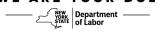
WE ARE YOUR DOL



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

Notice for Employees Paid Salary for Varying Hours, Day Rate, Piece Rate, Flat Rate or Other Non-Hourly Pay

1. Employer Information	4. Employee's Pay Rate: \$ per	8. Employee Acknowledgement: On this day, I received notice of my pay
Name:	Specify the basis for the rate paid, i.e. salary for varying hours, day rate, etc.	rate, overtime rate (if eligible), allowances, and designated payday. I told my employe
Doing Business As (DBA) Name(s):	Employers may not pay a non-hourly rate to a non-exempt employee in the Hospitality Industry, except for commissioned salespeople.	what my primary language is. Check one: I have been given this pay notice in English because it is my primary language.
FEIN (optional):	5. Allowances taken: None Tips per hour Meals per meal Lodging Other	☐ My primary language is I have been given this pay notice in English
Physical Address:		only, because the Department of Labor does not yet offer a pay notice form in my primary language.
Mailing Address:	6. Pay is: Weekly Bi-weekly Other	Print Employee's Name
Phone:	7. Overtime Pay Rate: In most cases the overtime rate will be 1½ times the regular rate of pay for the week. The regular rate of pay is the total weekly pay divided by the hours worked in the	Employee's Signature
2. Notice given:		Date
At hiring	week.	Preparer's Name and Title
☐ Before a change in pay rate(s), allowances claimed or payday	In most cases, it is illegal to pay a fixed weekly rate for varying hours worked over 40 per week. The Department of Labor	The employee must receive a signed copy of this form. The employer must
3. Regular payday:	etronaly discourages weekly rates for non	keep the original for 6 years.

exempt employees, since underpayments

often result.

strongly discourages weekly rates for non-

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.