

**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.