State Record Retention Requirements – NV



NEVADA

Wage and Hour

Every employer shall establish and maintain records of wages for the benefit of his employees, showing for each pay period the following information for each employee: (a) gross wage or salary other than compensation in the form of services or

food/housing/clothing; (b) deductions; (c) net cash wage or salary; (d) total hours employed in the pay period by noting the number of hours per day; (e) date of payment. If an employee requests this information, it must be furnished to that employee within 10 days after the request submission. Records of wages must be maintained for a two-year period following the entry of information in the record.

Worker Injuries, Health, and Safety:

Access by employees, former employees, and their representatives to records of employers; charge for copies.

1. Employees, former employees, and representatives of employees or former employees are entitled to access to any records in the possession of their employers or former employers which indicate their exposure to toxic materials or harmful physical agents. Employers and former employers shall, upon request, provide copies of the records to the employees, former employees, or representatives within 72 hours after receipt of the request.
2. If a copy of a record is provided pursuant to this section, the first six pages reproduced pursuant to the request must be provided without charge. The charge for each additional page copied must not exceed the cost of reproduction.
3. For the purposes of this section, “representative of an employee or former” means (a) a person previously identified to the Division as an authorized representative of the employee bargaining unit of a labor organization which has a collective bargaining relationship with the employer and represents the affected employees; (b) An attorney acting for an affected employee or former employee: (c) The spouse, parent or child of an affected employee or former employee; (d) Any person designated by a court to act as the official representative for the estate of an affected employee or former employee.

Other Employment Records:

Each employer must also establish, maintain and preserve, for at least four years from the date of entry, true and accurate records with respect to each person who performs services for the employing unit. The records must show the following: (a) for each payroll period, the beginning and ending dates and total wages payable and the date the wages are paid; (b) for each employee, their name, social security number, rate of pay, date of hire, rehire, or return to work after a temporary layoff, date and reason for separation from employment, state in which services are performed, dates worked, and the total amount of wages earned in each payroll period and the date paid. Each employing unit which considers that it is not an employer subject to the law or that it is engaged in exempt employment must keep and maintain the records required of employing units under this section for at least four years

after the period to which the records relate. Each employer subject to the law shall keep and maintain the records required under this section for at least four years after the date the contributions to which they relate become due, or the date the contributions are paid, whichever is later.

Does your state give employees a legal right to examine their own personnel files?

Employees' Rights:

Employers must provide a reasonable opportunity to inspect any records regarding employee qualifications and discipline. Confidential reports from previous employers or investigative agencies, other confidential investigative files concerning employees, or information concerning the investigation, arrest, or conviction of employee need not be made available. Employers must provide copies of records and may charge the actual cost.

Copies don't have to be furnished to employees employed for fewer than 60 days. Employees are permitted to submit reasonable written explanation in response to any written entry in the records. Employees contending that any information is inaccurate or incomplete may notify the employer in writing, and if the employer dins that the employee is correct, the record must be changed. Also, employees have access to records of their exposure to toxic materials.

Former Employees' Rights:

Employers must allow former employees to inspect records if requested within 60 days of termination. If requested, employers must furnish copies at cost. Former employees contending that any information is inaccurate or incomplete may notify the employer in writing, and if the employer finds that the former employee is correct, the record must be changed. No copies need to be furnished to former employees who were employed for fewer than 60 days. Also, former employees have access to records of their exposure to toxic materials.

Covered Employers

All employers

Citation to Authority – Click link to view statute:

NRS 608.115			**Record of Wages**
NRS 338.070			**Employee records**
NRS 618.370			**Access to records**
NRS 608.260			**Action by employee**
NAC 612.020			**Required records**