NY - Mandatory Notice and Acknowledgement of Pay Rate & Payday

NEW YORK Labor Law Section 195.1

NY State requires that ALL employees be given notice of their rate of pay, wage status, and payday at time of hire and whenever there is a change.

- For freelance employees this notice must be provided for each project for which they are hired.
- The employee must be paid the agreed rate for all work in the hired category for that project.
- If the employee's job changes, the rate can change, but a new Notice must be issued.

1. Employer/Ad Agency/Production Company Information

Company: _____

Address: _____

Phone: _____

Employer of Record

Company: The Team Companies, LLC

Address: 901 W. Alameda Ave., Suite 100
Burbank, CA 91506-2801

www.theteamcompanies.com

Phone: (818) 558-3261

2. Notice given: ☐ On or before February 1 ☐ Before a change in pay rate(s), allowances, or payday

☐ At Hiring / First date of work: _____ Project (optional): _____

If working under union contract ☐ ALL terms and conditions apply per CBA _____ Agreement/Local

3. Allowances:

☐ None ☐ Tips $_____ per hour ☐ Meal $_____ per meal

☐ Other _____

4. Pay is:

☐ Weekly ☐ Bi-Weekly ☐ Per CBA ☐ Other _____

5. Regular Payday is: _____

6. Employee's Rate of Pay:

Check to indicate if pay is based on an hourly, daily, or other basis.

$ _____ ☐ Per Hour ☐ Per Day for ____ hours

☐ Other - Per _____

7. Overtime Pay Rate(s):

$ _____ per hour for ☐ All OT ☐ First ____ OT hrs

$ _____ per hour after first ____ OT hours

Employers may not pay a non-hourly rate to a non-exempt employee in the Hospitality Industry, except for commissioned salespeople. Most workers in New York State must receive at least 1-1/2 times their regular rate of pay for all hours worked over 40 hours in a work week, with few exceptions. A limited number of employees must only be paid overtime at 1-1/2 times the minimum wage rate, or not at all.

☐ This employee is Exempt under the following exemption (if applicable):

8. Employee Acknowledgement:

On this day I have been notified of my pay rate, overtime rate (if eligible), allowances, and designated payday on the date given below. 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 _____

I have been given this pay notice in English only because the Department of Labor does not yet offer a pay notice in my primary language.

Employee Signature _____ Date _____

Employee Name _____ ☐ ***Check only if employee declines to sign form.***

Preparer Signature _____ Title _____ Date _____

Preparer Name _____ Preparer Email _____

Distribute copies of signed form as follows:
One copy to Employee / One copy to Payroll Service / Employer keeps original for 6 years