



**Notice and Acknowledgement of Pay Rate and Payday/薪資及發薪日通知**  
**Under Section 195.1 of the New York State Labor Law/紐約州勞工法第 195.1 條款**

**Notice for Employees Paid a Weekly Rate or a Salary for a Fixed Number of Hours (40 or Fewer in a Week)/週薪或固定薪資員工的通知(每週 40 小時或以下)**

**1. Employer Information/雇主資料**

Name/名字: \_\_\_\_\_

Doing Business As (DBA) name(s)/ 招牌名: \_\_\_\_\_

FEIN (optional) 聯邦報稅號 (可選擇的): \_\_\_\_\_

Physical Address/公司所在地址: \_\_\_\_\_

Mailing Address/郵政地址: \_\_\_\_\_

Phone/電話: \_\_\_\_\_

**2. Notice give/給予員工的通知:**

- At hiring/僱用時
- On or before February 1/二月一號 或之前
- Before a change in pay rate(s), allowances claimed or payday/在薪資, 發薪日, 或津貼變更之前

**3. Employee's Pay Rate/員工的薪資標準:**

\$ \_\_\_\_\_ per/ 每 \_\_\_\_\_

Weekly hours 每週工作小時數 \_\_\_\_\_ (Specify the number of hours for which the weekly rate or salary will be paid.)/(註明薪資是以每週幾小時計算)

Employers may not pay a non-hourly rate to a non-exempt employee in the Hospitality Industry, except for commissioned salespeople/除了領取佣金的銷售人員之外, 餐酒店業的雇主不得支付一般勞工非時薪的薪資

**4. Allowances taken/所取津貼:**

- None/無
- Tips /小費 \_\_\_\_\_ per hour/每小時
- Meals/ 餐飲 \_\_\_\_\_ per meal/每餐
- Lodging/住宿 \_\_\_\_\_
- Other/其他 \_\_\_\_\_

**5. Regular payday 正常發薪日:**

**6. Pay is/發薪頻率:**

- Weekly/每週
- Bi-weekly/每二週
- Other/其他

**7. Overtime Pay Rate/加班費標準:**

\$ \_\_\_\_\_ per hour/每小時(This must be at least 1½ times the workers' regular rate with few exceptions.)/(這必須最少是正常薪資的 1.5 倍, 極少例外).

**8. Employee Acknowledgement/員工認知:**

On this day, I received notice of my pay rate, overtime rate (if eligible), allowances, and designated payday in English, and in my primary language. I told my employer that my primary language is Chinese. /此日我收到薪資, 加班費, 發薪日, 以及津貼的中英通知. 我已告訴雇主我的母語是中文.

\_\_\_\_\_  
 Print Employee Name/請正楷書寫員工姓名

\_\_\_\_\_  
 Employee Signature/員工簽名

\_\_\_\_\_  
 Date/日期

\_\_\_\_\_  
 Preparer Name and Title/填表人名字及頭銜

**The employee must receive a signed copy of this form.**  
**The employer must keep the original for 6 years./ 員工必須收到此簽名表格的複印本. 雇主並須保存此表格正本6年.**