



Notice and Acknowledgement of Pay Rate and Payday/工资与发薪日通知与确认书
Under Section 195.1 of the New York State Labor Law/根据纽约州劳动法 (Labor Law) 第 195.1 条
Notice for Employees Paid Salary for Varying Hours, Day Rate, Piece Rate, Flat Rate or Other Non-Hourly Pay/
不同小时薪酬、日薪、计件工资、统一费率或其它非时薪员工通知

1. Employer Information/雇主信息

Name/名称:

Doing Business As (DBA) Name(s)/经营 (DBA) 名称:

FEIN (optional)/FEIN (选填):

Physical Address/实际地址:

Mailing Address/邮寄地址:

Phone/电话:

2. Notice given/通知时间:

- At hiring/聘用时
- Before a change in pay rate(s), allowances claimed or payday/工资、补助或发薪日变化之前

3. Regular payday/固定发薪日:

4. Employee's Pay Rate/员工工资:

\$ _____ per/每 _____
 Specify the basis for the rate paid, i.e. salary for varying hours, day rate, etc./说明支付酬劳的依据, 如不同小时的工资、日薪等

Employers may not pay a non-hourly rate to a non-exempt employee in the Hospitality Industry, except for commissioned salespeople./酒店业的雇主不得向非豁免员工支付非时薪, 拿佣金的销售人员除外。

5. Allowances taken/补助:

- None/无
- Tips/小费 _____ per hour/每小时
- Meals/伙食 _____ per meal/每餐
- Lodging/住宿 _____
- Other/其他 _____

6. Pay is/发薪周期:

- Weekly/每周
- Bi-weekly/两周
- Other/其他

7. Overtime Pay Rate/加班费:

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./在大多数情况中, 加班费为每周正常工资的 1.5 倍。正常工资为每周的工资总额除以每周工作的小时数。

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./在大多数情况中, 为每周超过 40 个小时以上的不同小时数支付固定周薪是非法的。劳工署 (Department of Labor) 强烈反对为非豁免员工支付周薪, 因为这会经常导致报酬过低。

8. Employee Acknowledgement/员工确认:

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./本人于今日收到关于工资、加班费 (如有资格)、补助和指定发薪日的通知。本人已告诉雇主本人的主要语言是什么。

Check one/请勾选一项:

- I have been given this pay notice in English because it is my primary language./本人已收到此英语薪资通知, 因为英语是本人的主要语言。
- My primary language is/本人的主要语言是 _____ 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./本人已收到此全为英语的薪资通知, 因为劳工部 (Department of Labor) 尚未提供采用本人主要语言的薪资通知表。

 Print Employee's Name/正楷书写员工姓名

 Employee's Signature/员工签名

 Date/日期

 Preparer's Name and Title/制表人姓名和职务

The employee must receive a signed copy of this form. The employer must keep the original for 6 years./员工必须收到该表格的签名副本。雇主必须将原件保存 6 年。

Please note: It is unlawful for an employee to be paid less than an employee of the opposite sex for equal work. Employers also may not prohibit employees from discussing wages with their co-workers./**请注意:** 异性员工同工不同酬是违法行为。雇主也不得禁止员工与同事讨论工资。