



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
Touring Entity:
Payroll Company:
The TEAM Companies, Inc.
Mailing Address:
2300 Empire Avenue
5th Floor
Burbank, CA 91504
TEAM Phone:
818.558.3261

- 2. Notice given:
[] At Hiring
[] Before a change in pay rate(s), allowances claimed or payday
[] As of date of work in New York

3. Regular payday:

4. Employee's Pay Rate:
\$ _____ per _____
Specify the basis for the rate paid, i.e. hourly, day rate, etc.

- 5. Allowances:
[] None
[] Tips _____ per hour
[] Meals _____ per meal
[] Lodging _____
[] Per Diem _____ per day
[] Other _____

- 6. Pay is:
[] Weekly
[] Bi-Weekly
[] Other

7. Overtime Pay Rate: \$ _____ per hour
In most cases the overtime is an hourly rate that is 1 1/2 times the regular hourly rate.
Overtime is only paid under NY Labor Law when employees work more than 40 hours in NY in a 7-day week. In most cases, it is illegal to pay a fixed weekly rate for varying hours worked over 40 hours per week.

8. 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 in my primary language.

Employee Signature
Employee Name
Date
[] Check here if Employee declines to sign this form.
Preparer Signature
Preparer Name and Title
Preparer Email Address
Preparer Phone Number Date

