



A GUIDE TO MINNESOTA'S

RECORDKEEPING LAWS

CONTACT INFORMATION

Department of Labor and Industry
Labor Standards
443 Lafayette Road N.
St. Paul, MN 55155-4306

Phone: (651) 284-5005
Toll-free: 1-800-342-5354
Fax: (651) 284-5740
dli.laborstandards@state.mn.us
www.dli.mn.gov/LaborLaw.asp



Notice: This brochure is a brief summary of Minnesota recordkeeping laws and is intended as a guide. It is not to be considered a substitute for Minnesota statutes and rules.

This document can be provided in different forms, such as large print, Braille or audio, by calling (651) 284-5005.

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RECORDKEEPING LAWS

RECORDKEEPING UNDER MINNESOTA'S FAIR LABOR STANDARDS ACT

The Minnesota Fair Labor Standards Act (MFLSA) sets recordkeeping requirements for all covered employees.

Every employer must keep certain records about each worker who is entitled to minimum wage and overtime pay under the MFLSA. The Department of Labor and Industry can request and inspect these documents.

The act requires that records include certain identifying information about the employee and data about hours worked and the wages earned. The law requires that this information be kept for a period of not less than three years.



Information an employer must record and keep for each employee:

- a) name, address, Social Security number and occupation;
- b) rate of pay, deductions (taxes, insurance, union dues, other) and the amount paid each pay period;
- c) beginning and ending hours worked each day, including a.m. and p.m. designations, plus total hours worked each day and each workweek;
- d) a record of free meals accepted by employees if employer is taking a meal credit;
- e) proof of age of minors employed:
 - copy of birth certificate,
 - copy of driver's license,
 - minor's school-issued age certificate or
 - I-9 form; and
- f) for each employer subject to MFLSA sections 177.41 to 177.44, and while performing work on public works projects funded in whole or in part with state funds, the prevailing wage master job classifications of each employee working on the project for each hour worked.

The Department of Labor and Industry may request and inspect employer records at any time to ensure compliance with Minnesota law.



REQUIRED STATEMENT OF EARNINGS

Employers are required to provide all employees with a written statement of earnings.

This statement must be issued at the end of each pay period and must include:

- a) the name of the employee;
- b) the hourly rate of pay, if applicable (compensation by methods other than hourly does not in itself excuse an employer from payment of minimum wage and overtime as required by MFLSA);
- c) the total hours worked;
- d) the gross pay;
- e) a list of all deductions (taxes, insurance, union dues, other);
- f) the net pay;
- g) the pay period ending date; and
- h) the employer's legal name and d/b/a if different.

PENALTIES

Failure to comply with the recordkeeping requirements can result in fines of up to \$1,000 for each violation.