General Recordkeeping Requirements For Employees – MO



MISSOURI

Name and Address

Yes

Occupation

Yes

Pay Rate

Yes

Wage per week or pay period

Yes

Hours per day or week

Yes

Deductions per Pay Period

No

Conditions of Employment

No

Length of time records must be preserved 3 years

RECORDKEEPING REQUIREMENTS FOR MINORS

State Laws may not specifically require employers to keep data specifically on minors, although general recordkeeping requirements on the federal level may call for maintenance of that data.

Address

No

Hours per day or week

No

Time Starting, Ending Work/Meals

No

Wages

No

Other Requirements

Post list of employed minors under 16 years old.

Work Permit or Age Certificate Required

Yes. Employer must keep on file work certificates for all employees under 16.

Citations to Authority – Click link to view statute:

Mo. Rev. Stat. § 290.520

Employer to keep records

Mo. Rev. Stat. § 294.024

Employment of children, work certificate

Mo. Rev. Stat. § 294.045

Superintendent of school; work certificate

Mo. Rev. Stat. § 294.060

Work permit kept on file; posted