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An Affiliate of Jobs with Justice      [www.TCWorkersCenter.org](http://www.TCWorkersCenter.org)

## **Keeping a good record of your work hours and pay can help you succeed in a claim for unpaid wages!**

You can use the sample form on the back of this fact sheet to start your records.

One of the most important things to do in protecting and enforcing your right to be paid is to maintain good records:

- Keep any business cards or letterhead with your employer's contact information.
- If you are working as a day laborer or construction worker, record the license plate number of the contractor.
- Keep any payroll stubs or receipts you get from your employer.
- Maintain your own records of how many hours you work each day and what you are paid. You can use the sample form on the back of this sheet or a pocket calendar to do this.

## **Your records are evidence in a claim for unpaid wages!**

Many employers do not follow the legal requirement to maintain accurate records showing how many hours their employees worked, wages earned and payroll deductions. If the employer fails to keep a record of your employment, a judge or Department of Labor investigator will rely on the records you maintained as evidence.

## **Spread the word!**

If you are not getting paid, your co-workers are probably not getting paid either. Encourage your co-workers to keep records to protect their rights. The more workers there are, the more pressure there is on the employer to obey the law. Contact the Workers' Center for support and to network with other workers—there's power in numbers!

## **Frequently Asked Questions**

Can my employer make me give her a percentage of the tips I earn?

*No. An employer cannot ask for or accept any part of your tips.*

We have a tip pool where the wait staff, bartender and bussers share tips, is this legal?

*Yes. A voluntary tip pool is common and legal, but an employer may not force workers into a tip pool.*

Can my employer make me pay for broken items or missing cash from the register?

*No. An employer may not make you pay for the cost of broken items or missing cash by deducting money from your paycheck. If an employer wants to cover the costs of damaged items or cash missing from the register, they must pursue proper legal channels.*

