

Preparing -- You can Help:

1. By responding to all questions received from the agency investigator as soon as possible
2. By giving documentation:
 - a. in the form of complete and correct statements of your position, including all important dates
 - b. in the form of all written records, contracts, check stubs, receipts, timecards, vouchers, daily logs, calendars, etc
 - c. of the names, addresses and telephone numbers of all persons who have information, or whom you may wish to call at a conference to testify in support of your position
 - d. of the names, addresses and telephone numbers of all managers, supervisors, owners or offices of the employer with whom you dealt concerning your job, wages or benefits
3. By keeping the investigator informed of any changes in your address or telephone number
4. By attending the conference when scheduled. If you fail to appear, it could hurt your case.

Patience and cooperation from both you and the employer are necessary to the successful and fair handling of your claim.

Employer Requirements:

Pay Periods

The employer must pay you at least once a month on regular paydays.

When your job ends, if the employment is terminated by the employer, regardless of the cause of the termination, payment is due within three working days after the termination. If the employment is terminated by the employee, payment is due at the next regular payday that is at least three days after the employer received notice of the employee's termination of services.

Deductions from Wages

Your employer may not withhold, deduct or divert any part of your pay, except for:

1. requirements to do so by State or federal law
2. other legal deductions authorized by you (some deductions are not allowed by law)

Employer Records

Your employer must keep an accurate record of your name, address and occupation, your daily and weekly hours worked and the wages paid to you each pay period. The records must be kept for three years.

Overtime

If your employer has more than 3 employees, overtime must be paid at one and one-half times your straight-time rate for any hours worked over 8 in a day or 40 in a week (if non-exempt employee).

Minimum Wage

Effective 7/24/09 Alaska's minimum wage is \$7.25 per hour. Effective 1/1/10 Alaska's minimum wage will become \$7.75 per hour.

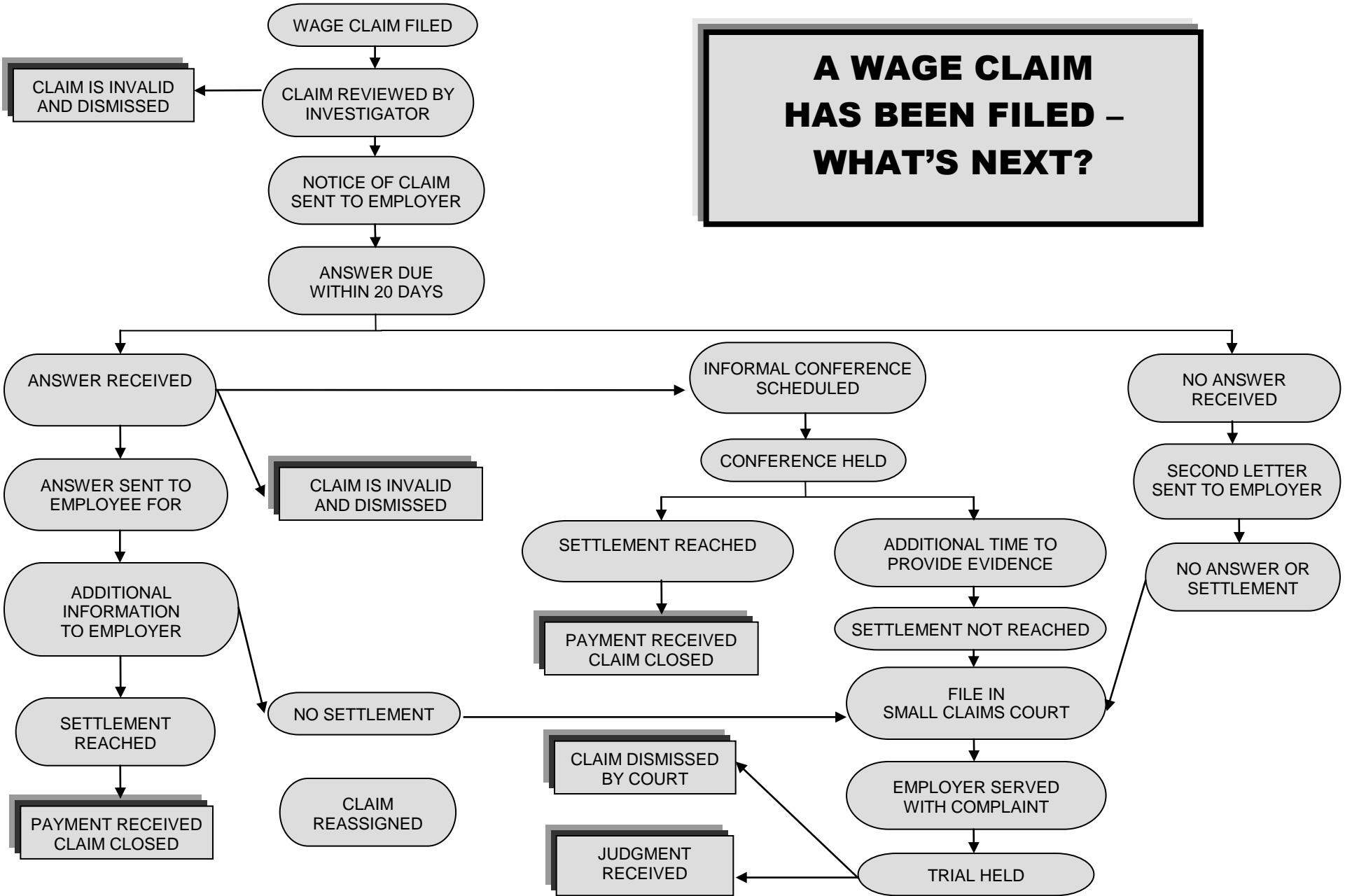


YOUR WAGE CLAIM

Wage and Hour
Administration

STATE OF ALASKA

A WAGE CLAIM HAS BEEN FILED – WHAT’S NEXT?



NOTE: All claims are not alike. The type of claim filed will help determine how soon a claim is resolved. Seven months or more may be required to resolve a claim; therefore, claims should be filed as soon as possible.

QUESTIONS REGARDING WAGE CLAIMS SHOULD BE DIRECTED TO THE NEAREST REGIONAL WAGE AND HOUR ADMINISTRATION OFFICE BETWEEN 8 A.M. AND 5 P.M. - MONDAY THROUGH FRIDAY.