



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

1. Employer Information

Name: Trustees of Columbia University
in the City of New York

Doing Business As (DBA) Name(s):
Columbia University

FEIN (optional): 13-5598093

Physical Address:

Mailing Address:
615 West 131st Street
Studebaker, 4th Floor
New York, NY 10027

Phone: (212) 851-0611

2. Notice given:

- At hiring
- Before a change in pay rate(s),
allowances claimed or pay day

**3. Employee's pay rate(s): State if pay is based
on an hourly, salary, day rate, piece rate, or
other basis.**

Employers may not pay a non-hourly rate to a non-exempt
employee in the Hospitality Industry, except for commissioned
salespeople.

4. Allowances taken:

- None
- Tips _____ per hour
- Meals _____ per meal
- Lodging _____
- Other See Offer Letter or Compensation
Plan.

5. Regular payday: Columbia Pay Calendar:

Morningside

CUIMC

6. Pay is:

- Weekly
- Bi-weekly
- Other: Semi-Monthly

7. Overtime Pay Rate:

Most workers in NYS must receive at least 1½
times their regular rate of pay for all hours
worked over 40 in a workweek, with few
exceptions. A limited number of employees
must only be paid overtime at 1½ times the
minimum wage rate, or not at all.

This employee is exempt from overtime under
the following exemption (optional): *****

8. Employee Acknowledgement:

On this day, I received notice of my pay rate,
overtime rate (if eligible), allowances, and
designated payday. 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 Name

Employee Signature

Date

Preparer Name and Title

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