



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

Empl ID#: \_\_\_\_\_

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

3. Employee's rate of pay:

\$ \_\_\_\_\_ per hour

4. Allowances taken:

- None (checked)
Tips skip per hour
Meals skip per meal
Lodging skip
Other N/A

5. Regular payday: FWS Payroll Calendar Attached

6. Pay is:

- Weekly
Bi-weekly (checked)
Other

7. Overtime Pay Rate:

\$ N/A 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

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.

2. Notice given:

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