

FLSA Recordkeeping Requirements Guide

Under the Fair Labor Standards Act (FLSA), employers are required to create and keep employee payroll records. Failing to keep these records up to date will result in a hefty punishment or fine and can cause issues if an employee files a wage dispute or discrimination claim against your organization. This guide will help you know what files you need to keep to stay in compliance with FLSA.

Employee Information Records

A lot of records are to keep track of basic employee information. These records include:

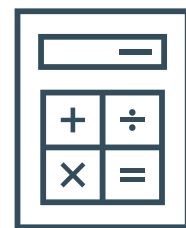
- Employee's full name and social security number
- Employee's gender
- Employee's address with zip code
- Employee's birth date (if under 19)
- Employee's occupation and job classification



Employee Pay Records

FLSA requires that employers keep track of employee hours, including overtime, making employers responsible for any payment errors. Because of that, employers must have records of:

- Time and day of the week that employees' workweek begins
- Hours worked each day
- Total hours each workweek
- How wages are paid (per hour, per week, etc.)
- Regular hourly pay rate
- Total overtime earnings
- All additions or deductions
- Date of payment and pay period covered by payment
- Bonuses and rewards pay structure
- Fringe benefits paid



How Long Should Records Be Kept?

Employers should keep payroll records, collective bargaining agreements, sales and purchase records for 3 years. Time cards, piece work tickets, wage rate tables, work and time schedules, and additions or deduction records should be kept for 2 years. The best practice is to keep all records for 5 years after employee termination.



The FLSA is just one law that has record keeping requirements for employees. Learn more about other Federal record keeping requirements [here](#). Need more help with your employee records? Reach out to us at service@helpside.com.