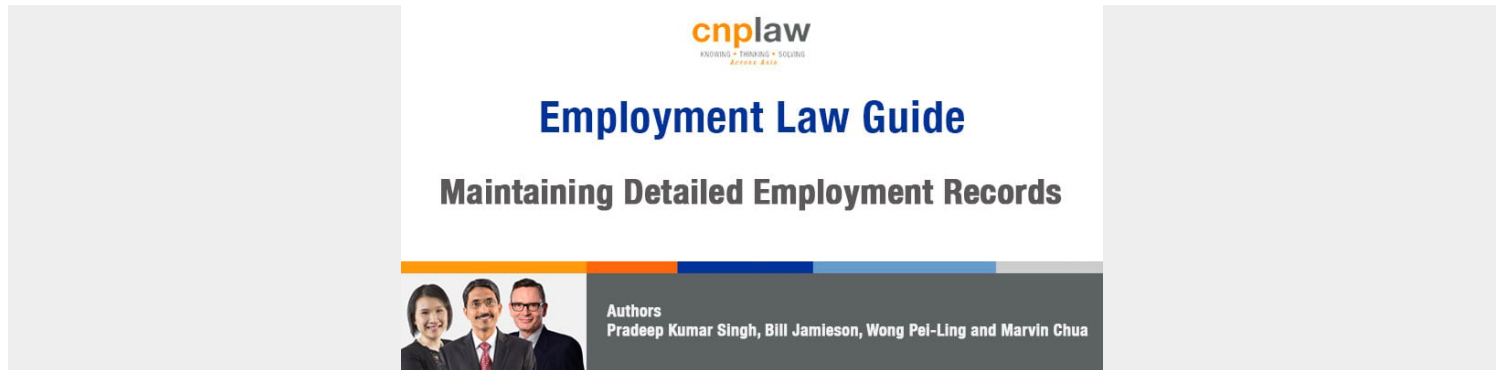


EMPLOYMENT LAW GUIDE: MAINTAINING DETAILED EMPLOYMENT RECORDS

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All employers are required to maintain detailed employment records of employees covered under the EA. For current employees, the records for the latest 2 years have to be kept and for ex-employees, the records for the last two years of employment have to be kept for 1 year after the employee leaves employment. The employment records must be in soft or hard copy, and includes the employee records and salary records. The employee records must contain the following employee details:

S/N	Item
1.	Employee's personal particulars consisting of — (a) latest name as specified on the employee's identity card, work pass or passport; (b) current address of place of residence (c) date of birth; (d) gender; and (e) identity card number or foreign identification number.
2.	First day and last day (if applicable) of period of continuous employment.
3.	Hours worked each day and duration of any meal break or other break.
4.	Dates of public holidays and other holidays taken by employee.
5.	Date when leave is taken (such as but not limited to any annual leave, sick leave, maternity leave, paternity leave and childcare leave) taken by employee.
6.	First and last days of each salary period.
7.	Amount of basic salary paid to employee during each salary period, calculated by reference to the basic rate of pay.
8.	Amount of allowances and other additional payments during each salary period, with itemisation of every allowance or payment (if applicable).
9.	First and last days of each overtime payment period (called "overtime period") if different from each salary period.
10.	Overtime hours worked during each overtime period (if applicable).
11.	Overtime pay for each overtime period (if applicable) and date of payment.
12.	Amount of deductions from salary during each salary period, with itemisation of every deduction (if applicable).
13.	Net amount paid to employee for each salary period and date of payment.

Failure

to maintain detailed employment records in accordance with the EA will attract administrative penalties of a fine of S\$100 to S\$200 for the first occurrence, and S\$200 to S\$400 for subsequent occurrences depending on the breach, and/or issue such directions to rectify the civil contravention. A failure to comply with such directions from MOM will constitute a criminal offence, which attracts more severe penalties of fines up to S\$5,000 and/or imprisonment of up to 6 months, and a further fine not exceeding S\$500 for every day during which the offence continues.

Please note that this section of the Employment Law Guide is a summary provided for general information purposes, aimed at aiding understanding of Singapore's employment law as at the date of writing. It is not exhaustive or comprehensive and reading this memorandum is not a substitute for reading the text of the various statutes to fully understand the extent of the obligations owed. This guide

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should also not be relied upon as legal advice.

Read The Other Sections of The Employment Law Guide

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