



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: _____

Doing Business As (DBA) Name(s): _____

FEIN (optional): _____

Physical Address: _____

Mailing Address: _____

Phone: _____

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.

Print Employee Name

Employee Signature

Date

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

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

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.