General Recordkeeping Requirements For Employees – VA



VIRGINIA

Name and Address

–

Occupation

–

Pay Rate

–

Wage per week or pay period

–

Hours per day or week

–

Deductions per Pay Period

–

Conditions of Employment

–

Length of time records must be preserved

–

Citations to Authority

-No statutory requirement

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

Yes

Wages

No

Other Requirements

Keep records for preceding 12 months for one year from the date of the minors latest work period. Special requirements exist for minors under age 16 employed in agriculture.

Work Permit or Age Certificate Required

Yes. Part-time employment certificate permits minors 14 or 15 to work during vacations, and work-training certificate permits minors 14 or 15 to work during school hours.

Citations to Authority – Click on link to view statute:

VA Code Ann § 40.1-81.1

Records to be kept by employers – minors

VA Code Ann § 40.1-84

Employment certificate required

VA Code Ann § 40.1-87

Vacation/part-time employment certificate

VA Code Ann § 40.1-88

Work-training certificate