



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 Exempt Employees/豁免员工通知

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. 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. Employee's pay rate(s)/员工工资: State if pay is based on an hourly, salary, day rate, piece rate, or other basis./说明薪酬是按照时薪、月薪、日薪、计件工资还是其它方式发放。

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。

4. 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 _____

5. Regular payday/固定发薪日: _____

6. Pay is/发薪周期:

Weekly/每周

Bi-weekly/两周

Other/其他: _____

7. Overtime Pay Rate/加班费:
 Most workers in NYS must receive at least 1½ times their regular rate of pay for all hours worked over 40 in a workweek, with few exceptions. A limited number of employees must only be paid overtime at 1½ times the minimum wage rate, or not at all./纽约州的大多数工人在一个工作周内超过 40 个小时以上的所有工作时间的加班费必须至少为其正常工资 1.5 倍，少数例外。少数员工的加班费只须为最低工资的 1.5 倍，或者无加班费。

This employee is exempt from overtime under the following exemption (optional)/该类员工在以下豁免情况下可豁免加班费 (选填):

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，因为劳工署 (Department of Labor) 尚未提供采用本人主要语言的薪资通知表。

Print Employee Name/正楷书写员工姓名

Employee Signature/员工签名

Date/日期

Preparer 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。