

TITLE 3: HUMAN RESOURCES
DIVISION 4: EMPLOYMENT AND REGISTRATION

§ 4967. Required Records.

An employer of any foreign national worker shall keep, and present immediately upon demand by the Secretary or a designee, the following information:

(a) Personnel records for each foreign national worker including the name, current residence address, age, domicile, citizenship, point of hire, and approved employment contract termination date;

(b) Payroll records for each foreign national worker including the job classification; wage rate or salary, number of hours worked each week, gross compensation, itemized deductions, and net payments made biweekly;

(c) Documentation for each foreign national worker including police clearance, health certificate, and tax payment records; and

(d) Business license and any other information or documentation required by regulations.

Source: PL 15-108, § 4(4967).