

Hey, kid, get a job!

If you're tempted to say that to the teenagers in your house, and thankful that someone else will be employing them this summer, remember that somewhere out there other parents are saying the very same thing to their teens. And you may end up employing them.

Surf's up: For a complete set of rules for employing teens, including safety tips, consult the Department of Labor's website, youthrules.dol.gov. *Reminder:* Between June 1 and Labor Day, 14- and 15-year-olds can work up to eight hours a day and 40 hours a week, but not past 9 p.m. Work hours for teens aged 16-18 aren't restricted. Regardless of age, minors can't work in hazardous jobs.

PAYROLL PRACTICE TIP: State law controls the age at which teens must obtain age certificates, working papers or parental consent letters, and how long you must retain those documents. To help you get a handle on this crucial paperwork requirement, the chart below summarizes these laws. States that don't have any requirements for working papers aren't listed. To get the full story on child labor laws, contact your state labor department.

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Payroll Legal Alert					
State document requirements for employing teens					
State	Document	Retention Period	State	Document	Retention Period
AK	Work permit for teens 16 and younger for those 16; no permit required if employer applies to labor department and obtains parental consent	2 years	NC	Employment certificate for teens 17 and younger	No period specified
AL	Age certificate for teens under 18 for employees who are younger than 18	2 years	ND	Work permit for teens 16 and younger; age certificate for teens 17 and older	No period specified, unless 2 years of employees who are 16 years old or younger
AR	Employment certificate for teens under 18	2 years	NE	Employment certificate for teens 16 and younger; age certificate for teens 17 and older	Retains what employment certificate retains; five days of teens 16 and younger
CA	Work permit for teens 15 through 18; age certificate for teens not required to be retained	2 years	NH	Employment certificate for teens under 18; parental consent for teens 16-17	No period specified
CO	Age certificate for teens 17 and younger	Retains when employment terminates	NJ	Employment certificate for teens 17 and younger; age certificate for teens 16-17	One year; retain records of names, dates of birth, addresses, time hours worked, starting times, wage paid
CT	Employment certificate for teens 16 and younger; certified copy of birth certificate for teens 17 and older	2 years, unless list of names and dates they work begins	NM	Work permit for teens younger than 16; age certificate for teens 16-17	1 year
DC	Employment certificate for teens 17 and younger	2 years, unless list of names and dates they work begins	NY	Employment certificate for teens 16 and younger	Retains work permit to issuing authority on termination
DE	Employment certificate for teens 17 and younger	2 years	OH	Employment certificate for teens 16 and younger	Retains when employment terminates; keep period: records for six years
GA	Work permit for teens younger than 18	Copy of document for duration of employment	OK	Work permit for teens 17 and younger; parental consent and proof of age increase also only for teens 16-17	Retains within three days of termination; keep payroll records for two years
HI	Certificate of employment for teens 16 and younger; age certificate for teens 16-17	Retains when employment terminates	OR	Employment certificate for teens 16 and younger (17 and younger if notification ahead is established)	No period specified
IA	Work permit	Retains to terminate when employment ends	PA	Employer retains retained employment certificate and notifies age 16 teens between 16 and 17	2 years; also retain copies of birth and medical reports unless not major paid
IL	Employment certificate for teens under 18	Retains when employment terminates; retain data records for 2 years	PB	Employment certificate or transferable work permit; written parental permission for teens 17 and younger	Retains to issuing authority within five days of termination
IN	Work permit for teens 16-17; age certificate for teens 16-17; Employer: Certified youth welfare program release	No period specified	RI	Age certificate for teens 16-17; limited work permits for teens 16 and younger	Retains within five days of termination
KS	Work permit for teens under 18 not certified in high school	1 year; retain until minor, upon admission into college, then breaks	SC	Parental consent or proof of age for teens 17 and younger	No time specified
KY	Proof of age for teens 17 and younger	1 year; retain until minor, upon admission into college, then breaks	SD	Age certificate for teens 17 and younger	2 years
LA	Work permit for teens 17 and younger	Before to issuing authority within three days of termination	TN	Verification or part-time work permit for teens 16 and younger	1 year; retain records of birth date and step times; time breaks
MA	Employment certificate for teens younger than 18; who obtained certificate for teens 16-18 who work in exempt jobs	One year; retain records of dates worked, working times	TX	Age certificate for teens 17 and younger	2 years
MD	Work permit for teens 17 and younger	2 years	VA	Verification or part-time work permit for teens 16 and younger	1 year; retain records of birth date and step times; time breaks
ME	Work permit for teens 17 and younger	2 years; retain record of date dates worked	VT	Work permit for teens 17 and younger	2 years
MI	Work permit for teens 17 and younger	No period specified	WA	Work permit for teens 17 and younger; age certificate for teens 16 and older	1 year; retain records of names, addresses, dates of birth, job titles, hours worked, time breaks
MO	Work permit for teens 17 and younger	2 years	WV	Work permit for teens 16 and younger; age certificate for teens 16-17	2 years
MS	Work permit for teens 16 and younger; age certificate for teens 16 and older	2 years	WY	Proof of age for teens 16 and younger	2 years
MT	Parental consent for teens 17 and younger	No period specified			

