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.