



**Mandatory Notice and Acknowledgement of Wage Rate and Designated 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.
- They must be paid the agreed rate for all work in the hired category for that project.
- If their job changes, the rate can change, but a new Notice must be issued.

Employer/Production Co. Name _____ FEIN (Optional) _____
 Production Company address _____ City _____ State _____ Zip _____
 Production Company mailing address _____ City _____ State _____ Zip _____
 Phone _____ **Employer of Record:** TEAM ■ 901 W. Alameda Ave, Suite 100, Burbank, CA 91506 ■ www.teamservices.net

Employee: Name _____ Your Job/Occupation Category is: _____
 Project Name/# _____ Work Start Date _____

Non-Exempt Employees: Your rate of pay is: \$ _____ per hour.
Weekly Overtime: Your overtime rate of pay is: \$ _____ per hour.
 (Overtime rate must be at least 1½ times the worker's regular rate, to be paid after 40 regular hours in work week.)
 ----- OR -----
Daily Overtime: Daily after _____ hours \$ _____ per hour, and after _____ hours \$ _____ per hour and for all hours over 40 weekly.
IF working under union contract: Other terms and conditions per CBA _____ Agreement/Local

Exempt Employees: Employee's pay rate(s):
 State if pay is based on an hourly salary day rate piece rate or other basis \$ _____
Overtime Pay Rate:
 Most workers in NYS must receive at least 1½ times their regular rate of pay for all hours worked over 40 in a workweek, with few exceptions. A limited number of employees must only be paid overtime at 1½ times the minimum wage rate, or not at all.
 This employee is exempt from overtime under the following exemption(s) (optional): _____
 Other terms and conditions as per CBA _____ Agreement/Local.
 Information on designation of Exempt categories is available at: _____

Allowances taken: None Tips _____ per hour Meals _____ per meal Lodging _____ Other _____

Regular payday: _____ Weekly Bi- Weekly Other _____ If more frequent.

Employee Acknowledgement: On this date, 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: _____

Check only if employee declined to sign form.

Preparer's Signature Date: _____

Preparer's Name Preparer's Title Preparer's Email

**Distribute copies of signed form as follows:
One copy to Employee / One copy to payroll service / Employer must retain the Original on file for 6 years.**