



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

Touring Entity:

Payroll Company:
The TEAM Companies, Inc.

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

TEAM Phone:
818.558.3261

2. Notice given:

- At Hiring
- Before a change in pay rate(s), allowances claimed or payday
- As of date of work in New York

3. Regular payday:

4. Employee's Pay Rate:

\$ _____ per _____
Specify the basis for the rate paid, i.e. hourly, day rate, etc.

5. Allowances:

- None
- Tips _____ per hour
- Meals _____ per meal
- Lodging _____
- Per Diem _____ per day
- Other _____

6. Pay is:

- Weekly
- Bi-Weekly
- Other

7. Overtime Pay Rate: \$ _____ per hour

In most cases the overtime is an hourly rate that is 1½ times the regular hourly rate.

Overtime is only paid under NY Labor Law when employees work more than 40 hours in NY in a 7-day week. In most cases, it is illegal to pay a fixed weekly rate for varying hours worked over 40 hours per 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 _____
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

Employee Name

Date _____

Check here if Employee declines to sign this form.

Preparer Signature

Preparer Name and Title

Preparer Email Address

Preparer Phone Number _____
Date

