



## Records for Exempt Employees

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Dear Reader:

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We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

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## Records for Exempt Employees

**Reference Number:** MTAS-2100

### Record Keeping for Exempt Employees

Special records of employers are required where exempt employees are concerned. 29 C.F.R. § 516.3. Almost identical records must be maintained for these bona fide exempt executive, administrative, or professional employees as for those employees subject of the minimum wage and overtime provisions with the exception of items 6 - 10 above [1].

In addition to full-name, home address, date of birth, sex and occupation, time of day and day of week workweek begins, total wages paid and date of payment and pay period covered by the payment, the employer must keep records reflecting the basis on which exempt employees are paid. These records must be sufficiently detailed to allow the calculation for each pay period of the employee's total compensation. 29 C.F.R. § 516.3.

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#### Links:

[1] <https://www.mtas.tennessee.edu/reference/records-non-exempt-employees>

*DISCLAIMER: The letters and publications written by the MTAS consultants were written based upon the law at the time and/or a specific sets of facts. The laws referenced in the letters and publications may have changed and/or the technical advice provided may not be applicable to your city or circumstances. Always consult with your city attorney or an MTAS consultant before taking any action based on information contained in this website.*

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