



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:

Brooklyn College, CUNY

Doing Business As (DBA) Name(s):

N/A

FEIN (optional):

13-161 6880

Physical Address:

2900 Bedford Avenue
Brooklyn, N.Y, 11210

Mailing Address:

Same as above

Phone: (718) 951-5816

3. Employee's rate of pay:

\$ _____ per hour

4. Allowances taken:

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

5. Regular payday: See payroll schedule

6. Pay is:

- Weekly
Bi-weekly
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'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.