



**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

\_\_\_\_\_  
Preparer's Name and Title

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

**Please note:** It is unlawful for an employee to be paid less than an employee of the opposite sex for equal work. Employers also may not prohibit employees from discussing wages with their co-workers.

**2. Notice given:**

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