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:** Skidmore College
   - **Physical Address:** 815 North Broadway, Saratoga Springs, NY 12866
   - **Mailing Address:** Same as above
   - **Phone:** (518) 580-5750

2. **Notice Given:**
   - **X** At hiring
   - ____ On or before February 1
   - ____ Before a change in pay rate(s), allowances claimed or payday

3. **Employee’s rate of pay:**
   - $_____ per hour (available on hire notification email)

4. **Allowances taken:**
   - **X** None
   - ____ Tips ______ per hour
   - ____ Meals ______ per meal
   - ____ Lodging __________
   - ____ Other ________________

5. **Regular payday:** **Friday**

6. **Pay is:**
   - ____ Weekly
   - **X** Bi-Weekly
   - ____ Other

7. **Overtime Pay Rate:**
   - $____N/A____ per hour (This must be at least 1½ times the worker’s regular rate, with few exceptions.)

8. **Employee Acknowledgment:**
   - 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.

   __________
   **Financial Aid Staff**
   **Preparer’s Name** **Title**

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