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
   □ 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 pay day 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.

Print Employee Name
______________________________
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.

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.