

Employee Wage/Title Designator

Purpose

This function is for compliance with the 2009 New York State Employment Law requirement for informing hired employees about the hours, earnings, and overtime rates to which they had agreed. The function will take the form of a quasi-calculator, which we are calling our Employee Wage/Title Designator, whose end product is a printable Employee Wage Acknowledgment Letter for the preparer and employee to sign.

Definition of Terms

Preparer - The person generating the Employee Wage Acknowledgement Letter via the use of this Designator.

Exempt - Exempt employees are salaried employees whose position and salary place them outside the scope of the Fair Labor Standards Act (FLSA) (i.e., exempt from overtime provisions). Exempt employees are paid the same predetermined salary each week AND earn a weekly salary that is not less than the NY State legally mandated minimum weekly salary, whether full time or part time.

Exception: According to the US DOL, Instructor or Teacher titles are classified as Exempt even though they may be paid on an hourly basis.

Non Exempt - Non-Exempt employees are salaried or hourly employees whose position and/or salary place them within the scope of the FLSA and applicable State laws. Non Exempt employees must be paid at least the minimum wage and are eligible to receive overtime pay at a rate of one and one-half times their regular pay for time worked in excess of 40 hours per week.

Rehire - An employee hired after a 4 month or more break in service. The employee is considered a rehire even if the new job is the same as the previous one.

After you sign into the RF Website, the Calculator (Designator) will be available in the 'My e-services' section which is on the left of the RF Web page directly after the PAF Calculator; and also in the New Hire Package list of documents in the Human Resources section of the Project Director's Guide.

This Designator will be used like this:

Click on the link for the Employee Wage/Title Designator and this is what you will see:

The screenshot shows a web form titled "Preparer" and "Employee". The "Preparer" section includes fields for "Preparer Name" (COURT, ESTHER) and "Preparer Title" (Assistant Director). The "Employee" section includes fields for "Name" (Sam Ash), "Street Address" (555 West 57 Street), "Apt." (15K), "City" (New York), "State" (NEW YORK), "Zip" (10019), "Phone" (212, 417, 8300), "Payroll Title" (Accounting Assistant - 1079C11), "Pay Rate" (2000), "Pay Type" (Salary), and "Hours per Pay Period" (70). The form is displayed in a browser window with a taskbar at the bottom showing "Internet" and "89%".

The preparer must enter the following information:


- Preparer's official title
- Employee's Name
- Employee's Home Address, Apartment #, City State Zip Code, and Home Telephone #

The preparer must then select the new hire's assigned position from the alphabetical List of Research Foundation payroll titles in the drop down list.

Next, the preparer must input:

- Pay Rate
- Pay Type (Select either Hourly or Salary)
- The hours per period that the employee has agreed to work (if the selected pay type is salary).

Clicking NEXT will give you the following Employee Wage Acknowledgment Letter:
In the foregoing example the Job Title selected corresponds to a Non-Exempt status,
salaried position.

 Labor Law Section 195(1) Notice and Acknowledgement of Wage Rate and Designated Payday Hourly Rate Plus Overtime	
<u>Employer</u>	<u>Employee</u>
Company Name Research Foundation/CUNY	Name Sam Ash
FEIN 13-1988190	Street address 555 West 57 Street
Street address 230 W 4th Street	Apt. 15K City New York
City New York State NY	State NY Zip 10019
Zip 10036	Phone (212) 417-8300
Phone (212) 417-8300	
Preparer's Name ESTHER COURET	
Preparer's Title Assistant Director	
Your rate of pay: \$28.57 per hour	
Your overtime rate of pay: \$42.86 per hour	
Designated pay day: Alternating Wednesdays	
I hereby certify that I have read the above and the information contained in this form is true and accurate to the best of my knowledge and belief. Any false statements knowingly made are punishable as a class A misdemeanor (Section 210.45 of the New York State Penal Law).	
Date: _____	[Preparer's Signature]
General Statement Regarding Overtime Pay in New York Almost all employees in New York must be paid overtime wages of 1½ times their regular rate of pay for all hours worked over 40 per workweek. A very limited number of specific categories are covered by overtime at a lower overtime rate or not at all.	
I hereby acknowledge that I have been notified of my wage rate, overtime rate, and designated pay day on the date set forth below.	
Date: _____	[Employee's Signature]
<i>A duplicate signed copy of this form is to be provided to the employee. Original must be kept by the employer</i>	
LS 52(10-09)	

Internet 70%

Print the letter. The preparer and employee must both sign and date the Acknowledgement; Give the employee a copy of the form and put the signed original in the New Hire Package.

If the position you choose is an hourly position, this is what you will see:

Preparer Title

Employee

Name

Street Address

Apt.

City

State

Zip


Phone

Payroll Title

Pay Rate

Pay Type ☐ Salary ☒ Hourly

Clicking NEXT will give you the following Employee Wage Acknowledgement Letter:

 **Labor Law Section 195(1)**
Notice and Acknowledgement of Wage Rate and Designated Payday
Hourly Rate Plus Overtime

<u>Employer</u>	<u>Employee</u>
Company Name Research Foundation/CUNY	Name Sam Ash
FEIN 13-1988190	Street address 555 West 57 Street
Street address 230 W 41st Street	Apt. 14L City New York
City New York State NY	State NY Zip 10019
Zip 10036	Phone (212) 417-8300
Phone (212) 417-8300	
Preparer's Name ESTHER COURET	
Preparer's Title Asst Director	

Your rate of pay: **\$15.00** per hour
Your overtime rate of pay: **\$22.50** per hour
Designated pay day: **Alternating Wednesdays**

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

Date: _____ [Preparer's Signature]

General Statement Regarding Overtime Pay in New York
Almost all employees in New York must be paid overtime wages of 1½ times their regular rate of pay for all hours worked over 40 per workweek. A very limited number of specific categories are covered by overtime at a lower overtime rate or not at all.

