Department of Labor requires you to keep records of the following information about each employee as long as he or she works for you:

- Full name and Social Security number
- Mailing address, including ZIP Code
- Birth date (if the employee is under age 19)
- Gender
- Occupation
- Time of day and day of week when employee's workweek begins
- Hours worked each day and total hours worked each workweek
- Basis on which employee's wages are paid (weekly, bimonthly, etc.)
- Regular hourly pay rate
- Total daily or weekly "straight time" earnings for each workweek
- Total overtime earnings for each workweek
- All additions to or deductions taken from employee's wages
- Total wages paid each pay period
- Date of payment and the pay period covered by each payment

You're required to keep at least THREE years of payroll records, collective bargaining agreements, sales and purchase records. You must keep time cards, wage rate tables, work and time schedules for TWO years.