Notice and Acknowledgement of Pay Rate and Payday Under Section 195.1 of the New York State Labor Law Notice for Hourly Rate Employees

3. Employee’s rate of pay:
   $___________ per hour

4. Allowances taken:
   □ None
   ☑ Tips_________ per hour
   □ Meals _________ per meal
   □ Lodging________
   □ Other _________________

5. Regular payday: Thursday

6. Pay is:
   □ Weekly
   ☑ Bi-weekly
   □ Other

7. Overtime Pay Rate:
   $ N/A per hour (This must be at least 1 ½ 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

Donna Brogna, FWS Coordinator
Preparer’s Name and Title

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