

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: October 17, 2012

REVISED:

330-AR-1. REQUIRED EMPLOYEE RECORDS

The Fair Labor Standards Act requires that the district maintain the following records for nonexempt employees for a period of three (3) years:

1. Full name and Social Security number and, on the same record, any symbol that might be used in place of an employee's name on any time, work or payroll records.
2. Home address, including ZIP code.
3. Date of birth, if under age nineteen (19).
4. Gender and the employee's occupation.
5. Time of day and day of week on which the employee's workweek begins.
6. Hourly rate of pay for any workweek when overtime is due, basis on which wages are paid, amount and nature of each payment that is excluded from the regular rate.
7. Hours worked by the employee each workday and the total hours each workweek.
8. Total daily or weekly straight time earnings, excluding overtime pay.
9. Total pay for overtime hours.
10. Total additions to or deductions from wages paid each pay period.
11. Total wages paid each pay period.
12. Date of payment and the pay period covered by the payment.

The Business Office, working with the supervisors of nonexempt employees, will be responsible for maintaining accurate personnel records.

The Business Office is responsible for keeping records of the posting of Fair Labor Standards Act information.