General Recordkeeping Requirements For Employees – SD



SOUTH DAKOTA

Name and Address

No

Occupation

Yes (job classification)

Pay Rate

Yes

Wage per week or pay period

Yes

Hours per day or week

No

Deductions per Pay Period

No

Conditions of Employment

Yes

Length of time records must be preserved Reasonable period of time

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

Yes

Other Requirements

Keep list of minors 15 and under who work under employment certificates.

Work Permit or Age Certificate Required

Yes. Minors may obtain employment certificates to support their families.

Citations to Authority – Click link to view statute:

SDCL § 60-12-17

Employers with more than 25 employees

SDCL § 60-12-3

Prohibited employment/exploitation of minors

SDCL § 60-12-5

Labor of minor necessary for support

SDCL § 60-12-6

Records of employment of children required