General Recordkeeping Requirements For Employees – UT



UTAH

Name and Address Yes, Date of birth is also required.

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

No

Hours per day or week

No

Time Starting, Ending Work/Meals

No

Wages

No

Other Requirements

The Labor Commission and its authorized representatives may have access to such records as my aid in the enforcement of Utah’s child labor laws.

Work Permit or Age Certificate Required

Yes. An application containing information about the employee, employer, and job is required to employ a minor.

Citations to Authority – click link to view statute:

Utah Code Ann. § 34-40-201

Recordkeeping

Utah Admin. Code R610-2

Employment of minors

Utah Code Ann, § 34-23-401

Employment of minors – records