

# NY Wage Theft Prevention Form

## NOTICE AND ACKNOWLEDGMENT OF PAY RATE AND PAYDAY UNDER SECTION 195.1 OF THE NEW YORK STATE LABOR LAW

Notice for Employees Paid Salary for Varying Hours, Day Rate, Piece Rate, Flat Rate or Other Non-Hourly Pay

EMPLOYER INFORMATION	
Name	Doing Business As (DBA) Name(s)
FEIN (optional)	Phone
Physical Address	
Mailing Address	
WAGE DETAILS	
Notice Given	At Hiring      Before a change in pay rate(s), allowances claimed or payday
Regular Payday	
Employee's Pay Rate (specify the basis for the rate paid, i.e. salary for varying hours, day rate, etc.)	
\$	per
Employers may not pay a non-hourly rate to a non-exempt employee in the Hospitality Industry, except for commissioned sales people.	
Allowances Taken	None      Tips:      per hour      Meals:      per meal
	Lodging:      Other:
Pay Is	Weekly      Bi-weekly      Other:
<p><b>Overtime Pay Rate:</b> 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.</p>	
EMPLOYEE ACKNOWLEDGMENT	
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.	
<input type="checkbox"/> I have been given this pay notice in English because it is my primary language.      My primary language is:	
<input type="checkbox"/> 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
Preparer Name	Preparer Title
<input type="checkbox"/> Check this box if employee declined to sign this form.	

Extreme Reach Talent is the employer of record for the sole purposes of withholding and remitting employment taxes, providing workers' compensation insurance and facilitating unemployment benefit claims.

PRODUCER Please note copies of the completed and signed forms must be distributed: One copy to the employee, one copy to Extreme Reach Talent with other employment documents, and retain a copy for your records. The employer must keep the original for 6 years.

The employee must receive a signed copy of this form. The employer must keep the original for 6 years.

Any Questions? Get in touch with your Talent Manager