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
- ☐ On or before February 1
- ☐ 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.

_________________________

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.