General Recordkeeping Requirements For Employees – NH



NEW HAMPSHIRE

Name and Address

No

Occupation

Yes

Pay Rate

No

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

Statute does not specify, but state regulation requires records to be kept for 4 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

Yes

Other Requirements

Record classification of employment when necessary. Post maximum hours per day.

Work Permit or Age Certificate Required

Yes, for minors under 16. For minors 16 or 17, a signed document from parent or guardian must be kept.

Citations to Authority – Click link to view statute:

NH Rev. Stat. Ann. § 279:27

Records of hours and wages

NH Rev. Stat. Ann §§ 276A:4

Youth Employment; Prohibitions

NH Rev. Stat. Ann §§ 276A:20

Youth Employment; Notice of hours

Administrative Code – Click link to access chapter; scroll to section

HYPERLINK “http://gencourt.state.nh.us/rules/state_agencies/lab800.html“NH Code Admin. R. Ann. Lab. 803.03

Notification and record