

# 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. employee name;
2. rate or rates of pay, including whether the employee is paid by the hour, shift, day, week, salary, piece, commission or other method;
3. total number of hours worked by the employee unless exempt from Minnesota Statutes chapter 177;
4. total amount of gross pay earned by the employee during that period;
5. list of deductions made from the employee's pay;
6. net amount of pay after all deductions are made;
7. pay period end date;
8. employer's legal name and operating name, if different;
9. physical address of main office or principal place of business and a mailing address, if different; and
10. employer's telephone number.



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

See Minnesota Statutes 181.032 for further information and additional requirements.



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Notice: This flyer is a brief summary of Minnesota law. It is intended as a guide and is not to be considered a substitute for Minnesota Statutes regarding earnings statement laws.

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