



How to Comply with Payroll Record-Keeping Requirements

News

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In the article, "How to Comply with Payroll Record-Keeping Requirements," featured in SHRM, Partner Joel Rice provides employers with some tips for complying with federal and state record-keeping requirements.

First and foremost, it's imperative that an employer comply with the federal Fair Labor Standards Act (FLSA), said Rice. Once this is assured, employers should thoroughly research the state-specific requirements for each location in which they operate, he said.

"The FLSA mandates that payroll records, among other things, be kept by the employer for at least three years," Rice said. "Other records, such as time cards, are required to be maintained for two years."

To read the full article, please visit [SHRM](#).

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