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.