General Recordkeeping Requirements For Employees – NC



NORTH CAROLINA

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

Yes

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

Yes

Hours per day or week

Yes

Time Starting, Ending Work/Meals

Yes

Wages

Yes

Other Requirements

Names, ages, date of birth if under 20.

Work Permit or Age Certificate Required

Yes. The employer must maintain the certificate on record as long as it employs the minor and for 2 years afterward.

Citations to Authority – Click link to view statute(s):

Gen. Stat § 95-25.15

Investigations; Inspections of records

Gen. Stat § 95-25.5

Youth Employment

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