Notice and Acknowledgement of Pay Rate and Payday/薪資及發薪日通知
Under Section 195.1 of the New York State Labor Law/紐約州勞工法第 195.1 條款
Notice for Employees Paid a Weekly Rate or a Salary for a Fixed Number of Hours (40 or Fewer in a Week)/週薪或固定薪資員工的通知(每週 40 小時或以下)

1. Employer Information/雇主資料

Name/名字:

Doing Business As (DBA) name(s)/ 招牌名:

FEIN (optional) 聯邦報**稅號** (可選擇的):

Physical Address/公司所在地址:

Mailing Address/郵政地址:

Phone/電話:

2. Notice give/給予員工的通知:

☐ At hiring/雇用時
☐ Before a change in pay rate(s), allowances claimed or payday/在薪資, 發薪日, 或津貼變更之前

3. Employee's Pay Rate/員工的薪資標準:

$ _____ per/ 每 _____

Weekly hours 每週工作小時數_____(Specify the number of hours for which the weekly rate or salary will be paid.)/(註明薪資是以每週幾小時計算)

Employers may not pay a non-hourly rate to a non-exempt employee in the Hospitality Industry, except for commissioned salespeople/除了領取佣金的銷售人員之外, 餐酒店業的雇主不得支付一般勞工非時薪的薪資

4. Allowances taken/所取津貼:

☐ None/無
☐ Tips /小費 _____ per hour/每小時
☐ Meals/ 餐飲 _____ per meal/每餐
☐ Lodging/住宿 _____
☐ Other/其他 _____

5. Regular payday 正常發薪日:

_____

6. Pay is/發薪頻率:

☐ Weekly/每週
☐ Bi-weekly/每二週
☐ Other/其他

7. Overtime Pay Rate/加班費標準:

$ _____ per hour/每小時(This must be at least 1½ times the workers' regular rate with few exceptions.)/ (這必須最少是正常薪資的 1.5 倍, 極少例外).

8. Employee Acknowledgement/員工認知:

On this day, I received notice of my pay rate, overtime rate (if eligible), allowances, and designated payday in English, and in my primary language. I told my employer that my primary language is **Chinese**. /此日我 收到薪資, 加班費,發薪日, 以及津貼的中英通知.我已告訴雇主我的母語是中文.

_____
Print Employee Name/請正楷書寫員工姓名

_____
Employee Signature/員工簽名

_____
Date/日期

_____
Preparer Name and Title/填表人名字及頭銜

The employee must receive a signed copy of this form. The employer must keep the original for 6 years./ 員工必須收到此簽名表格的複印本. 雇主並須保存此表格正本6年.