**Notice and Acknowledgment of Pay Rate and Payday**

Under Section 195.1 of the New York State Labor Law

Notice for **Hourly Rate Student Employees**

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### 1. Employer Information

**Name:** Colgate University  
**Doing Business As (DBA) Name(s):** Colgate University  
**FEIN (optional):**  
**Physical Address:** 13 Oak Drive Hamilton, NY 13346  
**Mailing Address:** 13 Oak Drive Hamilton, NY 13346  
**Phone:** 315-228-7431

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### 2. Notice given:

- **At hiring**
- **On or before February 1**
- **Before a change in pay rate(s), allowances claimed, or payday**

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### 3. Employee’s rate of pay:

$__________ per hour

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### 4. Allowances taken:

- **None**
- **Tips _________ per hour**
- **Meals _________ per meal**
- **Lodging or Other ________________**

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### 5. Regular payday:

_____Friday_____

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### 6. Pay is:

- **Weekly**
- **Bi-weekly**
- **Other**

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### 7. Overtime Pay Rate:

Students should not work overtime. If overtime pay is required, it will be paid at 1.5 times the weighted average of all applicable rates of pay for the week, with few exceptions.

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### 8. Employee Acknowledgment:

On the date given below I was notified of my pay rate, overtime rate (if eligible), allowances, and designated payday. 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. *(Notices currently available in Chinese, English, Haitian Creole, Korean, Polish, Russian, and Spanish only.)*

**Employee Signature**

________________________________________  
**Date**

________________________________________  
**Supervisor’s Name and Title**

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

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Once signed: Original to Financial Aid -- Photocopy to Employee