State Record Retention Requirements – VA



VIRGINIA

Wage and Hour

For each employee, employers shall maintain records which indicate the employee's full legal name, social security number, the state(s) in which the employee's services are preformed: the date of hire, rehire, or return to work after temporary layoff; the date when work ceased and the reason for such cessation; scheduled hours; wages earned in any week by partially employed individuals; total wages in each pay period and the total wages payable for all pay periods ending in each quarter; any special payments for services: and amounts paid as advancement, allowance, or reimbursement for traveling or other business expenses. For employees under the age of 16, employers must keep a time book, time cards, or other appropriate records showing the beginning and ending time of work each day along with the amount of time designated as a meal break.

Worker Injuries, Health, and Safety:

The Virginia regulations for recording and reporting occupational injuries and illnesses are identical to the federal regulations.

Other Employment Records

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

Employees' Rights:

No statutory right

Former Employees' Rights:

No statutory right

Covered Employers

Citation to authority – click link to view statute:

16 VAC 5-32-10 Wage and Hour

16 VAC 25-85-1904 Injuries, Health and Safety