General Recordkeeping Requirements For Employees – WI



WISCONSIN

Name and Address

Yes, Date of birth is also required.

Occupation

No

Pay Rate

Yes

Wage per week or pay period

Yes.

Hours per day or week

Yes

Deductions per Pay Period

Yes

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

Yes

Hours per day or week

Yes

Time Starting, Ending Work/Meals

Yes (both)

Wages

No

Other Requirements

Date of birth.

Work Permit or Age Certificate Required

Yes

Citations to Authority – Click link to view statute:

Wis. Stat. Ann. § 104.09 *

Records

Wis Stat.Ann § 103.74

Duties of employers of minors

Wis Stat.Ann § 103.75

Certificates of age

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