

Minnesota earnings statement laws

Employers are required to provide all employees with a written statement of earnings. Earnings statements (or paystubs, check stubs) are important payroll records for employers and employees that document information about wages paid, hours worked, deductions made and benefits accrued by an employee.

State law requires earning statements be provided to employees in writing or by electronic means at the end of each pay period and must include:



1. Name of the employee.
2. Total hours worked by the employee in the pay period.
3. Rate or rates of pay, including whether the employee is paid by the hour, shift, day, week, salary, piece, commission or other method.
4. Allowances claimed for meals and lodging under Minnesota Rules 5200.
5. Gross pay earned by the employee in the pay period.
6. Net pay after all deductions are made.
7. List of deductions (taxes, insurance, union dues, other) made from the employee's pay.
8. Date pay period ended.
9. Employer's legal and operating name.
10. Employer's telephone number.
11. Physical address of main office or principal place of business and a mailing address, if different.

Employers must keep copies of employee earnings statements for three years from the time they are issued.



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