



Wage Theft Prevention Act (WTPA)
Notice and Acknowledgement of Pay Rate and Payday Under Section 195.1 of the
New York State Labor Law Notice for Hourly Rate Employees

Employee Name: _____

Employer Information:

Marymount Manhattan College, 221 East 71st Street, New York, NY 10021 212-517-0533

Notice given:

☐ At hiring ☐ On or before February 1 ☐ Before a change in pay rate (s), allowances claimed or payday

Employee's rate (s) of pay :

\$ _____ per hour

Allowances taken:

☒ None ☐ Tips _____ per hour ☐ Meals _____ per meal ☐ Lodging _____
☐ Other _____

Regular payday: Thursday

Pay is:

☐ Weekly ☐ Bi-weekly ☐ Other

Overtime Pay Rate(s) for each type of work or shift:

\$ _____ per hour (This must be at least 1 ½ times the worker's regular rate, with few exceptions.)

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.

Employee Signature _____ Date _____

Preparer's Name and Title

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