



**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 71<sup>st</sup> 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.**