Wage and Hour Recordkeeping Requirements



CONNECTICUT

Most state wage-hour laws have recordkeeping requirements similar to those under the Fair Labor Standards Act (FLSA). In general, the state wage-hour laws require that the following information be preserved for each nonexempt employee:

- name
- address
- occupation
- hours worked each day and week
- amount of compensation paid each pay period
- rate of pay
- age (if the employee is a minor)

The minimum retention period for these records differs from state to state (with 3 years being the most popular), while some states have no record keeping requirements at all.

THE STATE OF CONNECTICUT RECORD KEEPING

- Hours worked,
- wages paid (kept open for inspection on demand);
- workers paid less than minimum wage (e.g., minors and learners) must be designated in records; clearly display wage order posters and copy of minimum wage laws/regs.
- Minors under age 18: age certificate kept open for inspection by labor dept. at all times during business hours; mercantile industry – certificate from board of education stating minor is age 15 or
- older; agriculture – legal proof of age (e.g., birth certificate, agricultural work permit) if under age 16 (return it to minor when employment terminates).

THE STATE OF CONNECTICUT MINIMUM RECORD RETENTION

- 3 years
- Fines of $50-$200
- Minors: civil penalty of up to $200

Citations to Authority – Click link to view:

Conn. Gen. Stat. §§ 22-14 Agricultural work permit

Conn. Gen. Stat. §§ 31-23	Employment of minors prohibited in certain occupations
Conn. Gen. Stat. §§ 31-66	Employer’s Records
Conn. Gen. Stat. §§ 31-69(c)	Penalty
Conn. Wage Orders	