



**Notice and Acknowledgement of Pay Rate and Payday  
Under Section 195.1 of the New York State Labor Law  
Notice for Prevailing Rate and Other Jobs**

**1. Employer Information**

Name: \_\_\_\_\_

Doing Business As (DBA) Name(s): \_\_\_\_\_

FEIN (optional): \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**2. Notice given:**

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

**3. Regular payday:**

\_\_\_\_\_

**4. Prevailing Rate Jobs Pay Rate(s):**

Your rate of pay will be the posted rate for the occupation(s).

Occupation: \_\_\_\_\_

**5. Prevailing Rate Jobs Overtime Pay**

**Rate:** Your overtime rate(s) are payable after 8 hours in a day and after 5 days in a week, or as noted in the applicable prevailing wage schedule. Overtime rates will be those posted for the occupation.

**6. Non-Prevailing Rate Jobs Pay Rate:**

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

**7. Non-Prevailing Rate Jobs Overtime Pay Rate:** \$ \_\_\_\_\_ per hour.

**8. Overtime for Prevailing Rate and Non-Prevailing Rate Jobs in the Same Week:**

For most employees in NYS the overtime rate will be 1 ½ times the regular pay rate for the work you are performing for hours over 40 in a workweek. Any overtime premium earned on a prevailing rate job during the same week can be credited toward non-prevailing rate overtime pay.

**9. Allowances taken:**

- None
- Tips \_\_\_\_\_ per hour
- Meals \_\_\_\_\_ per meal
- Lodging \_\_\_\_\_
- Other \_\_\_\_\_

**10. Pay is:**

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

**11. Employee Acknowledgement:**

On this date, I have been notified 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

\_\_\_\_\_  
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.