

NY Wage Theft Prevention Form

Notice and Acknowledgement of Pay Rate and Payday Under Section 195.1 of the New York State Labor Law

EMPLOYEE INFORMATION			
Employee Name		First Date Work	
EMPLOYER INFORMATION			
Employer Name		Employer Address	
EMPLOYER OF RECORD INFORMATION			
<i>Extreme Reach Production Payroll, Inc. is the employer of record for the limited purposes of withholding and remitting employment taxes, providing workers' compensation insurance and facilitating unemployment benefit claims.</i>			
Contact: Extreme Reach Production Payroll, Inc. 333 N Glenoaks Blvd, Suite 300, Burbank, CA 91502. (800) 324-5672			
WAGE DETAILS			
Notice Given:		At Hiring Before a change in pay rate(s), allowances claimed or payday	
Employee's Pay Rate (specify the basis for the rate paid, i.e. salary for varying hours, day rate, etc.)			
\$	Per:	Regular Payday:	
Allowances Taken:	None Lodging: _____ Other: _____	Tips _____ per hour Meals _____ per meal	Pay Is: Weekly Bi-Weekly Other
Overtime Pay Rate: In most cases the overtime rate will be 1½ times the regular rate of pay for the week. The regular rate of pay is the total weekly pay divided by the hours worked in the week. In most cases, it is illegal to pay a fixed weekly rate for varying hours worked over 40 per week. The Department of Labor strongly discourages weekly rates for non -exempt employees, since underpayments often result.			
EMPLOYEE ACKNOWLEDGEMENT			
On this day I have been notified of my pay rate, overtime rate (if eligible), allowances, and designated pay day 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 form in my primary language.			
Employee Signature		Date	
Print Employee Name		Preparer's Name and Title	
Producer Name		Producer Phone / Email	
Check this box if employee declined to sign this form.			

EMPLOYER, Please note copies of the completed and signed forms must be distributed: One copy to the employee, one copy to Extreme Reach Production Payroll, Inc. with other employment documents, and 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 another sex for equal work. Employers also may not prohibit employees from discussing wages with their co-workers.