**Section 210.700 Contents of Records**

The following basic information must be contained in the records of the employers:

a) Name of each employee;

b) Address of each employee;

c) Birthdate of each employee eighteen years of age or under;

d) Social Security Number;

e) Sex and occupation in which employed;

f) Hours worked each day and hours worked each workweek;

g) Time of day and day of week when employee's workweek begins;

h) Basis on which wages are paid;

i) Additions and deductions from employee's wages for each pay period and an explanation of additions and deductions;

j) Type of payment (hourly rate, salary, commission, etc.), straight time and overtime pay and total wages paid each pay period; and

k) Dates of payment of each pay period covered by the payment.