

**Notice and Acknowledgement of Pay Rate and Payday**  
**Under Section 195.1 of the New York State Labor Law**  
**Notice for Employees Paid a Weekly Rate or a Salary for a Fixed Number of Hours (40 or Fewer in a Week)**

LS 56

**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 \_\_\_\_\_

Effective Date of Change \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Weekly hours \_\_\_\_\_ (Specify the number of hours for which the weekly rate or salary will be paid.)

**Employers may not pay a non-hourly rate to a non-exempt employee in the Hospitality Industry, except for commissioned salespeople.**

**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.**