

## EMPLOYER RECORD KEEPING REQUIREMENTS FOR PUBLIC IMPROVEMENT PROJECTS

Code of State Rule §42-7-7  
Records and Inspection

§42-7-7.1 - The contractor and each subcontractor or the officer of the public authority in charge of the construction of a public improvement shall keep an accurate record.

There is no mandatory format; however, all payrolls must contain the following information:

(a) The employee's full name, address and social security number (This is necessary on the first payroll on which his name appears; thereafter, only his name, unless a change of name or address.);

(b) The employee's classification;

(c) The employee's hourly wage rate and, where applicable, his overtime hourly wage rate;

(d) The daily and weekly hours worked in each classification, including actual overtime hours worked (not adjusted);

(e) The itemized deductions made;

(f) The net wages paid;

(1) If space on the payroll form is limited, supplemental data may be recorded, if it is easily accessible to the payroll form.

(2) Appropriate codes are permissible to replace classification names on payrolls: Provided, that a key to such code is submitted to the Commissioner for retention in his files.

(3) All records pertaining to the Public Improvement Project shall be preserved for a period of no less than three (3) years.