



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

Notice for Employees Paid a Weekly Rate or a Salary for a Fixed Number of Hours (40 or Fewer in a Week)

1. Employer Information

Name:

UB Foundation Activities, Inc.

as payroll administrator for University at Buffalo
Doing Business As (DBA) name(s):

FEIN (optional):

Physical Address:

103 Center for Tomorrow

Buffalo, NY 14260

Mailing Address:

P.O. Box 900

Buffalo, NY 14226-0900

Phone: 716-645-3013

2. Notice given:

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

3. Employee's Pay Rate:

\$_____per _____

Weekly hours_____(Specify the number of hours for which the weekly rate or salary will be paid.)

Employers may not pay a non-hourly rate to a non-exempt employee in the Hospitality Industry, except for commissioned salespeople.

4. Allowances taken:

- None
- Tips_____per hour
- Meals_____per meal
- Lodging _____
- Other _____

5. Regular payday: Wednesday

6. Pay is:

- Weekly
- Bi-weekly
- Other

7. Overtime Pay Rate:

\$_____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 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.
- 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.

Employee Signature

Date

Preparer Name and Title

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

Employee Name: