



**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:

Hamilton College

Doing Business As (DBA)

Name(s):

Trustees of Hamilton College

FEIN (optional):

15-0532200

Physical Address:

198 College Hill Road
Clinton, NY 13323

Mailing Address:

Hamilton College
198 College Hill Road
Clinton, NY 13323

Phone:

(315) 859-4011

3. Employee's Pay Rate:

\$ _____ per hour

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:

\$ _____ 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

Michael Thayer, Employment Manager
Preparer Name and Title

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

2. Notice given:

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