



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

1. Employer Information

Name:

Doing Business As (DBA) Name(s):

FEIN (optional):

____ - _____

Physical Address:

Mailing Address:

Phone:

(____) ____ - ____

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.)

FOR TIPPED EMPLOYEES ONLY:

If you do not receive enough tips over the course of a week to bring you up to the minimum hourly rates of \$_____ per hour for the first 40 hours and \$_____ per hour for hours over 40, you will be paid additional wages that week to make up the difference.

FOR SERVICE EMPLOYEES IN RESORT HOTELS ONLY (if different from rates given above): If your weekly average of tips received is at least \$_____ per hour, your regular rate of pay will be \$_____ per hour and your overtime rate of pay will be \$_____ per hour.

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.