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

1. Employer Information
Name: [blank]
Doing Business As (DBA) Name(s): [blank]
FEIN (optional): [blank]
Physical Address: [blank]
Mailing Address: [blank]
Phone: [blank]

2. Notice given:
☐ At hiring
☐ Before a change in pay rate(s), allowances claimed or payday

3. Employee’s rate of pay:
$ __________ per hour

4. Allowances taken:
☐ None
☐ Tips ________ per hour
☐ Meals ________ per meal
☐ Lodging ________
☐ Other __________________

5. Regular payday: ________________

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

7. Overtime Pay Rate:
$ _____ per hour (This must be at least 1½ times the worker’s regular rate with few exceptions.)

8. Employee Acknowledgement:
On this day I have been notified of my pay rate, overtime rate (if eligible), allowances, and designated pay day on the date given below. 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.

Print Employee Name
[______________________________]

Employee Signature
[______________________________]

Date
[______________________________]

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 co-workers.