

General Personnel

Administrative Procedure - Employee Records Required by the Fair Labor Standards Act

Actor	Action
Business office working with supervisors of non-exempt employees	<p>Keep each of the following records concerning non-exempt employees for at least 3 years:</p> <ol style="list-style-type: none"> 1. Employee's full name and social security number 2. Address, including zip code 3. Date of birth, if younger than 19 4. Sex and occupation 5. Time and day of week when employee's workweek begins 6. Hours worked each day 7. Total hours worked each workweek 8. Basis on which employee's wages are paid (hourly or weekly) 9. Regular hourly pay rate 10. Total daily or weekly straight-time earnings 11. Total overtime earnings for the workweek 12. All additions to or deductions from the employee's wages 13. Total wages paid each pay period 14. Date of payment and the pay period covered by the payment
Business office working with supervisors of exempt employees	Concerning exempt employees, keep for at least 3 years, the records listed in numbers 1-4, 12-14 above and a record showing the basis on which the exempt employee's wages are paid.
Business Office	<ol style="list-style-type: none"> 1. Payroll records must be kept for at least 3 years. 2. Records on which wage computations are based must be kept for at least 2 years, i.e., time cards and piece work tickets, wage rate tables, work and time schedules, and records of additions to or deductions from wages. 3. Collective bargaining agreements and individual employment contracts must be kept for at least 3 years (when an agreement is not in writing, prepare and retain a written memorandum summarizing it). 4. Certificates and notices must be kept for at least 3 years.
Building Principal & Director of Business & Operations	<p>Display an official poster outlining the provisions of FLSA, available at no cost from local offices of the Wage and Hour Division and toll-free, by calling 1-866-487-9243. This poster is also available electronically for downloading and printing at: www.dol.gov/oasam/programs/osdbu/sbrefa/poster/main.htm.</p> <p>Keep records regarding the posting of notices for at least 3 years.</p>