



Notice and Acknowledgement of Pay Rate and Payday
Under Section 195.1 of the New York State Labor Law
Notice for Prevailing Rate and Other Jobs

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. Regular payday:

4. Prevailing Rate Jobs Pay Rate(s):

Your rate of pay will be the posted rate for the occupation(s).

Occupation: _____

5. Prevailing Rate Jobs Overtime Pay

Rate: Your overtime rate(s) are payable after 8 hours in a day and after 5 days in a week, or as noted in the applicable prevailing wage schedule. Overtime rates will be those posted for the occupation.

6. Non-Prevailing Rate Jobs Pay Rate:

\$ _____ per hour.

7. Non-Prevailing Rate Jobs Overtime

Pay Rate: \$ _____ per hour.

8. Overtime for Prevailing Rate and Non-Prevailing Rate Jobs in the Same Week:

For most employees in NYS the overtime rate will be 1 1/2 times the regular pay rate for the work you are performing for hours over 40 in a workweek. Any overtime premium earned on a prevailing rate job during the same week can be credited toward non-prevailing rate overtime pay.

9. Allowances taken:

- None
Tips _____ per hour
Meals _____ per meal
Lodging _____
Other _____

10. Pay is:

- Weekly
Bi-weekly
Other: _____

11. Employee Acknowledgement:

On this date, 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 only, 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.