



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 Hourly Rate Employees/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:

3. Employee's rate of pay/员工工资:

\$ _____ per hour/每小时

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:

\$ _____ per hour (This must be at least 1½ times the worker's regular rate with few exceptions.)/每小时 (必须至少为工人正常工资的 1.5 倍, 少数例外。)

8. Employee Acknowledgement/员工确认:

On this day I have been notified of my pay rate, overtime rate (if eligible), allowances, and designated pay day on the date given below. I told my employer what my primary language is./本人于下方日期收到关于工资、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'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。