General Recordkeeping Requirements For Employees – ME



MAINE

Name and Address

No

Occupation

No

Pay Rate

No

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 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

Yes, for each employer age 17or younger.

Time Starting, Ending Work/Meals

No

Wages

No

Other Requirements

No

Work Permit or Age Certificate Required

Yes, for minor 15 or under

Citations to Authority – Click link to view statute:

MRSA Title 26 §§ 665

Examination of records

MRSA Title 26 §§ 702

Record of work hours; Minors under 18

MRSA Title 26 §§ 775

Work permits