

Kansas Administrative Regulations

Department of Labor

Article 31.—Minimum Wage and Maximum Hours

49-31-7. Employment records.

In addition to the records specifically required by the minimum wage and maximum hours law, employers shall maintain records which reflect the following:

- (1) The beginning dates and hours of the workweek or work period of each employee.
- (2) The date of paydays and all wage payments made during each pay period including all deductions or credits made in computing the wage.
- (3) Tips or gratuities received by employees which are claimed as credit within the provisions of K.S.A. 44-1203.
- (4) Policy setting out any seniority system, merit system, system to measure earnings by quantity or quality of production or other differential basis on which differing wage payments are computed for employees assigned to perform like or similar work functions.

(Authorized by K.S.A. 1978 Supp. 44-1207, 44-1209; effective, E-79-26, Oct. 19, 1978; effective May 1, 1979.)

***** Authenticated Kansas Administrative Regulation *****