

Notice of Pay Rates and Pay Day

Company name and address:

Preparer's name and title:

Employee's name and address:

Your regular rate of pay will be \$_____per hour for the first 40 hours in a week.

Your overtime rate of pay will be \$_____per hour for hours over 40.

Your designated pay day will be: _____

FOR TIPPED EMPLOYEES ONLY:

The tip credit taken will be \$_____per hour.

If you do not receive enough tips over the course of a week to bring you up to the minimum hourly rates of \$7.25 per hour for the first 40 hours and \$10.875 per hour for hours over 40, you will be paid additional wages that week to make up the difference.

FOR SERVICE EMPLOYEES IN RESORT HOTELS ONLY (if different from rates given above): If you weekly average of tips received is at least \$4.10 per hour, your regular rate of pay will be \$_____per hour and your overtime rate of pay will be \$_____per hour. The tip credit taken will be \$_____per hour.

Preparer's signature and date: _____

I have been notified of my pay rate, overtime rate, tip credit if applicable, and designated pay day on the date given below.

Employee's signature and date: _____

146-2.3 Statement to employee.