



INDUSTRIAL WORKERS OF THE WORLD
VANCOUVER GENERAL MEMBERSHIP BRANCH
PO Box 4755
STN Terminal
Vancouver BC V6B 4A4

Keeping Records

This Employment Standards Factsheet is also available in a [printable pdf format](#)

Payroll Records

The *Employment Standards Act* requires an employer to keep the following records for each employee:

- The employee's name, date of birth, occupation, telephone number and residential address.
- The date the employment began.
- The employee's wage rate, whether paid hourly, by salary or on some other basis.
- The hours worked on each day, regardless of the basis by which the employee is paid.
- The benefits paid to the employee.
- The employee's gross and net wages for each pay period.
- The amount of and reason for each deduction from the employee's wages.
- The dates of the statutory holidays taken by the employee and the amounts paid.
- The dates of the annual vacation taken, the amounts paid, and the days and amounts owing.
- The dates taken and amounts paid from the employee's time bank, and the balance remaining.

Records must be kept in English at the employer's principal place of business in British Columbia.

These records must be kept for two years after the employment ends.

Flexible work schedule records

If an employer has implemented a flexible work schedule, the employer must keep all records relating to its approval for two years.

Special clothing records

If an employer and employees have agreed that the employer will reimburse employees for the cost of cleaning and maintaining special clothing, the employer must keep records of the agreement and the amounts paid for two years.

Statutory holiday substitution records

If an employer and a majority of employees have agreed to substitute another day for a statutory holiday, the employer must keep records of this agreement for two years.