



New York State Department of Labor
Division of Labor Standards

Notice and Acknowledgement of Wage Rate(s) for Temporary Help Firms

Section 195.1 of the Labor Law requires employers, upon hiring, to provide written notice to employees of their regular and overtime rates of pay. Since the rates of pay for employees at temporary help firms often vary for each assignment, this form provides the expected ranges of pay the employee will receive. Employees will be notified of the actual rates of pay for each assignment prior to commencing work on each assignment.

Temporary Help Firm	Applicant-Employee
Company name: _____	Name: _____
FEIN: _____	Street address (include apartment): _____
Street address: _____	_____
City and state: _____	_____
Zip code: _____	City: _____
Phone: (_____) _____ - _____	State and zip code: _____
Preparer's name: _____	Phone: (_____) _____ - _____
Preparer's title: _____	_____

Average wage ranges: _____

The average wage range cannot be excessively broad and is based on the average wages earned by similarly qualified employees working at assignments similar to those for which the applicant is eligible and likely to be placed with.

Designated pay day: _____

If you do not know the designated pay day because it is based on the pay day of the assigned organization, state "unknown."

I certify that I read the above, and the information contained in this form is true and accurate to the best of my knowledge and belief. I understand any false statements knowingly made are punishable as a class A misdemeanor (Section 210.45 of the New York State Penal Law). I affirm that the above statements are true.

Date: ____/____/20____.
mm / dd / yyyy

Preparer's signature

Rules Governing Overtime Pay in New York

Most employees in New York must be paid wages of 1½ times their regular rate of pay for all overtime hours worked over 40 per workweek (44 hours for certain residential employees). The number of hours worked is the total number of hours worked in all of the employee's assignments for the temporary help firm.

Some employees are not required to receive overtime wages of 1½ times their regular rate of pay for overtime and must instead receive overtime wages of 1½ times the minimum wage. Very few employees (mostly executive, administrative, or professional employees) are not eligible for overtime pay at all. Your employer will inform you of the overtime rate that will apply to a specific assignment when you receive it. If you are not eligible for overtime based upon your assignment, the employer will explain the reason why at that time.

I have been notified of my wage rate, overtime rate, and designated pay day on the date set forth below.

Date: ____/____/20____.
mm / dd / yyyy

Applicant-employee signature

The employee-applicant must receive a duplicate signed copy of this form. The employer must keep the original.