



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

**1. Employer Information**

Name: Student Association of Binghamton University Inc.

Doing Business As (DBA) name(s): N/A

FEIN (optional): —

Physical Address: 4400 Vestal Parkway E. Binghamton, NY 13902

Mailing Address: P.O. Box 6000 Binghamton, NY 13902

Phone: 607-777-7777

**3. Employee's rate(s) of pay for each type of work or shift:**

\$ \_\_\_\_\_ per hour for \_\_\_\_\_

\$ \_\_\_\_\_ per hour for \_\_\_\_\_

\$ \_\_\_\_\_ per hour for \_\_\_\_\_

**4. Allowances taken:**

None

Tips \_\_\_\_\_ per hour

Meals \_\_\_\_\_ per meal

Lodging \_\_\_\_\_

Other \_\_\_\_\_

**5. Regular payday:** Thursday

**6. Pay is:**

Weekly

Bi-weekly

Other \_\_\_\_\_

**7. Overtime Pay Rate(s) for each type of work or shift:** as stated above.

This must be at least 1½ times the worker's weighted average of the multiple rates of pay for the week, with few exceptions. The weighted average is the total regular pay divided by the total hours worked in the week. The overtime rate may vary from week to week depending on how many hours you worked at each rate of pay. The overtime rate may vary from week to week.

**2. Notice given:**

At hiring

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

**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.

Print Employee's Name \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

Ornella Paniceia-Harvey  
 Preparer's Name and Title Finance Director

**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.