



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 Hourly Rate Employees/時薪員工的通知

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: _____

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/員工的薪資標準

\$_____ per hour/每小時

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

\$_____ per hour/每小時 (This must be at least 1½ times the worker’s regular rate with few exceptions.)/此加班費必須最少是員工正常時薪的 1.5 倍(極少例外).

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.