



Employer Guide to Record Keeping

Is your business complying with record keeping requirements?

Prepare for enforcement actions by retaining these ordinance-required documents.

The City of Seattle Office of Labor Standards (OLS) implements Seattle's labor standards ([Minimum Wage](#), [Wage Theft](#), [Secure Scheduling](#), [Paid Sick and Safe Time](#), [Fair Chance Employment](#), and [Hotel Employees Health and Safety Initiative](#)) through enforcement and education and outreach to workers and employers. Our mission is to advance labor standards through thoughtful community and business engagement, strategic enforcement, and innovative policy development, with a commitment to race and social justice. OLS is committed to creating a culture of compliance in Seattle, which includes working directly with employers. OLS works with business associations and community organizations to provide outreach and education to the business community through our [Business Outreach and Education Fund](#). In addition, OLS Business Liaisons provide free personalized technical assistance to employers upon request, as well as live trainings to larger groups. Business Liaisons do not share employer information with OLS enforcement staff.

If you have additional questions not answered by this document, you can find additional resources by:

- Visiting our website at www.seattle.gov/laborstandards;
- Calling the Business Liaisons at 206-684-4500;
- Emailing the Business Liaisons at laborstandards@seattle.gov.

During an [investigation](#), OLS may request the following documents and policies. It is best practice for employers to maintain these documents for all employees. Unless otherwise noted, **all documents must be maintained for a period of three years**. OLS may request supplemental document production depending on the facts of a specific case.

General Documents:

1. Notices given to employees of their rights under the Ordinances (e.g. workplace poster, employee handbook or workplace policies);
2. Collective bargaining agreement and employment manual in effect at the time of the allegation;
3. List of current and former employees who work or have worked in Seattle, during the prior three years, including their position, phone number, and address; and
4. Records of any employee discipline, warnings, performance improvement plans, demotions, reassignments, and pay rate or salary changes.

Minimum Wage Ordinance and Wage Theft Ordinance:

1. Statement of the number of employees employed per year worldwide for each of the previous three calendar years;¹
2. List of current and former employees who work or have worked in Seattle, and for each employee, copies of:
 - Written “Notice of Employment Information” provided at time of hire and before any change in employment information;
 - Original time cards which show the actual hours worked each day;
 - Payroll records for each employee,² to include:
 - Employee’s full name, and on the same record, the employee’s identifying symbol or number if such is used in place of name on any time, work, or payroll records;³
 - Home address;
 - Employee’s occupation;
 - Date of birth if under eighteen;
 - Time of day and day of week on which the employee’s workweek begins.⁴
 - Dates of employment;
 - Rate or rates of pay;
 - Hours worked each workday (any consecutive 24 hours) and total hours worked each workweek;
 - Total daily or weekly straight-time earnings or wages, including all earnings or wages due during any overtime worked;
 - Total overtime excess compensation (compensation over and above all straight-time earnings or wages also earned during overtime worked) for the workweek;
 - Total additions to or deductions from wages paid each pay period;
 - Total wages, including bonuses, commissions, and piece-rate, paid each pay period; and
 - Date of payment and the pay period covered by payment;

- Records of tips, service charges, payments toward medical benefits, and the actuarial value of medical benefits to demonstrate the payment of minimum wage and minimum compensation to each employee.

Paid Sick and Safe Time (PSST)

1. Statement of the number of employee hours worked worldwide for each of the previous three calendar years;⁵
2. Written PSST policies and other paid leave policies effective at any time during the three years preceding the charge;
3. Records of employees' accrual, use, and carry over of PSST;
4. Notices given to employees of their PSST balance each time wages are paid; and
5. Documentation collected from employees to support their use of PSST.

Fair Chance Employment Ordinance

1. All materials received, used, considered, and sent in employment decisions;
2. All hiring policies effective at any time during the three years preceding the charge;
3. Any policies and procedures regarding conducting or using criminal background checks; and
4. All job postings and job applications used at any time during the three years preceding the charge.

Secure Scheduling Ordinance

1. Written "Good Faith Estimates" of employee work schedules;
2. Documentation of any bona fide business reason for denying an employee's schedule change request;
3. Work schedules;
4. Payroll records showing additional compensation paid to employees as required by the Secure Scheduling ordinance;
5. Documentation of employee-requested changes to the employee's work schedule;
6. Mass communications regarding the availability of additional hours of work;
7. Documentation of any discipline that resulted in a reduction of employee hours;
8. Notices of additional hours of work made pursuant to the Access to Hours provisions of [SMC 14.22.055](#);
9. Documentation of employees who have opted out of receiving written notice of additional hours of work (i.e. access to hours list);
10. Any written declination of additional hours of work from employees.

¹ To determine the number of employees, see [SMC 14.19.020](#). Depending on the circumstances, employers' payroll records are typically sufficient to make this determination.

² Employers are required to maintain these records under Washington state law. [WAC 296-128-010](#).

³ This shall be the same name as that used for Social Security record or federal tax return filing purposes.

⁴ If the employee is part of a workforce or employed in or by an establishment all of whose workers have a workweek beginning at the same time on the same day, a single notation of the time of the day and beginning day of the workweek for the whole workforce or establishment is sufficient. If, however, any employee or group of employees has a workweek beginning and ending at a different time, a separate notation shall then be kept for that employee or group of employees.

⁵ To determine the number of employees, see [SMC 14.16.020](#). Depending on the circumstances, employers' payroll records are typically sufficient to make this determination.