

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

1. Employer Information Name:	 Employee's pay rate(s): State if pay is based on an hourly, salary, day rate, piece rate, or other basis. 	 8. Employee Acknowledgement: On this day, I received notice of my pay rate, overtime rate (if eligible), allowances, and designated payday. I told my employe what my primary language is. Check one: I have been given this pay notice in English because it is my primary language
Doing Business As (DBA) Name(s):	Employers may not pay a non-hourly rate to a non-exempt employee in the Hospitality Industry, except for commissioned salespeople.	
FEIN (optional):	4. Allowances taken: ☐ None	My primary language is have been given this pay notice in English
Physical Address:	☐ Tips per hour ☐ Meals per meal ☐ Lodging	only, because the Department of Labor does not yet offer a pay notice form in my primary language.
	Other	Print Employee Name
Mailing Address:	5. Regular payday:	
	6. Pay is: ☐ Weekly	Employee Signature
Phone:	☐ Bi-weekly ☐ Other:	Date
	7. Overtime Pay Rate: Most workers in NYS must receive at least	Preparer Name and Title
2. Notice given:	1½ times their regular rate of pay for all	The employee must receive a signed
☐ At hiring ☐ Before a change in pay rate(s),	hours worked over 40 in a workweek, with few exceptions. A limited number of employees must only be paid overtime at	copy of this form. The employer must keep the original for 6 years.
allowances claimed, or payday	1½ times the minimum wage rate, or not at	Please note: It is unlawful for an employee

This employee is exempt from overtime

under the following exemption (optional):

all.

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.