



**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 Exempt Employees/非受限最低工資之雇員通知**

**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: \_\_\_\_\_

rate, or other basis./ 註明薪資是以時薪,日薪,年薪,或件數計算。  
 \_\_\_\_\_

Employers may not pay a non-hourly rate to a non-exempt employee in the Hospitality Industry, except for commissioned salespeople  
 除了領取佣金的銷售人員之外, 餐飲酒店業的雇主不得支付一般勞工非時薪的薪資

**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/加班費標準:**

Most workers in NYS must receive at least 1 ½ times their regular rate of pay for all hours worked over 40 in a workweek, with few exceptions. Very few employees must only be paid overtime at 1½ times the minimum wage rate, or not at all./大多數紐約州

的員工在每週工作超過 40 小時之後加班費必須最少是正常薪資的 1.5 倍, 極少例外. 少數員工加班費只須支付最低工資的 1.5 倍, 甚至沒有.

This employee is exempt from overtime under the following exemption (optional)/根據州勞工相關法規,此員工不適用於加班費法規(可選擇的):  
 \_\_\_\_\_

**8. Employee Acknowledgement /員工認知:**

On this day I received notice of my pay rate, overtime rate (if eligible), allowances, and designated payday 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

\_\_\_\_\_  
 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.**

**2. Notice given/給予員工的通知:**

- At hiring/雇用時
- On or before February 1 / 二月一號 或之前
- 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 pay rate(s)/ 員工之薪資標準: State if pay is based on an hourly, salary, day rate, piece**