



**Notice and Acknowledgement of Pay Rate and Payday/Avi ak Rekonesans Jou Pèyman ak To Pèyman  
Under Section 195.1 of the New York State Labor Law/Sou Seksyon 195.1 nan Lwa Travay Eta Nouyòk  
Notice for Exempt Employees/Avi pou Anplwaye ki Gen Egzanpsyon**

**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. Employee's pay rate(s):** State if pay is based on an hourly, salary, day rate, piece rate, or other basis./**To pèyman anplwaye a:** Mete si pèyman an baze sou yon to chak èdtan, salè, to pou jounen an oswa yon to pa pyès. \_\_\_\_\_

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 pi pa daprè èdtan pou yon anplwaye ki pa gen egzanpsyon k ap travay nan endistri ospitalite a, sòf pou moun k ap vann sou komisyon yo.

**4. Allowances taken /Alokasyon li pran**

- None/Okenn
- Tips/Poubwa \_\_\_\_\_ per hour/pa èdtan
- Meals/Repa \_\_\_\_\_ per meal/pa repa
- Lodging/Lojman \_\_\_\_\_
- Other/Lòt bagay \_\_\_\_\_

**5. Regular payday/Jou pèyman regilye**

\_\_\_\_\_

**6. Pay is /Pèyman an fèt**

- Weekly/Chak semèn
- Bi-weekly/Chak de semèn
- Other/Yon lòt fason: \_\_\_\_\_

**7. Overtime Pay Rate/To Travay Siplemanè:**

Most workers in NYS must receive at least 1 ½ times their regular rate of pay for all hours worked over 40 in a workweek, with few exceptions. A very limited number of employees must only be paid overtime at 1½ times the minimum wage rate, or not at all./Pou majorite moun kap travay Nouyòk, to sa a dwe omwen 1 ½ fwa to pèyman regilye li a, pou tout kantite èdtan li te travay ki depase 40 èdtan nan

semèn travay la, ak kèk eksepsyon. Gen yon ti kras kantite anplwaye ki sipoze touche sèlman 1 ½ salè minimòm, oswa anyen ditou, pou travay siplemanè.

This employee is exempt from overtime under the following exemption (optional): /Egzanpsyon anplwaye pou travay siplemanè sa a gen egzanpsyon sa yo (opsyonèl): \_\_\_\_\_

**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 siplemanè (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.**