



NY - Mandatory Notice and Acknowledgement of Pay Rate & Payday

NEW YORK Labor Law Section 195.1

NY State requires that ALL employees be given notice of their rate of pay, wage status, and payday at time of hire, whenever there is a change, and prior to February 1 each year.

- For freelance employees this notice must be provided for each project for which they are hired.
- The employee must be paid the agreed rate for all work in the hired category for that project.
- If the employee's job changes, the rate can change, but a new Notice must be issued.



1. Employer/Ad Agency/Production Company Information

Company:
Address:
Phone:

Payroll Company

Company: The TEAM Companies, LLC.
Address: 2300 Empire Avenue, 5th Floor
Burbank, CA 91504
www.theteamcompanies.com

2. Notice Given

☐ **At Hiring/First date of work:** **Project (optional):**

Under union contract. All terms and conditions per 2022 SAG-AFTRA Corporate-Educational & Non-Broadcast Contract apply.

3. Allowances: ☐ **None** *Per Diem - Meals:* ☐ **Breakfast** \$13.00 ☐ **Lunch** \$18.00 ☐ **Dinner** \$34.00 ☐ **All 3** Meals \$65/day
☐ Wardrobe **Principal Day** Wear at \$21.00 each ☐ **Principal Evening** Wear at \$32.00 each
☐ Wardrobe **Extra Day** Wear at \$21.00 1st change ☐ **Extra Day** Wear each additional \$7.00 each
☐ **Extra Evening** Wear at \$32.00 each ☐ Other

4. Pay frequency is per Collective Bargaining Agreement.

5. Regular Payday is 30 calendar days after last day of work.

6. Employee's Rate of Pay (rates valid 01/11/23 - 10/31/25) ▼

7. Overtime Pay Rate(s) (rates valid 01/11/23 - 10/31/25) ▼

Work Type	Rate of Pay			Overtime (OT) Rates			
☐ Cat 1 Nar - 1st Day	\$1,122.00	Scale	8 Hrs	\$210.37/ hr	9th/10th hour	\$280.50/ hr	11th+ hours
☐ Cat 2 Nar - 1st Day	\$1,331.00	Scale	8 Hrs	\$249.56/ hr	9th/10th hour	\$332.75/ hr	11th+ hours
☐ Cat 1 Nar 2nd+ Days	\$617.00	Scale	8 Hrs	\$115.69/ hr	9th/10th hour	\$154.25/ hr	11th+ hours
☐ Cat 2 Nar 2nd+ Days	\$768.00	Scale	8 Hrs	\$144.00/ hr	9th/10th hour	\$192.00/ hr	11th+ hours
☐ Cat 1 Day Player	\$617.00	Scale	8 Hrs	\$115.69/ hr	9th/10th hour	\$154.25/ hr	11th+ hours
☐ Cat 2 Day Player	\$768.00	Scale	8 Hrs	\$144.00/ hr	9th/10th hour	\$192.00/ hr	11th+ hours
☐ Cat 1 Voice Over (VO)	\$505.00	Scale	1 Hr	\$148.00 per 1/2 hr			
☐ Cat 2 Voice Over (VO)	\$563.00	Scale	1 Hr	\$148.00 per 1/2 hr			
☐ Gen Extra - Cat 1 or 2	\$161.00	Scale	8 Hrs	\$30.19 / hr	9th/10th hour	\$40.25/ hr	11th+ hours
☐ Special Ability Extra - Cat 1 or 2	\$177.00	Scale	8 Hrs	\$33.19/ hr	9th/10th hour	\$40.25/ hr	11th+ hours
☐ Other:				☐ Other:			
☐ Special Provisions:							

Cat = Category / Nar = On Camera Narrator/Spokesperson

8. Employee Acknowledgement:

On this day I have been notified of my pay rate, overtime rate (if eligible), allowances, and designated payday 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 in my primary language.

Employee Signature:

Date:

Employee Name:

☐ Check only if employee declines to sign form.

Preparer Signature:

Title:

Date:

Preparer Name:

Preparer Email:

Distribute copies of signed form as follows:

One copy to Employee / One copy to Payroll Service / Employer keeps original for 6 years