



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

薪資及發薪日通知(根據紐約州勞工法第 195.1 條款)

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

不定時,日薪, 按件計酬,固定薪資,及其他非時薪員工的通知

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 given/ 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. Regular payday/ 正常發薪日:

4. Employee's Pay Rate/ 員工的薪資標準:

\$ _____ per/每 _____

Specify the basis for the rate paid, (i.e. salary for varying hours, day rate, etc.)/ 註明計薪單位(例如不定時,日薪,等等)

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, 餐飲酒店業的僱主不得支付一般勞工非時薪的薪資.

5. 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 _____

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:

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./ 多數情況下, 加班費是正常薪資的 1.5 倍. 正常薪資標準是週薪除以每週工作的時數. 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. It is a violation to pay a non-exempt employee a non-hourly rate in the Hospitality Industry, except for commissioned salespeople./ 勞工部 並不建議一般勞工領取週薪, 因為通常會有工資繳付不足的結果. 除了領取佣金的銷售人員之外, 餐飲酒店業的一般勞工如領取非時薪的薪資則是違反勞工法的.

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 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. 我已告訴僱主我的母語是中文.

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. 僱主並須保存此表格正本 6 年.