

Employee Name \_\_\_\_\_

Hourly Student Workers  
and Part Time Researchers



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

**1. Employer Information**

Name:  
New York University

Doing Business As (DBA) Name(s):  
New York University

FEIN (optional):  
13-5562308

Physical Address:  
70 Washington Square South  
New York, NY 10012

Mailing Address:  
70 Washington Square South  
New York, NY 10012

Phone: 212-443-8463

**2. Notice given:**

- At hiring
- On or before February 1
- Before a change in pay rate(s), allowances claimed, or payday

**3. Employee's rate of pay:**

\$\_\_\_\_\_ per hour

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:** Every other Friday

**6. Pay is:**

- Weekly
- Bi-weekly
- Other \_\_\_\_\_

**7. Overtime Pay Rate:**

\$\_\_\_\_\_ per hour (this must be at least 1 ½ times the worker's regular rate, with few exceptions)

**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\_\_\_\_\_  
Please reissue this pay notice in 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

\_\_\_\_\_  
Preparer Name and Title

**The employee must receive a signed copy of this form. The employer must keep the original for 6 years. Please return original signed document to Human Resources Records Office or the Wasserman Center for Career Development.**