

Notice and Acknowledgement of Pay Rate and Payday Under Section 195.1 of the New York State Labor Law Notice for Employees of Temporary Help Firms

1. Temporary Help Firm Information

Name:

Doing Business As (DBA) Name(s):

FEIN (optional):

_____ - _____

Physical Address:

Mailing Address:

Phone:

(____) _____ - _____

4. Rate of pay (check one):

Average Wage Rate Range for
Assignment(s): _____
Employee's rate (s) of pay:
\$ _____ per _____
\$ _____ per _____
\$ _____ per _____

5. Allowances taken:

None
Tips: _____ per hour
Meals: _____ per meal
Lodging: _____
Other: _____

6. Pay is:

Weekly
Bi-weekly
Other: _____

7. Overtime Pay Rate: \$ _____ per hour

For most workers in NYS this rate must be at least 1 ½ times the regular rate of pay, for all hours worked over 40 per workweek (44 hours for certain residential employees). The Temporary Help Firm should count all hours worked in all assignments during a workweek. Some assignments are only required to receive overtime pay at 1½ times the minimum wage. When you receive your assignment, your employer will tell you the overtime rate and the reason why if you are not eligible for overtime for that assignment.

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 only because it is 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.

Print Employee Name

Applicant/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 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.

2. Notice given:

At hiring
Before a change in pay rate(s), allowances claimed or payday

3. Payday (check one):

Regular payday
Unknown: The payday is based on the payday of the assigned organization.