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Office 909-997-8162

SB 1252 – Payroll records.

As employers we have long been required to give employees copies of the their employment file upon request. The request can be written or oral, and we have always had a time line. This law expands that request to cover payroll records.

Payroll records are the first claim filed on any [Private Attorneys General Act \(PAGA\)](#) authorizes aggrieved employees to file lawsuits to recover civil penalties on behalf of themselves, other employees, and the State of California for Labor Code violations. If you are not using a reputable payroll Company there is a chance the pay stub may be missing legally required information.

Existing law grants current and former employees of employers who are required to keep this information the right to inspect or copy records pertaining to their employment, upon reasonable request. Existing law requires an employer to respond to these requests within a specified time. This law provides that employees have the right to receive a copy of the employment records described above and apply the associated time requirements and penalty provisions in this context.

Your timeline for giving employees the copies of payroll records is as soon as practical but no more than 21 days from the date of **oral or written request.**