General Recordkeeping Requirements For Employees – WV



WEST VIRGINIA

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

Yes

Conditions of Employment

No

Length of time records must be preserved

2 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

Date of birth

Work Permit or Age Certificate Required

Yes, for employees age 15 or under. When 25 or more persons age 17 or younger are employed for 90 days or less, employer must obtain a blanket work permit.

Citations to Authority – click link to view statute:

WV Code § 21-5C-5

Keeping of records

WV Code § 21-6-3

Work permit – minors

WV Code § 21-6-8a

Blanket work permits