

## Chapter 305

**(Senate Bill 38)**

AN ACT concerning

**Wage Payment and Collection – Pay Stubs and Pay Statements – Required Information**

FOR the purpose of requiring that a notice containing certain information provided to an employee at the time of hiring be written; requiring that the statement regarding earnings required to be provided to employees by employers be written on the physical pay stub or online pay statement and include certain information; requiring the Commissioner of Labor and Industry to create and make available to an employer at no charge a pay stub template for certain purposes; and generally relating to information on pay stubs and pay statements.

BY repealing and reenacting, with amendments,  
 Article – Labor and Employment  
 Section 3–504  
 Annotated Code of Maryland  
 (2016 Replacement Volume and 2023 Supplement)

BY adding to  
 Article – Labor and Employment  
 Section 3–507.3  
 Annotated Code of Maryland  
 (2016 Replacement Volume and 2023 Supplement)

SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF MARYLAND,  
 That the Laws of Maryland read as follows:

**Article – Labor and Employment**

3–504.

- (a) An employer shall give to each employee:
- (1) at the time of hiring, **WRITTEN** notice of:
    - (i) the rate of pay of the employee;
    - (ii) the regular paydays that the employer sets; and
    - (iii) leave benefits;

(2) for each pay period, a **WRITTEN** statement [of the gross earnings of the employee and deductions from those gross earnings; and] **ON THE PHYSICAL PAY STUB OR THE ONLINE PAY STATEMENT THAT INCLUDES:**

(I) **THE EMPLOYER'S NAME REGISTERED WITH THE STATE, ADDRESS, AND TELEPHONE NUMBER;**

(II) **THE DATES OF WORK COVERED BY DATE OF PAYMENT AND THE BEGINNING AND ENDING DATES OF THE PAY PERIOD FOR WHICH THE PAYMENT IS MADE;**

(III) **UNLESS THE EMPLOYEE IS EXEMPT FROM OVERTIME UNDER FEDERAL AND STATE LAW, THE NUMBER OF HOURS WORKED DURING THE PAY PERIOD;**

(IV) **THE RATES OF PAY;**

(V) **THE GROSS AND NET PAY EARNED DURING THE PAY PERIOD;**

(VI) **THE AMOUNT AND PURPOSE NAME OF ALL DEDUCTIONS;**

(VII) **A DESCRIPTION OF THE INFORMATION USED BY THE EMPLOYER TO CALCULATE THE EMPLOYEE'S GROSS AND NET PAY A LIST OF ADDITIONAL BASES OF PAY, INCLUDING BONUSES, COMMISSIONS ON SALES, OR OTHER BASES; AND**

(VIII) **FOR EACH EMPLOYEE PAID AT A PIECE RATE, THE APPLICABLE PIECE RATES OF PAY AND THE NUMBER OF PIECES COMPLETED AT EACH PIECE RATE; AND**

(3) at least 1 pay period in advance, notice of any change in a payday or wage.

(b) This section does not prohibit an employer from increasing a wage without advance notice.

(C) **THE COMMISSIONER SHALL CREATE AND MAKE AVAILABLE TO AN EMPLOYER AT NO CHARGE A PAY STUB TEMPLATE THAT MAY BE USED BY THE EMPLOYER TO COMPLY WITH THIS SECTION.**

**3-507.3.**

(A) IF THE COMMISSIONER DETERMINES THAT AN EMPLOYER HAS VIOLATED § 3-504(A)(2) OF THIS SUBTITLE, THE COMMISSIONER MAY ISSUE AN ORDER THAT:

(1) DESCRIBES THE VIOLATION;

(2) DIRECTS THE EMPLOYER TO PROVIDE THE REQUIRED INFORMATION; AND

(3) SUBJECT TO SUBSECTION (B) OF THIS SECTION, IMPOSES AN ADMINISTRATIVE PENALTY OF UP TO \$500 FOR EACH EMPLOYEE WHO WAS NOT PROVIDED A PAY STUB OR ONLINE PAY STATEMENT IN ACCORDANCE WITH § 3-504(A)(2) OF THIS SUBTITLE.

