Article - Labor and Employment

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§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 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 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 name of all deductions;

(vii) 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.

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