NEW YORK STATE OF OPPORTUNITY.

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: Lehman College

Doing Business As (DBA) Name(s):

FEIN (optional): 13-1616880

Physical Address: LEHMAN COLLEGE, CUNY
OFFICE OF FINANCIAL AID
250 BEDFORD PARK BLVD., WEST

Mailing Address: BRONX, NY 10468-1589

Phone: 718-960-8545

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 _____

5. Regular payday: _____

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

_____
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.