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**Please Note:** This resource provides only a general overview of some of the laws that may be applicable in a given state. We cannot guarantee the completeness of the information featured in our Multi-State Laws Comparison Tool. For information regarding whether a state has a law governing a particular topic, please contact your state labor department.

## Federal Law

### *Recordkeeping*

## **Federal Law**

Various federal laws require employers to keep records related to an individual's employment. Key requirements include the following:

- Forms I-9 (used to verify an employee's identity and employment authorization) must be kept for three years after the date of hire or one year after the date employment ends, whichever is later.
- Records of [employment taxes](#) must be kept for at least four years after any relevant tax filings.
- Payroll records should be kept for a minimum of three years under the Fair Labor Standards Act.
- Personnel or employment records related to any [equal opportunity laws](#) must generally be kept for one year.
- [ERISA](#) requires certain employee benefit plan records to be kept for at least six years after the filing date of relevant documents.
- Covered employers with more than 10 employees must keep [injury and illness records under OSHA](#) for five years following the end of the calendar year to which the records apply (different requirements apply to medical and exposure records).
- [FMLA records](#) (for employers with 50 or more employees) must generally be kept for at least three years.

States may also have specific recordkeeping requirements. In order to comply with the law, it is important to understand what documents and forms must be collected, how long you need to keep information in your files, and any confidentiality rules that may apply.

### *Wage Payment Timing*

## **Federal Law**

Wages required by the federal Fair Labor Standards Act are due on the regular payday for the pay period covered. The timing of paydays is a matter governed by state law.

## Connecticut

### *Recordkeeping*

# Recordkeeping Requirements in Connecticut (CT)

Connecticut requires employers to maintain the following types of records. Additional requirements may apply under federal law.

### **Wages/Hours/Payroll**

- The following information must be retained for 3 years for each employee:
  - Name;
  - Home address;
  - Occupation;
  - Total daily and weekly hours worked showing the beginning and ending time of each work period, computed to the nearest unit of 15 minutes;
  - Total hourly, daily, or weekly basic wage;
  - Overtime wage as a separate item;
  - Additions to and deductions from wages each pay period;
  - Total wages paid each pay period; and
  - Working certificates for 16 to 18 year old employees.

### **Safety and Health/Workers' Compensation**

- Employers must keep a record of injuries that result in incapacity for one day or more.
- Employers must report accidents to the commissioner within 15 days that result in death or absence for 1 week or more. The report must contain the following:
  - Employee's name;
  - Time of the accident;
  - Nature of the injury; and
  - General description of the location in the establishment and machine, if any, that was used during the accident.
  - Note: Effective January 1, 2018, when an employee makes a claim for workers' compensation benefits, employers must include a copy of any withholding order received by the employer with its [first report of occupational illness or injury](#) to its workers' compensation carrier. [Click here](#) to read the text of the law.
- Each year, employers must submit a list of all toxic substances to the Labor Department.

### **Child Labor**

- Working certificates must be kept for workers under the age of 18.

## **Employee Access to Records**

- Employers must, within 7 business days after receiving a written request from a current employee (and within 10 business days for a former employee), permit such employee to inspect, and if requested, copy his or her personnel file, if such a file exists. In the case of a former employee, the employer must receive the employee's written request no later than one year after termination of employment.
- The inspection must take place during regular business hours at a location at or reasonably near the employee's place of employment.
- Each employer who has personnel files is required to keep them for at least one year after an employee's termination.
- A copy of any documentation of any disciplinary action imposed on an employee must be provided to the employee within one business day of the date the action is imposed. Employers must immediately provide an employee with a copy of any documented notice of that employee's termination of employment.
- Employers must include a statement, in clear and conspicuous language, in any documented disciplinary action, notice of termination or performance evaluation, that the employee may submit a written statement explaining the employee's disagreement with any of the information contained in such document. Any such statement must be maintained as part of the employee's personnel file and must accompany any transmittal or disclosure from such file or records made to a third party.

[Click here](#) for more information.

## **Security of Employment Applications**

- Employers are required by law to manage the retention and destruction of employment applications in a secure manner.
- Employers who wish to dispose of applications must take specific steps to destroy applications or make them impossible to read in a secure environment.

### *Wage Payment Timing*

## **Wage Payment Timing in Connecticut (CT)**

Employers in Connecticut are generally required to pay wages weekly—or once every two weeks—on a regular pay day which is designated in advance by the employer and not more than 8 days after the end of the pay period.

- If the regular pay day falls on a nonwork day, payment must be made on the preceding workday.

Note: The labor commissioner may, upon application, waive this requirement with respect to any particular week or weeks, and may also, upon application, permit an employer to establish regular pay periods less frequently than once every two weeks, provided each affected employee is paid in full at least once in each calendar month on a regularly established schedule.

For more information, please [click here](#).

## **Methods of Payment**

Each employer generally must pay wages, salary, or other compensation **using one or more of the following methods**:

- Cash;
- By negotiable checks;
- Upon an employee's written or electronic request, by direct deposit; or
- By payroll card, provided the requirements of state and federal law are satisfied.

The law also allows employers to furnish certain employee pay information electronically to employees if specified conditions are met. [Click here](#) for more information.