

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

LS 54

1. Employer Information

Name:
Physical Address:
Mailing Address:
Phone:

1a. Co-Employer Information

Name: Pinnacle Employee Services
Physical Address: 5845 Widewaters Parkway, Suite 300
Mailing Address: East Syracuse, NY 13057
Phone: 315-295-3880

2. Notice given:

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

3. Employee's rate of pay:

\$ _____ per hour

Effective Date of Change ____/____/____

4. Allowances taken:

- None
 Tips _____ per hour
 Meals _____ per meal
 Lodging _____
 Other _____

5. Regular payday: _____

6. Pay is:

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 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 form in my primary language.

Employee Name (please print)

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.