

**§665. Powers and duties of commissioner**

**1. Examination of records, books; copies.** Every employer subject to this subchapter shall keep a true and accurate record of the hours worked by each employee and of the wages paid, such records to be preserved by the employer for a period of at least 3 years, and shall furnish to each employee with each payment of wages a statement that clearly shows the date of the pay period, the hours, total earnings and itemized deductions. An employer making payment by direct deposit or other means of electronic transfer shall provide each employee with an accurate record of the transfer, including the date of the pay period, the hours, total earnings and itemized deductions, when the transfer is made. If the record is provided in an electronic format the employer shall provide a method by which the employee may have ready access to the information and print it without cost to the employee. The director or the director's authorized representative may, and upon written complaint shall have authority to enter the place of business or employment of any employer or employees in the State, as defined in section 663, for the purpose of examining and inspecting such records and copy any or all of such records as the director or the director's authorized representative determines necessary or appropriate. All information received is considered confidential and may not be divulged to any other person or agency, except as may be necessary for the enforcement of this subchapter.  
[PL 2005, c. 89, §2 (AMD).]

**2. Rules.** The director may make and adopt from time to time, pursuant to Title 5, chapter 375, subchapter 2-A, such rules, not inconsistent with this subchapter, as the director considers appropriate or necessary for the proper administration and enforcement of this subchapter. The rules affecting any particular class of employees and employers must be made and adopted only after notice and opportunity to be heard to those employees and employers affected.  
[RR 2023, c. 2, Pt. E, §24 (COR).]

**SECTION HISTORY**

PL 1965, c. 410, §6 (AMD). PL 1967, c. 466, §6 (AMD). PL 1971, c. 620, §13 (AMD). PL 1977, c. 694, §465 (AMD). PL 2005, c. 89, §2 (AMD). RR 2023, c. 2, Pt. E, §24 (COR).

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