

## Sample Pay Notice for the Hospitality Industry - Updated

More information is available in Part § 146-2.2.

**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.

### Notice of Pay Rates and Pay Day

Company name and address \_\_\_\_\_

Preparer's name and title \_\_\_\_\_

Employee's name and address \_\_\_\_\_

Your regular rate of pay will be \$\_\_\_\_\_ per hour for the first 40 hours in a week.

Your overtime rate of pay will be \$\_\_\_\_\_ per hour for hours over 40.

Your designated pay day will be: \_\_\_\_\_

#### For Tipped Employees Only:

The tip credit taken will be \$\_\_\_\_\_ per hour. (See page 2 for the maximum allowed amount.)

If you do not receive enough tips over the course of a week to bring you up to the minimum hourly rates for the first 40 hours and 1½ times that amount per hour for hours over 40, you will be paid additional wages that week to make up the difference. See page 2 for the minimum hourly wage amounts.

#### For Service Employees in Resort Hotels Only (if different from rates given above):

If your weekly average of tips received is at least the minimum threshold for tips per hour (see page 2 for a listing of the minimum threshold tips), your regular rate of pay will be \$\_\_\_\_\_ per hour and your overtime rate of pay will be \$\_\_\_\_\_ per hour. The tip credit taken will be \$\_\_\_\_\_ per hour.

Preparer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have been notified of my pay rate, overtime rate, tip credit if applicable, and designated pay day on the date given below.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Tipped Employees Only:**

<b>CREDIT FOR TIPS RECEIVED (maximum)</b>	<b>12/31/16 - 12/30/17</b>	<b>12/31/17- 12/30/18</b>	<b>12/31/18- 12/30/19</b>	<b>12/31/19- 12/30/20</b>	<b>12/31/20- 12/30/21</b>	<b>12/31/21- 12/30/22</b>
NYC - Large Employers (11 or more)	\$3.50	\$4.35	\$5.00	\$5.00	\$5.00	\$5.00
NYC - Small Employers (10 or less)	\$3.00	\$4.00	\$4.50	\$5.00	\$5.00	\$5.00
Long Island & Westchester	\$2.50	\$3.50	\$4.00	\$4.35	\$4.65	\$5.00
Remainder of New York State	\$2.20	\$2.90	\$3.60	\$3.95	\$4.15	TBD

<b>CASH WAGE PAID BY EMPLOYER (minimum)</b>	<b>12/31/16 - 12/30/17</b>	<b>12/31/17- 12/30/18</b>	<b>12/31/18- 12/30/19</b>	<b>12/31/19- 12/30/20</b>	<b>12/31/20- 12/30/21</b>	<b>12/31/21- 12/30/22</b>
NYC - Large Employers (of 11 or more)	\$7.50	\$8.65	\$10.00	\$10.00	\$10.00	\$10.00
NYC - Small Employers (10 or less)	\$7.50	\$8.00	\$9.00	\$10.00	\$10.00	\$10.00
Long Island & Westchester	\$7.50	\$7.50	\$8.00	\$8.65	\$9.35	\$10.00
Remainder of New York State	\$7.50	\$7.50	\$7.50	\$7.85	\$8.35	TBD

**For Service Employees in Resort Hotels Only**

<b>THRESHOLD TIPS REQUIRED IN RESORT HOTELS (minimum)</b>	<b>12/31/16 - 12/30/17</b>	<b>12/31/17- 12/30/18</b>	<b>12/31/18- 12/30/19</b>	<b>12/31/19- 12/30/20</b>	<b>12/31/20- 12/30/21</b>	<b>12/31/21- 12/30/22</b>
NYC - Large Employers (of 11 or more)	\$6.15	\$7.30	\$8.40	\$8.40	\$8.40	\$8.40
NYC - Small Employers (10 or less)	\$5.90	\$6.75	\$7.60	\$8.40	\$8.40	\$8.40
Long Island & Westchester	\$5.60	\$6.15	\$6.75	\$7.30	\$7.85	\$8.40
Remainder of New York State	\$5.45	\$5.85	\$6.25	\$6.60	\$7.00	TBD