State Records Retention Requirements – MI



MICHIGAN

Wage and Hour

Employers must maintain for 3 years a record for each employee which indicates the employee's name, address, birth date, occupation or classification in which employed, total basic rate of pay, total hours worked in each pay period, total wages paid each pay period, a separate itemization of deductions, and a listing or itemization of fringe benefits. Where an employer has a group of 10 or more employees who have identical fringe benefits, once central itemization or listing may be kept for each group, providing the record identifies what group they belong to. Employers need not maintain payroll records indicating the total hours worked by an employee employed in a bona fide executive, administrative, or professional capacity. These requirements apply to all employers. 408.471

Worker Injuries, Health, and Safety:

No requirements

Other Employment Records:

No requirements

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

Employees' Rights:

The Bullard Plawecki Employee Right to Know Act allows employees, upon written request, to review their personnel records at reasonable intervals, generally not more than twice a year. They also may obtain copies, but the employer may charge the actual cost of making the copies.

Former Employees' Rights:

Same as for employees

Covered Employers

All employers

Citations to Authority – Click link to view statute:

Mich. Comp. Laws Ann. §§ 408.479	**Records**
Mich. Comp. Laws Ann. §§ 408.471	**Definitions**
Mich. Comp. Laws Ann. §§ 423.503	**Review of records – employee**
Mich. Comp. Laws Ann. §§ 423.504	**Copy of records – employee**
Mich. Comp. Laws Ann. §§ 423.501(2)(a)	**Former employee**