



Farm Labor Recordkeeping Checklist

Employee Information

Records related to individual employee identification and basic details.

Employee Full Name

Employee Social Security Number (SSN) / EIN (for independent contractors)

Date of Hire

Employee Hourly Wage / Salary


Employee Job Title

- ☐ Field Worker
- ☐ Equipment Operator
- ☐ Harvest Crew
- ☐ Irrigation Specialist
- ☐ Other

Emergency Contact Information (Name, Phone Number, Relationship)

Write something...

Copy of Employee Identification (e.g., Driver's License, Passport)

 Upload File

Employee Work Authorization Status

- ☐ US Citizen
- ☐ Legal Permanent Resident
- ☐ H-2A Visa Holder
- ☐ Other Work Visa
- ☐ Not Applicable

Hours Worked

Detailed tracking of hours worked by each employee.

Date of Work

Enter date...

Start Time (Military Time)

Enter a number...

End Time

Regular Hours Worked

Enter a number...

Overtime Hours Worked

Enter a number...

Break Time (Minutes)

Enter a number...

Task/Job Description

- ☐ Field Preparation
- ☐ Planting
- ☐ Irrigation
- ☐ Harvesting
- ☐ Weeding
- ☐ Maintenance
- ☐ Other

Notes (e.g., weather conditions, specific tasks)

Write something...

Wages and Compensation

Documentation of all wages, salaries, bonuses, and other forms of compensation.

Hourly Wage Rate

Enter a number...

Overtime Rate (if applicable)

Enter a number...

Gross Pay (per pay period)

Enter a number...

Bonus Amount (if applicable)

Enter a number...

Commission Amount (if applicable)

Enter a number...

Detailed Description of Compensation (e.g., piece rate, sales goals)

Write something...

Date of Pay

Enter date...

Total Pay for the Pay Period

Enter a number...

Payroll Deductions

Records of all deductions from employee wages (taxes, insurance, etc.).

Federal Income Tax Withheld

Enter a number...

State Income Tax Withheld

Enter a number...

Social Security Tax Withheld

Enter a number...

Medicare Tax Withheld

Health Insurance Premiums Withheld

Retirement Contributions (401k, etc.) Withheld

Wage Garnishments Withheld

Notes on Unusual or Complex Deductions

Training Records

Documentation of employee training, certifications, and safety briefings.

Training Date

Training Type

- ☐ Safety Training
- ☐ Equipment Operation
- ☐ Pesticide Application
- ☐ First Aid/CPR
- ☐ Other

Training Content/Description

Write something...

Certificate of Completion (if applicable)

 Upload File

Duration of Training (in hours)

Enter a number...

Trainer Name

Work Contracts & Agreements

Copies of employment contracts, agreements, and any relevant documentation outlining terms of employment.

Copy of Employment Contract (if applicable)

 Upload File

Contract Start Date

Enter date...

Contract End Date (if applicable)

Enter date...

Description of Job Duties & Responsibilities (as outlined in agreement)

Write something...

Agreed Upon Wage Rate (per hour/day/piece)

Enter a number...

Payment Frequency (as per agreement)

- ☐ Weekly
- ☐ Bi-Weekly
- ☐ Semi-Monthly
- ☐ Monthly

Employee Signature (acknowledging agreement)**Employer Signature (acknowledging agreement)**

Record Retention & Organization

Guidelines and procedures for safely storing and organizing labor records.

Number of Years Records are Retained

Enter a number...

Explanation of Record Retention Policy (Why this duration?)

Write something...

Storage Method (Physical or Digital)

- ☐ Physical Storage (Paper)
- ☐ Digital Storage (Electronic)

Description of Physical Storage Location (if applicable)

Write something...

Description of Digital Storage System (if applicable, include backup procedures)

Write something...

Access Permissions to Records

- ☐ Restricted to Farm Owner/Manager
- ☐ Limited Access to Designated Personnel
- ☐ Open Access (Not Recommended)

Last Record Storage Review Date

Enter date...

Compliance & Legal Requirements

Checklist items related to federal, state, and local labor laws.

Federal Minimum Wage Compliance

- ☐ Meets or Exceeds Federal Minimum Wage
- ☐ Does Not Meet Federal Minimum Wage (Investigation Needed)

State Minimum Wage Compliance

- ☐ Meets or Exceeds State Minimum Wage
- ☐ Does Not Meet State Minimum Wage (Investigation Needed)

Last I-9 Form Review Date

Enter date...

Overtime Pay Compliance (FLSA)

- ☐ Compliant with FLSA Overtime Rules
- ☐ Potential FLSA Overtime Issues – Review Needed

Record of Payroll Tax Reporting (Form 941, etc.)

Write something...

Worker Classification (Employee vs. Contractor)

- ☐ All Workers Properly Classified
- ☐ Potential Misclassification – Review Needed

Last Wage and Hour Audit

Enter date...