

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

Notice for Employees Paid a Weekly Rate or a Salary for a Fixed Number of Hours (40 or Fewer in a Week)

1. Employer Information	3. Employee's Pay Rate:	8. Employee Acknowledgement:
Name:	\$ per	On this day, I have been notified of my pay rate overtime rate (if eligible), allowances, and
	Weekly hours (Specify the number of hours for which the weekly rate or salary will be	designated payday. I told my employer what my primary language is.
Doing Business As (DBA) Name(s):	paid.)	Check one:
	Employers may not pay a non-hourly rate to a non-exempt employee in the Hospitality	I have been given this pay notice in English
FEIN (optional):	Industry, except for commissioned salespeople.	because it is my primary language.
	4. Allowances taken:	My primary language is I have been given this pay notice in English only,
Physical Address:	None	because the Department of Labor does not yet
	Tips per hour	offer a pay notice form in my primary language.
	Meals per meal	
Mailing Address:	☐ Lodging ☐ Other	Print Employee Name
	5. Regular payday:	Employee Signature
Phone:	6. Pay is:	
	Weekly	Date
a Alexten d	☐ Bi-weekly	
2. Notice given:  At hiring	Other	Preparer Name and Title
On or before February 1	7. Overtime Pay Rate:	
Before a change in pay rate(s), allowances claimed or payday	\$ per hour (This must be at least 1½ times the worker's regular rate, with few exceptions.)	The employee must receive a signed copy of this form. The employer must keep the origina for 6 years.