General Recordkeeping Requirements For Employees – ND



NORTH DAKOTA

Name and Address

No, but employers must keep a register of names of employees.

Occupation

Yes

Pay Rate

Yes

Wage per week or pay period

Yes

Hours per day or week

Yes

Deductions per Pay Period

No

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

Post names of employed minors 14 to 15 years old, list of hours per day, start-stop times, and time for meals; complete and maintain Employment and Age Certificate of minors.

Work Permit or Age Certificate Required

Yes, for minors 15 or under working in a factory, workshop or mercantile establishment

Citations to Authority – Click link to view statute:

ND Cent Code §§ 34-06-07

Register of employees

ND Cent Code §§ 34-07-02

Employment certificate – minors

ND Cent Code §§ 34-07-15

Notice – hours of labor – minors