

Do NOT Forget Your Record Keeping Obligations!

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If an employer does not maintain time records, the fact finder, in a wage or overtime dispute, can rely on the employee's statements regarding the number of hours that they worked.

Employers must retain payroll records and timesheets for SIX years, per New Jersey labor law requirements.

You can access the official New Jersey wage and hour record keeping guidelines [here](#).

Additionally, employers are required to maintain records under the New Jersey Earned Sick Leave Law for at least five years. These records must include:

- Employee hours worked
- Sick leave accrued and used
- Sick time advanced, paid out, and carried over

Are Your Payroll and Sick Leave Records Compliant?

If you need assistance understanding your record keeping requirements under NJ labor laws or ensuring compliance with wage and hour laws, contact a member of the Wilentz [Employment Law Team](#).

Attorney

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Practice

- Employment Law