



**Notice and Acknowledgement of Pay Rate and Payday/工资与发薪日通知与确认书**  
**Under Section 195.1 of the New York State Labor Law/根据纽约州劳动法 (Labor Law) 第 195.1 条**  
**Notice for Employees of Temporary Help Firms/临时工服务公司员工通知**

**1. Temporary Help Firm Information/临时工服务公司信息**  
 Name/名称: \_\_\_\_\_  
 Doing Business As (DBA) Name(s)/经营 (DBA) 名称: \_\_\_\_\_  
 FEIN (optional)/FEIN (选填): \_\_\_\_\_  
 Physical Address/实际地址: \_\_\_\_\_  
 Mailing Address/邮寄地址: \_\_\_\_\_  
 Phone/电话: \_\_\_\_\_

**4. Rate of Pay (check one)/工资 (请勾选一项):**  
 Average Wage Rate Range for Assignment(s)/工作的平均工资范围: \_\_\_\_\_  
 Employee's rate (s) of pay/员工工资:  
 \$ \_\_\_\_\_ per/每 \_\_\_\_\_  
 \$ \_\_\_\_\_ per/每 \_\_\_\_\_  
 \$ \_\_\_\_\_ per/每 \_\_\_\_\_

**5. Allowances taken/补助:**  
 None/无  
 Tips/小费 \_\_\_\_\_ per hour/每小时  
 Meals/伙食 \_\_\_\_\_ per meal/每餐  
 Lodging/住宿 \_\_\_\_\_  
 Other/其他 \_\_\_\_\_

**6. Pay is/发薪周期:**  
 Weekly/每周  
 Bi-weekly/两周  
 Other/其他: \_\_\_\_\_

**7. Overtime Pay Rate/加班费:**  
 \$ \_\_\_\_\_ per hour/每小时  
 For most workers in NYS this rate must be at least 1 ½ times the regular rate of pay, for all hours worked over 40 per workweek (44 hours for certain residential employees). The Temporary Help Firm should count all hours worked in all assignments during a workweek. Some assignments are only required to receive overtime pay at 1½ times the minimum wage. When you receive your assignment, your employer will tell you the overtime rate and the reason why if you are not eligible for overtime for that assignment./对于纽约州的大多数工人, 每个工作周内超出 40 个小时以上的所有工作时间 (某些家政工为 44 个小时) 的加班费必须至少为正常工资的 1.5 倍。临时工服务公司应计算一个工作周内员工在所有工作中花费的全部工作时间。一些工作的加班费只需达到最低工资的 1.5 倍。当您接受工作时, 您的雇主会告诉您加班费是多少, 而且如果您没有资格在该工作中加班, 还会告诉您原因。

**8. Employee Acknowledgement/员工确认:**  
 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./本人于今日收到关于工资、加班费 (如有资格)、补助和指定发薪日的通知。本人已告诉雇主本人的主要语言是什么。

**Check one/请勾选一项:**  
 I have been given this pay notice in English only, because my primary language is English./本人已收到此全为英语的薪资通知, 因为本人的主要语言是英语。  
 My primary language is/本人的主要语言是 \_\_\_\_\_。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./本人已收到此全为英语的薪资通知, 因为劳工署 (Department of Labor) 尚未提供采用本人主要语言的薪资通知表。

\_\_\_\_\_  
 Print Employee Name/正楷书写员工姓名

\_\_\_\_\_  
 Applicant/Employee Signature/申请人/员工签名

\_\_\_\_\_  
 Date/日期

\_\_\_\_\_  
 Preparer Name and Title/制表人姓名和职务

**The employee must receive a signed copy of this form. The employer must keep the original for 6 years./员工必须收到该表格的签名副本。雇主必须将原件保存 6 年。**

**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./**请注意:** 异性员工同工不同酬是违法行为。雇主也不得禁止员工与同事讨论工资。