Notice and Acknowledgement of Pay Rate and Payday.

1. Employer Information

Name:

Physical Address:

Mailing Address:

Phone Number:

2. Notice given:

☐ At hire

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

3. Pay is:

◯ Weekly
◯ Bi-weekly
◯ Monthly
◯ Other

4. Employee's rate of pay:

$ _____ per hour

5. Overtime Pay Rate:

$ _____ per hour

This must be at least 1.5 x the worker's regular rate.

6. Employee Acknowledgement:

On this day I have been notified of my pay rate, overtime rate and designated pay day on the date given below.

_____
Print Employee Name

_____
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.