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
Name:
Doing Business As (DBA) Name(s):
FEIN (optional):
Physical Address:
Mailing Address:
Phone:

2. Notice given:
☐ At hiring
☐ Before a change in pay rate(s), allowances claimed or payday

3. Employee’s Pay Rate:
$ ____________ per ________
Weekly hours _______ (Specify the number of hours for which the weekly rate or salary will be paid.)

Employers may not pay a non-hourly rate to a non-exempt employee in the Hospitality Industry, except for commissioned salespeople.

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:
$ ______ 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 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.

Print Employee Name
Employee Signature
Date

Preparer 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.