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: CUNY - Graduate School and University Center

Doing Business As (DBA) Name(s):
CUNY - The Graduate Center
CUNY - The Craig Newmark Graduate School of Journalism

FEIN (optional):

Physical Address:
365 Fifth Avenue, Suite # 7201
New York, NY 10016-4309

Mailing Address:

Phone: 212 817 7460

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 N/A

5. Regular payday: FWS Payroll Calendar Attached

6. Pay is:
☐ Weekly
☐ Bi-weekly
☑ Other

7. Overtime Pay Rate:
$ N/A per hour (This must be at least 1½ 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.

☐ 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

Preparer: Anne V Johnson,
Financial Aid Counselor
FWS Coordinator

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.