# General Recordkeeping Requirements For Employees – OH



**OHIO**

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

No

Conditions of Employment

No

Length of time records must be preserved

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

Keep (for 2 years) record of occupation, certificate or proof of age, and parent or guardian’s statement of consent. Post list of minors employed.

Work Permit or Age Certificate Required

Yes

Citations to Authority – click link to view statute:

Ohio Rev. Code Ann. § 4111.08

Employers to keep records

Ohio Rev. Code Ann. § 4109.02

Age certificate – minor

Ohio Rev. Code Ann. § 4109.08

Enforcement – age certificates

Ohio Rev. Code Ann. § 4109.11

Records

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