State of New Jersey

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
PO BOX 389
TRENTON, NEW JERSEY 08625-0389

September 17, 2020

Toms River Township
Attn: Human Resources Manager
33 Washington Street
Toms River, NJ 08753

Dear Human Resources Manager:

[redacted] Please submit copies of the following information to the Division of Wage & Hour Compliance by **10/20/2020**. [redacted]

1. **Time Records – Time cards, time sheets, etc., with daily and weekly hours worked by each employee.**
2. **Payroll Records – Register/Journal for each pay period for all employees with gross pay,** [redacted] **and rate of pay.**
3. **Employee Records – List of all employees for the last two years including the employee's name,** [redacted] **, hire and termination dates, and job title.**
4. [redacted]
5. [redacted] or [redacted]
6. **Workers' Compensation – Insurance company,** [redacted] **and effective and expiration dates.**
7. [redacted].
8. [redacted]
9. **Copy of Employee Handbook and any Records for Earned Sick Leave – Including but not limited to notification to employee's, designated benefit year, hours of work, accrued or advanced leave balances, used, earned, paid out or carried over and** [redacted].
10. [redacted].

Return mail should be sent to to my email address or to the address above in the letterhead to the attention of Alesha Lipsett, Investigator If you have questions please contact me at 609-947-7609 or Alesha.Lipsett@dol.nj.gov. Thank you for your cooperation.

Alesha Lipsett
Investigator
Division of Wage and Hour Compliance