

10. Benefits to Be Provided By Employer (Sick Leave, Vacation, Personal Leave, Holidays, Other)

11. Approximate Period of Employment: From _____ To _____

12. Non-Economic Terms and Conditions of Employment (e.g., Transportation Availability, Medical Service, Child Care, Schooling, etc.):

13. Will Overtime Be Paid at a Higher Rate? No Yes If "Yes," specify agreement with worker regarding overtime:

14. Employee Acknowledgment: On this day, I have been notified of my pay rate, overtime rate (if any), allowances, and designated payday. 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, or 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, which is _____.

Print Employee Name _____

Signature _____ Date _____

15. Preparer's Name & Title _____ Signature _____

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

Instructions and additional information:

Section 195 requires that the information on this notice be provided in writing to all employees at the time of hiring.

Section 195 also requires employers to notify employees in writing of any changes to the information at least seven calendar days prior to the time of such changes, unless such changes are reflected on the employee's wage statement. However, even if the change will be reflected on the employee's wage statement, employers may not lower an employee's rate(s) of pay without notifying the employee before the work is performed.

Section 195 also requires that the information on this notice be provided in English and in the employee's primary language, if other than English, if the NYS Department of Labor provides a template in that language. If the NYS Department of Labor does not provide a template in that other language on its website, then the notice may be provided in English only.

Section 195 also requires that employers notify their employees in writing or by publicly posting their policy on sick leave, vacation, personal leave, holidays and hours.

Section 195 also requires that employers preserve their payroll records for 6 years.

The Minimum Wage Order for Farm Workers requires that employers post, in a conspicuous place on the farm, a copy of any generally applicable work agreement and a posting issued by the NYS Department of Labor summarizing the Farm Minimum Wage provisions.