General Recordkeeping Requirements For Employees – WA



WASHINGTON

Name and Address

Yes

Occupation

Yes

Pay Rate

Yes

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

Parent/ School Authorization form, proof of age, home address, and telephone number. (Employer obtains minor work permit.) Although not a recordkeeping requirement, the department of labor may inquire into wages, hours and conditions of labor at any time.

Work Permit or Age Certificate Required

Yes. Employer must return a work permit to department of labor when employment terminates.

Citations to Authority – click link to view statute:

RCW § 49.12.050

Employer's records

RCW § 49.46.070

Contents of records

RCW § 49.12.121

Wages/working conditions – minors

RCW § 49.12.123

Minors – Work permits

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