General Recordkeeping Requirements For Employees – MI



MICHIGAN

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

Statute does not require preservation, but state regulation requires preservation for 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

Time Starting, Ending Work/Meals

Yes

Wages

No

Other Requirements

Post statutory sections. Keep records for at least 1 year. Employers of persons exempted from child labor laws should keep on file proof of employee’s exempt status.

Work Permit or Age Certificate Required

Yes. Work permits not necessary for minors 13 or older not regularly enrolled in school. Youth Employment Standards Act does not prohibit employment of minors over age 15 who have completed requirements for high school graduation or equivalency certificate.

Citations to Authority – Click link to view statute:

Mich. Comp. Law Ann. § 408.417

Statement to employee; Inspections

Mich. Comp. Law Ann §§ 409.104 et seq.

Youth Employment