

Employee Name _____

Code 106/116, 104/114



**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) after 35 hours of work per work week

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.