General Recordkeeping Requirements For Employees – OR



OREGON

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

  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

Yes

Hours per day or week

Yes

Time Starting, Ending Work/Meals

Yes

Wages

Yes

Other Requirements

Name, date of birth, sex, occupation in which employed. Records must be kept for 2 years. Post notice of maximum hours per week or day for minors employed. Special requirements apply for minors employed in entertainment.

Work Permit or Age Certificate Required

Yes

Citation to Authority – click on link to view statutes – scroll to specific section:

Or. Rev. Stat. §§ 653.045

Records to be kept by employers

Or. Rev. Stat. §§ 653.310

Employment certificates; list of minor employees