(B) THE COMMISSIONER SHALL SEND AN ORDER ISSUED UNDER SUBSECTION (A) OF THIS SECTION TO THE EMPLOYER AT THE EMPLOYER'S LAST KNOWN BUSINESS ADDRESS BY REGULAR MAIL AND CERTIFIED MAIL.

(C) THE AMOUNT OF A PENALTY IMPOSED UNDER THIS SUBSECTION SHALL BE BASED ON:

(1) THE GRAVITY OF THE VIOLATION;

(2) THE SIZE OF THE EMPLOYER'S BUSINESS;

(3) THE EMPLOYER'S GOOD FAITH; AND

(4) THE EMPLOYER'S HISTORY OF VIOLATIONS OF THIS SUBTITLE.

(D) THE ACTIONS TAKEN UNDER THIS SUBSECTION ARE SUBJECT TO THE NOTICE AND HEARING REQUIREMENTS OF TITLE 10, SUBTITLE 2 OF THE STATE GOVERNMENT ARTICLE.

(E) (1) WITHIN 15 DAYS AFTER RECEIVING AN ORDER ISSUED UNDER SUBSECTION (A) OF THIS SECTION, AN EMPLOYER MAY REQUEST AN ADMINISTRATIVE HEARING.

(2) IF THE EMPLOYER DOES NOT REQUEST A HEARING AS PROVIDED UNDER PARAGRAPH (1) OF THIS SUBSECTION, THE ORDER OF THE COMMISSIONER, INCLUDING ANY ADMINISTRATIVE PENALTIES, IS FINAL.

(F) (1) WITHIN 30 DAYS AFTER THE COMMISSIONER ISSUES AN ORDER, AN EMPLOYER SHALL COMPLY WITH THE ORDER.

**(2) IF AN EMPLOYER DOES NOT COMPLY WITH AN ORDER IN THE TIME PERIOD STATED IN PARAGRAPH (1) OF THIS SUBSECTION, THE COMMISSIONER MAY BRING AN ACTION TO ENFORCE THE ORDER:**

**(I) IN THE COUNTY WHERE THE EMPLOYER IS LOCATED; OR**

**(II) IF THE ADDRESS OF THE EMPLOYER CANNOT BE DETERMINED, IN THE COUNTY WHERE THE EMPLOYEE OR COMMISSIONER IS LOCATED.**

~~**(A) NOTWITHSTANDING ANY OTHER REMEDY AVAILABLE UNDER THIS SUBTITLE, IF AN EMPLOYER FAILS TO PROVIDE THE INFORMATION REQUIRED UNDER § 3-504(A)(2) OF THIS SUBTITLE, AN EMPLOYEE OF THE EMPLOYER OR THE ATTORNEY GENERAL MAY BRING AN ACTION AGAINST THE EMPLOYER.**~~

~~**(B) IF, IN AN ACTION UNDER SUBSECTION (A) OF THIS SECTION, A COURT FINDS THAT THE EMPLOYEE IS UNABLE TO DETERMINE THE CORRECT AMOUNT OF PAY, IDENTIFY THE EMPLOYER'S LEGAL NAME, OR CONTACT THE EMPLOYER, THE COURT MAY ORDER:**~~

~~**(1) INJUNCTIVE RELIEF;**~~

~~**(2) UNLESS THE EMPLOYER SHOWS THAT IT ACTED IN GOOD FAITH AND REASONABLY BELIEVED THAT IT MET THE REQUIREMENTS OF § 3-504(A)(2) OF THIS SUBTITLE, LIQUIDATED DAMAGES OF \$100 FOR EACH WORKWEEK IN WHICH THE VIOLATION OCCURRED, NOT TO EXCEED \$5,000; AND**~~

~~**(3) REASONABLE COUNSEL FEES AND COSTS.**~~

SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall take effect October 1, 2024.

Approved by the Governor, April 25, 2024.