

New York Labor Law Section 195(1)

Mandatory Notice and Acknowledgement of Wage Rate and Designated Payday

New York State Wage Theft Prevention Act requires that ALL employees be given notice of their rate of pay, wage status and payday at time of hire and annually, prior to February 1 each year. For freelance employees this notice must be provided for each project for which they are hired. They must be paid the agreed rate for all work in the hired category for that project. If their job changes, the rate can change, but a new notice must be issued.

Employer/Production Co. Name _____	FEIN (Optional) _____
Physical address _____	City _____ State _____ Zip _____
Mailing address _____	City _____ State _____ Zip _____
Phone (____) ____ - _____	Payroll Company _____

Employee Name _____	E-mail Address _____
Address _____	City _____ State _____ Zip _____
Your Job/Occupation Category is _____	Work Start Date _____
Project Name (Job) / Number _____	

Notice Given: <input type="checkbox"/> At Hiring <input type="checkbox"/> On or before February 1 <input type="checkbox"/> Before a change in pay rate(s), allowances claimed, or payday.
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<input type="checkbox"/> Non-Exempt Employees: Your rate of pay is \$ _____ per hour.
Weekly Overtime: Your overtime rate of pay is \$ _____ per hour. (Overtime rate must be at least 1½ times the worker's regular rate, to be paid after 40 regular hours in work week.)
----- OR -----
Daily Overtime: Daily after _____ hours \$ _____ per hour, and after _____ hours \$ _____ per hour and for all hours over 40 weekly.
If working under union contract: <input type="checkbox"/> Other terms and conditions per CBA _____ Agmt/Local.

<input type="checkbox"/> Exempt Employees: Employee's pay rate(s): State if pay is based on an hourly, salary, day rate, piece rate, or other basis. _____
If working under union contract: <input type="checkbox"/> Other terms and conditions as per CBA _____ Agmt/Local.

Allowances taken: <input type="checkbox"/> None <input type="checkbox"/> Tips _____ per hour, <input type="checkbox"/> Meals _____ per meal, <input type="checkbox"/> Lodging _____, <input type="checkbox"/> Other _____
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Regular pay day _____ <input type="checkbox"/> Weekly <input type="checkbox"/> Bi- Weekly <input type="checkbox"/> Other _____ If more frequent.

Employee Acknowledgement: On this date, 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.

Employee Signature _____ **Date:** _____

The employee must receive a signed copy of this form. The employer must keep the original for 6 years.

Preparer's Name and Title _____

A duplicate signed copy to be provided to the employee and Payroll Company. Original should be retained by the Employer/Production Co.