General Recordkeeping Requirements For Employees – Puerto Rico



PUERTO RICO

Name and Address

Yes

Occupation

No

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

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

–

Hours per day or week

–

Time Starting, Ending Work/Meals

–

Wages

–

Other Requirements

–

Work Permit or Age Certificate Required

–

Citations to Authority – click link, click agree, scroll to specific statute:

PR Laws Ann 29, Sect 9, Ch 13 §§ 284

Payroll records

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