General Recordkeeping Requirements For Employees – MA



MASSACHUSETTS

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

Yes

Conditions of Employment

No

Length of time records must be preserved 2 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

Names and ages. Employers must keep a complete list of minors employed under educational certificates.

Employers must notify an employee within 10 days of any information that may negatively affect employment, promotion, transfer, raises or potentially subject the employee to disciplinary action. Employee must be allowed an opportunity to review the information.

Work Permit or Age Certificate Required

Yes, for minors under 16 generally. Employers must also keep educational certificates for minors between 16 and 18 working in exempt jobs.

Citations to Authority – Click link to view statute:

Mass. Gen. Laws Ann. Ch 151, § 15

Employer’s records

Mass. Gen. Laws Ann. Ch. 149, § 86

Minor; Work permit

Mass. General Laws. ch. 149, § 52C

Personnel records; Review by employee;

Corrections; Penalty

Note: *Additional data may be required by the commissioner of labor.*