

Wage and Hour Lessons

Make note of all these things to file a wage claim; Remember there is a 3-year Statue of Limitations *time may vary for written contracts and promises*

1

Minimum Wage and Rate of Pay

Write down any addresses where work is performed. Document any promises of higher pay.

2

Overtime and Double Time

Document the start and end time of each workday.

3

Rest and Meal Breaks

Document the start and end time of all your breaks/meals (or document if you did not get to take a break/meal).

4

Late Payment Fees

Keep your paystubs. Take screenshots of direct deposits. Log the date and quantity of all payments.

5

Last Payment Waiting Time Penalties

Document the date of your last day of work and the date you received your final payment.

6

Sick Days

Document the dates you asked to take off if your request was denied.

7

Employers

Document any and all possible employers including company, owners, supervisors and managers (name, address, and phone number).

**For more information on
wage claims:**



**For a list of employment law
experts:**

