General Recordkeeping Requirements For Employees – RI



RHODE ISLAND

Name and Address

Yes

Occupation

Yes

Pay Rate

Yes

Wage per week or 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

No

Hours per day or week

No

Time Starting, Ending Work/Meals

No

Wages

No

Other Requirements

Post minimum rate of pay, number of required work hours on each day of the week, hours of commencing and stopping work and copy of wage and recordkeeping laws for minors.

Work Permit or Age Certificate Required

Yes.

Citations to Authority – click link to view statute:

RI Gen. Laws Ann, § 28-12-12

Records of employers

RI Gen. Laws Ann. § 28-3-6

Cert./permits kept by employer – Minors

RI Gen. Laws Ann. § 2-3-12

Posting of hours and wage rates – Minors

RI Gen. Laws Ann. § 2-3-19

Postings – copies of law – Minors

RI Gen. Laws Ann. § 28-3-1 et seq.

Recordkeeping requirements; minors

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