



Notice and Acknowledgement of Pay Rate and Payday
Under Section 195.1 of the New York State Labor Law
Notice for Hourly Rate Employees

1. Employer Information

Name: Alfred University

Doing Business As (DBA) Name(s):

FEIN (optional):

Physical Address: 1 Saxon Drive
Alfred, NY 14802

Mailing Address: 1 Saxon Drive
Alfred, NY 14802

Phone:

2. Notice given:

- At hiring
Before a change in pay rate(s), allowances claimed or payday

3. Employee's rate of pay:

\$ _____ per hour

4. Allowances taken:

- None
Tips _____ per hour
Meals _____ per meal
Lodging _____
Other _____

5. Regular payday: Friday

6. Pay is:

- Weekly
Bi-weekly
Other

7. Overtime Pay Rate:

\$ _____ per hour (This must be at least 1 1/2 times the worker's regular rate with few exceptions.)

8. Employee Acknowledgement:

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.

Check one:

- I have been given this pay notice in English because it is my primary language.
My primary language is _____. 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.

Print Employee Name

Employee Signature

Date

Mark Guinan, Director, Human Resources

Preparer's Name and Title

The employee must receive a signed copy of this form. The employer must keep the original for 6 years.

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.