

## Sample Pay Notice for the Hospitality Industry - Updated

More information is available in Part § 146-2.2.

**Please note:** It is unlawful for an employee to be paid less than an employee of the opposite sex for equal work. Employers also may not prohibit employees from discussing wages with their co-workers.

### Notice of Pay Rates and Pay Day

Company name and address: \_\_\_\_\_

Preparer's name and title: \_\_\_\_\_

Employee's name and address: \_\_\_\_\_

Your regular rate of pay will be \$ \_\_\_\_\_ per hour for the first 40 hours in a week.

Your overtime rate of pay will be \$ \_\_\_\_\_ per hour for hours over 40.

Your designated pay day will be: \_\_\_\_\_

#### For Tipped Employees Only:

The tip credit taken will be \$ \_\_\_\_\_ per hour. (See page 2 for the maximum allowed amount.)

If you do not receive enough tips over the course of a week to bring you up to the minimum hourly rates for the first 40 hours and 1½ times that amount per hour for hours over 40, you will be paid additional wages that week to make up the difference. See page 2 for the minimum hourly wage amounts.

#### For Service Employees in Resort Hotels Only (if different from rates given above):

If your weekly average of tips received is at least the minimum threshold for tips per hour (see page 2 for a listing of the minimum threshold tips), your regular rate of pay will be \$ \_\_\_\_\_ per hour and your overtime rate of pay will be \$ \_\_\_\_\_ per hour. The tip credit taken will be \$ \_\_\_\_\_ per hour.

Preparer's Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I have been notified of my pay rate, overtime rate, tip credit if applicable, and designated pay day on the date given below.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**For Tipped Employees Only:**

| <b>Credit for Tips Received (maximum)</b> | <b>12/31/2016-12/30/2017</b> | <b>12/31/2017-12/30/2018</b> | <b>12/31/2018-12/30/2019</b> | <b>12/31/2019-12/30/2020</b> | <b>12/31/2020-12/30/2021</b> | <b>12/31/2021-12/30/2022</b> |
|---|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|
| NYC - Large Employers (11 or more)        | \$3.50                       | \$4.35                       | \$5.00                       | \$5.00                       | \$5.00                       | \$5.00                       |
| NYC - Small Employers (10 or less)        | \$3.00                       | \$4.00                       | \$4.50                       | \$5.00                       | \$5.00                       | \$5.00                       |
| Long Island & Westchester                 | \$2.50                       | \$3.50                       | \$4.00                       | \$4.35                       | \$4.65                       | \$5.00                       |
| Remainder of New York State               | \$2.20                       | \$2.90                       | \$3.60                       | \$3.95                       | \$4.15                       | \$4.40                       |

| <b>Cash Wage Paid by Employer (minimum)</b> | <b>12/31/2016-12/30/2017</b> | <b>12/31/2017-12/30/2018</b> | <b>12/31/2018-12/30/2019</b> | <b>12/31/2019-12/30/2020</b> | <b>12/31/2020-12/30/2021</b> | <b>12/31/2021-12/30/2022</b> |
|---|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|
| NYC - Large Employers (11 or more)          | \$7.50                       | \$8.65                       | \$10.00                      | \$10.00                      | \$10.00                      | \$10.00                      |
| NYC - Small Employers (10 or less)          | \$7.50                       | \$8.00                       | \$9.00                       | \$10.00                      | \$10.00                      | \$10.00                      |
| Long Island & Westchester                   | \$7.50                       | \$7.50                       | \$8.00                       | \$8.65                       | \$9.35                       | \$10.00                      |
| Remainder of New York State                 | \$7.50                       | \$7.50                       | \$7.50                       | \$7.85                       | \$8.35                       | \$8.80                       |

**For Service Employees in Resort Hotels Only:**

| <b>Threshold Tips Required in Resort Hotels (minimum)</b> | <b>12/31/2016-12/30/2017</b> | <b>12/31/2017-12/30/2018</b> | <b>12/31/2018-12/30/2019</b> | <b>12/31/2019-12/30/2020</b> | <b>12/31/2020-12/30/2021</b> | <b>12/31/2021-12/30/2022</b> |
|---|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|
| NYC - Large Employers (11 or more)                        | \$6.15                       | \$7.30                       | \$8.40                       | \$8.40                       | \$8.40                       | \$8.40                       |
| NYC - Small Employers (10 or less)                        | \$5.90                       | \$6.75                       | \$7.60                       | \$8.40                       | \$8.40                       | \$8.40                       |
| Long Island & Westchester                                 | \$5.60                       | \$6.15                       | \$6.75                       | \$7.30                       | \$7.85                       | \$8.40                       |
| Remainder of New York State                               | \$5.45                       | \$5.85                       | \$6.25                       | \$6.60                       | \$7.00                       | \$7.40                       |