

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

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

3. 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 employer what my primary language is.
Employers may not pay a non-hourly rate to a non-exempt employee in the Hospitality	Check one:
Industry, except for commissioned salespeople.	I have been given this pay notice in English because it is my primary language.
4. Allowances taken:	My primary language is I
None	have been given this pay notice in English only,
Tips per hour	because the Department of Labor does not yet
Meals per meal	offer a pay notice form in my primary language.
Lodging	
Other	Employee Signature
5. Regular payday:	
6. Pay is:	Date
Weekly	
Bi-weekly	Preparer Name and Title
Other:	reparer name and rate
7. Overtime Pay Rate:	
Most workers in NYS must receive at least 1½ times their regular rate of pay for all hours worked over 40 in a workweek, with few exceptions. A limited number of employees must only be paid overtime at 1½ times the minimum wage rate, or not at all.	The employee must receive a signed copy of this form. The employer must keep the original for 6 years.
This employee is exempt from overtime under the following exemption (optional):	