



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

**Employee Name:**  
**(Please Print)**

**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:**

- 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:**

- 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.)

***Complete this Section and Return to Human Resources:***

**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):**

\_\_\_\_\_

## **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".