General Recordkeeping Requirements For Employees – WY



WYOMING

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

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

No

Work Permit or Age Certificate Required

Yes. Employers of minors under 15 must keep on file an acceptable form (e.g. birth certificate) of proof of age.

Citations to Authority – Click link, enter statute # in search to view:

Wyo. Stat. Ann § 27-4-203

Record of work