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

Notice for Non-Exempt Employees

Employer Information:
Name: Hamilton College
Doing Business As (DBA) Name: Trustees of Hamilton College
FEIN: 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

Notice Given:
X At Hiring
☐ On or Before February 1
☐ Before a change in pay rate(s), allowances claimed, or payday

Pay rate is:
$ _________ per hour

Allowances Taken:
X None; ☐ Tips _____ per hour;
☐ Meals ______ per meal;
☐ Lodging ☐ Other: _______

Regular Payday: Friday

Pay is: ☐ Weekly ☒ Bi-Weekly
☐ Other

Overtime Pay Rate:
$ _________ per hour (1.5 x Pay Rate. This must be at least the worker’s regular rate, with few exceptions.)

Employee Acknowledgement:
On this day, I received notice 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 (Hiring Supervisor):

Complete this Section and Return to Human Resources:
Completion Instructions for New York State Notice for Non-Exempt Employees:

Per New York State Labor Law, Hamilton College must provide a written notice with specific wage information to employees at the time of hire, this includes all student employees. Supervisor’s hiring students should complete the attached notice per the guidelines below and return to Human Resources.

- Print the Students Name.
- Complete the Pay rate per hour.
- Complete the Overtime rate per hour.
- In the “Complete and return to Human Resources Section” the student employee must the appropriate, sign and date.
- The hiring supervisor must complete the “preparer name and title section”.