

Sec. 31-62-D8. Records

The employer shall keep available at the place of employment for a period of three years accurate and legible records in ink for each employee as follows: (1) His name; (2) his address; (3) his working certificate as proof of age if a minor employee (sixteen to eighteen years); (4) his occupation; (5) total wages paid him each pay period; (6) his daily and weekly hours worked showing the beginning and ending hours of each work period. Records of daily and weekly hours need not be maintained for employees who qualify for exemption of the overtime requirements of this order, provided the wages paid shall be at least the minimum required in this order. With permission of the labor commissioner or his authorized representative, wage records may be kept at designated places other than the place of employment. Records of hours worked for each employee for whom such record is required shall be available at the place of employment for inspection at all reasonable times.