



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

**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 pay rate(s): State if pay is based on an hourly, salary, day rate, piece rate, or other basis.**

\_\_\_\_\_

Employers may not pay a non-hourly rate to a non-exempt employee in the Hospitality Industry, except for commissioned salespeople.

- 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:**  
Most workers in NYS must receive at least 1½ times their regular rate of pay for all hours worked over 40 in a workweek, with few exceptions. A limited number of employees must only be paid overtime at 1½ times the minimum wage rate, or not at all.

This employee is exempt from overtime under the following exemption (optional):  
\_\_\_\_\_

**8. Employee Acknowledgement:**  
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.

- 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 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.