



**Notice and Acknowledgement of Pay Rate and Payday Under Section 195.1 of the New York State Labor Law/
 Avi ak Rekonesans To Pèyman ak Jou Peyman sou Seksyon 195.1 nan Lwa Travay Eta Nouyòk
 Notice for Employees Paid Salary for Varying Hours, Day Rate, Piece Rate, Flat Rate or Other Non-Hourly Pay/
 Avi pou Anplwaye Ki Touche Salè Pou Èdtan Varye, To Pou Jounen, To Pou Pyès, To Fiks oswa lòt Pèyman ki pa dapre èdtan**

1. Employer Information / Enfòmasyon Sou Anplwayè

Name/Non: _____

Doing Business As (DBA) name(s)/ Non Komèsyal: _____

FEIN (optional)/Nimewo Idantifikasyon Federal (opsyonèl): _____

Physical Address/Adrès Fizik: _____

Mailing Address/Adrès Postal: _____

Phone/Telefòn: _____

2. Notice given/ Yo bay avi a:

At hiring/Lè yo anplwaye a

On or before February 1 / 1ye fevriye oswa avan sa

Before a change in pay rate(s), allowances claimed or payday. / Avan gen yon chanjman nan to pèyman an (yo), alokasyon yo reklame oswa jou pèyman an.

3. Regular payday/Jou pèyman regilye :

4. Employee's Pay Rate/To pèyman anplwaye a :

\$ _____ per/pa _____

Specify the basis for the rate paid, i.e. salary for varying hours, day rate, etc./*Metè sou ki baz y ap peye to sa, pa egzanp, salè pou èdtan varye, to pou jounen an, elatriye.*

Employers may not pay a non-hourly rate to a non-exempt employee in the Hospitality Industry, except for commissioned salespeople./*Anplwayè yo kapab pa peye yon to ki pa dapre kantite èdtan travay yon anplwaye ki pa gen egzanpsyon kap travay nan Endistri Ospitalite a, sòf pou moun kap vann sou komisyon yo.*

5. Allowances taken /Alokasyon li pran

None/Okenn

Tips/Poubwa _____ per hour/pa èdtan

Meals/Repa _____ per meal/pa repa

Lodging/Lojman _____

Other/Lòt bagay _____

6. Pay is /Lap touche

Weekly/Chak semèn

Bi-weekly/Chak de semèn

Other/Yon lòt fason: _____

7. Overtime Pay Rate/To pou travay ki depase 40 èdtan: 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./*Nan pifò ka, to pou travay siplemantè a pral 1 ½ fwa to pèyman regilye pou semèn nan.* 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./*Nan pifò ka, li ilegal pou peye yon to fiks chak semèn pou èdtan varye yon*

moun travay siplemantè pa semèn. Depatman Travay la dekouraje to chak semèn pou anplwaye ki pa gen egzanpsyon yo, paske anpil fwa moun yo pa touche ase. Se yon vyolasyon pou peye yon anplwaye ki pa gen egzanpsyon yon to ki pa dapre èdtan nan Endistri Ospitalite a, sòf pou moun kap vann sou komisyon.

8. Employee Acknowledgement /Rekonesans Anplwaye: 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 **Haitian Creole**. /*Nan jou sa a, mwen te resevwa yon avi sou to pèyman mwen, to travay siplemantè (si m kalifye), alokasyon, ak jou ki chwazi pèyman mwen ann Angle ak lang manman mwen. Mwen te di anplwayè mwen lang manman mwen se Kreyòl Ayisyen.*

 Print employee name/Ekri non anplwaye a ak lèt yo dekole

 Applicant/Employee Signature /Siyati Aplikan/Anplwaye a

 Date/Dat

 Preparer Name and Title /Non ak Tit moun kap prepare dokiman an

The employee must receive a signed copy of this form. The employer must keep the original for 6 years. /Anplwaye a dwe resevwa yon kopi fòm sa a ki siyen. Anplwayè a dwe kenbe orijinal la pandan 6 ane.