

Sec. 31-62-E14. Records

(a) For the purpose of this regulation, issued in accordance with the provisions of section 31-66 of the general statutes, "true and accurate records" means accurate legible records for each employee showing: (1) Name; (2) home address; (3) occupation in which employed; (4) total daily and total weekly hours worked, showing the beginning and ending time of each work period, computed to the nearest unit of fifteen minutes; (5) total hourly, daily or weekly basic wage; (6) additions to or deductions from wages each pay period; (7) total wages paid each pay period, (8) overtime wage as a separate item from basic wage; (9) payment for the seventh consecutive day of work as a separate item; (10) separate itemization on payroll records of each allowance (meals, lodging, gratuities) used as part of the minimum fair wage; (11) statements signed by employee in accordance with section 31-62-E3 when credit for gratuities is claimed as part of minimum fair wage; (12) such other records as are stipulated in accordance with administrative regulation sections 31-60-1 through 31-60-16; (13) working certificates for minor employees (sixteen to eighteen years).

(b) True and accurate records shall be maintained and retained at the place of employment for a period of three years for each employee. The labor commissioner may authorize the maintenance of wage records and the retention of both wage and hour records as outlined either in whole or in part at a place other than the place of employment when it is demonstrated that the retention of such records at the place of employment either (1) works an undue hardship upon the employer without materially benefiting the inspection procedures of the labor department, or (2) is not practical for enforcement purposes. Where permission is granted to maintain wage records at other than the place of employment a record of total daily and weekly hours worked by each employee shall also be available for inspection in connection with such wage records.

(c) In the case of an employee who spends seventy-five per cent or more of his working time away from his employer's place of business and the maintaining of time records showing the beginning and ending time of each work period for such personnel either imposes an undue hardship upon the employer or exposes him to jeopardy because of his inability to control the accuracy of such entries, a record of total daily and total weekly hours will be approved as fulfilling the record-keeping requirements of this section. However, in such cases the original time entries shall be made by the employee in his own behalf and the time entries made by the employee shall be used as the basis for payroll records.