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:
   $9.70 ______ per hour

4. Allowances taken:
   □ None
   □ Tips ______ per hour
   □ Meals ______ per meal
   □ Lodging ______
   □ Other ______

5. Regular payday: Friday

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

7. Overtime Pay Rate:
   $14.550 ______ per hour
   (This MUST be at least 1 1/2 times the worker's regular rate with few exceptions.)

8. Employee Acknowledgement:
   On this day I received notice 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
__________________________________________
Mary Theresa Burek-Bartis, Asst. Dir. Of Business Affairs
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 coworkers.