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:

2. Notice given:
   □ At hiring
   □ On or before February 1
   □ Before a change in pay rate(s), allowances claimed or payday

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.)

8. Employee Acknowledgement:
   On this day I have been notified of my pay rate, overtime rate (if eligible), allowances, and designated payday 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.

   ____________________________________________
   Employee Signature

   __________________________
   Date

   __________________________
   Preparer’s Name and Title

The employee must receive a signed copy of this form. The employer must keep the original for 6 years.