

Notice and Acknowledgement of Pay Rate and Payday  
 Under Section 195.1 of the New York State Labor Law  
 Notice for Hourly Rate Employees

1. Employer Information

Name:  
 . L Q J V E R U R X J K & R P O X H Q L H W \

Doing Business As (DBA) Name(s):  
 1 \$

FEIN (optional):

Physical Address: . L î ... ÑÜ< 0\$ ðÐ ` ð ð € €

3. Employee's rate of pay:  
 \$ \_\_\_\_\_ per hour

4. Allowances taken:  
 ; None  
 Tips \_\_\_\_\_ per hour  
 Meals \_\_\_\_\_ per meal  
 Lodging \_\_\_\_\_  
 Other \_\_\_\_\_

5. Regular payday : \_\_\_\_\_

6. Pay is:  
 Weekly  
 ; Bi-weekly  
 Other \_\_\_\_\_

7. Overtime Pay Rate:  
 \$ 1 \$ per hour (This must be at least  
 1½ times the worker's regular rate with  
 few exceptions.)

8. Employee Acknowledgement:  
 On this day I have been notified of my pay rate, overtime rate (if eligible), allowances, and designated pay day on the date given below. I told my employer what my primary language is.

Check one:  
 I have been given this pay notice in English because it is my primary language.  
 My primary language is \_\_\_\_\_. I have been given this pay notice in English only, because the Department of Labor does not yet offer a pay notice form in my primary language.

2. Notice given

\_\_\_\_\_  
 Print Employee Name

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Preparer's Name and Title

The employee must receive a signed copy of this form. The employer must keep the original for 6 years.

Please note: It is unlawful for an employee to be paid less than an employee of the opposite sex for equal work. Employers also may not prohibit employees from discussing wages with their co-workers.

- At hiring
- Before a change in pay rate(s), allowances claimed or payday