

HOURLY



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:

Barnard College

Physical Address:

117th Street and Broadway
New York, New York 10027

Mailing Address:

3009 Broadway
New York, New York

Phone:

212-853-0770

2. Notice given:

- At hiring
- On or before February 1st
- Before a change in pay rate(s), allowances claimed or payday

LS 54 (03/11)

3. Employee's rate of pay:

\$ _____ per hour for _____
\$ _____ per hour for _____
\$ _____ per hour for _____

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:

\$ 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.

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

Cynthia Meekins
Director of Student Employment Services
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 return the original to Student Employment, 224 Milbank Hall. Copies can be made for you at the office.