General Recordkeeping Requirements For Employees – OK



OKLAHOMA

None required except minors.

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

No

Other Requirements

Keep on file list of minors employed under employment certificates. Employer must also keep records of times the establishment opens and closes.

Work Permit or Age Certificate Required

Yes, for minors 15 or under (17 or under in places where continuation schools are established) in certain occupations.

Citation to Authority – click on link to access Chapter – select statute:

Okla. Stat. Ann. Tit. 40 §§ 77

Duties of employers

Okla. Stat. Ann. Tit. 40 §§ 79

Proof of age