General Recordkeeping Requirements For Employees – MT



MONTANA

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

State regulation requires retention of records 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

–

Hours per day or week

–

Time Starting, Ending Work/Meals

–

Wages

–

Other Requirements

Employers must keep on file employment records that may aid in the enforcement of the child labor law for the Department of Labor and Industry.

Work Permit or Age Certificate Required

Copies of student learner agreements must be kept on file by the employer.

Citations to Authority – Click link to view statute/rule:

MT Adm. R. 24.16.6102

General requirements – recordkeeping

MCA §§ 41-2 -104

Exemptions (child labor)

MCA §§ 41-2-110(b)

Exemptions from prohibited employment

MCA §§ 41-2-116

Enforcement – right to inspect records