NEW YORK STATE OF OPPORTUNITY. Department of Labor

Notice and Acknowledgement of Pay Rate and Payday/薪資及發薪日通知

Under Section 195.1 of the New York State Labor Law/紐約州勞工法第195.1 條款

Notice for Multiple Hourly Rate Employees/多種時薪員工的通知

1. Employer Information/雇主資料

Name/名字:

"Doing Business As (DBA)" name(s)/招牌名:

FEIN (optional)/聯邦報稅號 (可選擇的):

Physical Address/公司所在地址:

Mailing Address/郵政地址:

Phone/電話:

2. Notice given/給予員工的通知:

- ☐ At hiring/雇用時
- ☐ Before a change in pay rate(s), allowances claimed or payday./在薪資, 發薪日, 或津貼變更之前

3. Employee's rate (s) of pay for each type of work or shift/員工之每項任務的薪資標準:

$_____ per/每 for/計薪單位_____

$_____per/每 for/計薪單位_____

$_____per/每 for/計薪單位_____

4. Allowances taken/所取津貼:

- ☐ None/無
- ☐ Tips/小費_____ per hour/每小時
- ☐ Meals/餐飲_____ per meal/每餐
- ☐ Lodging/住宿_____
- ☐ Other/其他 _____

5. Regular payday/正常發薪日:

_____

6. Pay is/發薪頻率:

- ☐ Weekly/每週
- ☐ Bi-weekly/每二週
- ☐ Other/其他_____

7. Overtime Pay Rate(s) for each type of work or shift/每項任務的加班費標準

_____

This must be at least 1½ times the worker's weighted average of the multiple rates of pay, with few exceptions. The weighted average is the total regular pay divided by the total hours worked in the week. The overtime rate may vary from week to week depending on how many hours you worked at each rate of pay. The overtime rate may vary from week to week./此加班費必須最少是員工多種時薪的 1.5 倍(極少例外).

平均薪資是正常週薪除以每週工作的時數. 加班費的標準可因不同任務的工作時數而**每週不同**.因此, 加班費的標準可能**每週**不同.

8. Employee Acknowledgement/員工認知:

On this day, I have been notified of my pay rate, overtime rate (if eligible), allowances, and designated payday on the date given below in English and my primary language. I told my employer that my primary language is **Chinese**./此日我 收到薪資, 加班費,發薪日, 以及津貼的中英通知.我已告訴雇主我的母語是中文.

_____

Print Employee Name/請正楷書寫員工姓名

_____

Employee Signature/員工簽名

_____

Date/日期

_____

Preparer Name and Title/填表人名字及頭銜

The employee must receive a signed copy of this form. The employer must keep the original for 6 years./員工必須收到此簽名表格的複印本. 雇主並須保存此表格正本6年.