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

Date: _____ [Employee's Signature]

A duplicate signed copy of this form is to be provided to the employee. Original must be kept by the employer

For an Exempt Position, the 'Create Screen' will appear as this:

Employee

Name: Sam Ash

Street Address: 555 West 57 Street

Apt.: 15K

City: New York

State: NEW YORK

Zip: 10019

Phone: (212) 417-8888

Payroll Title: Director of Sponsored Programs - 4001F1

Pay Rate: 2500

Pay Type: ☒ Salary ☐ Hourly

Hours per Pay Period: 70

Next

Clicking NEXT will give you the following Employee Wage Acknowledgement Letter:

Labor Law Section 195(1)
Notice and Acknowledgement of Wage Rate and Designated Payday
Hourly Rate Plus Overtime

<u>Employer</u>	<u>Employee</u>
Company Name Research Foundation/CUNY	Name Sam Ash
FEIN 13-1988190	Street address 555 West 57 Street
Street address 230 W 41st Street	Apt. 15K City New York
City New York State NY	State NY Zip 10019
Zip 10036	Phone (212) 417-8888
Phone (212) 417-8300	
Preparer's Name ESTHER COURET	
Preparer's Title Asst Director	

Your rate of pay: **\$2,500.00** salaried per Biweekly pay period

Your overtime rate of pay: **Exempt**

Designated pay day: **Alternating Wednesdays**

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

Date: _____ [Preparer's Signature]

General Statement Regarding Overtime Pay in New York
Almost all employees in New York must be paid overtime wages of 1½ times their regular rate of pay for all hours worked over 40 per workweek. A very limited number of specific categories are covered by overtime at a lower overtime rate or not at all.

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

Date: _____ [Employee's Signature]

A duplicate signed copy of this form is to be provided to the employee. Original must be kept by the employer

For any employee with an Exempt position who is paid on an hourly basis or a salary basis where the biweekly amount is less than \$1087.50* per Biweekly pay period, the system, in accordance with State and Federal Wage and Hour laws, will code and consider the employee as Non-Exempt even though the employee's job title has been designated as Exempt. The Acknowledgement will display the hourly rate and an applicable overtime rate.

The Create screen and subsequent **Employee Wage Acknowledgement Letter** will appear as follows:

The screenshot displays a web-based form titled "Employee" for creating an employee record. The form is organized into a series of horizontal rows, each with a label on the left and an input field on the right. The fields are as follows:

- Name:** Text input containing "Sam Ash".
- Street Address:** Text input containing "555 West 57 Street".
- Apt.:** Text input containing "14K".
- City:** Text input containing "New York".
- State:** Dropdown menu with "NEW YORK" selected.
- Zip:** Text input containing "10019".
- Phone:** Three separate text inputs for area code, prefix, and number, containing "(212)", "417", and "8300" respectively.
- Payroll Title:** Dropdown menu with "Associate Grants Director - 4101F1" selected.
- Pay Rate:** Text input containing "1050".
- Pay Type:** Radio buttons for "Salary" (selected) and "Hourly".
- Hours per Pay Period:** Text input containing "70".

At the bottom left of the form is a green button labeled "Next". The entire form is displayed within a web browser window, with a taskbar at the bottom showing "Done", "Internet", and "100%" zoom.

* This is the current NY State mandated amount.

Labor Law Section 195(1)
Notice and Acknowledgement of Wage Rate and Designated Payday
Hourly Rate Plus Overtime

Employer	Employee
Company Name Research Foundation/CUNY	Name Sam Ash
FEIN 13-1988190	Street address 555 West 57 Street
Street address 230 W 41st Street	Apt. 14K City New York
City New York State NY	State NY Zip 10019
Zip 10036	Phone (212) 417-8300
Phone (212) 417-8300	
Preparer's Name ROBERT BUCKLEY	
Preparer's Title Director	
Your rate of pay: \$15.00 per hour	
Your overtime rate of pay: \$22.50 per hour	
Designated pay day: Alternating Wednesdays	
<p>I hereby certify that I have read the above and the information contained in this form is true and accurate to the best of my knowledge and belief. Any false statements knowingly made are punishable as a class A misdemeanor (Section 210.45 of the New York State Penal Law).</p> <p>Date: _____ [Preparer's Signature]</p>	
<p>General Statement Regarding Overtime Pay in New York Almost all employees in New York must be paid overtime wages of 1½ times their regular rate of pay for all hours worked over 40 per workweek. A very limited number of specific categories are covered by overtime at a lower overtime rate or not at all.</p> <p>I hereby acknowledge that I have been notified of my wage rate, overtime rate, and designated pay day on the date set forth below.</p> <p>Date: _____ [Employee's Signature]</p>	
<p><i>A duplicate signed copy of this form is to be provided to the employee. Original must be kept by the employer</i></p>	


Exception: Instructors and Teachers are exempt from overtime yet may be paid by the hour. For this purpose, selecting the Instructor or Teacher position will require the preparer to input an hourly rate. The system will display the hourly rate and will display the overtime rate as **Exempt** in the Acknowledgement.

The Create screen and subsequent Employee Wage Acknowledgement Letter will appear as follows:

Employee

Name	Sam Ash
Street Address	555 West 57 Street
Apt.	14K
City	New York
State	NEW YORK
Zip	10019
Phone	(212) 417 8300
Payroll Title	Grant Sponsored Instructor - 2400F1
Pay Rate	60.00
Pay Type	<input type="radio"/> Salary <input checked="" type="radio"/> Hourly
<input type="button" value="Next"/>	

Research Foundation of The City University of New York

<div><div>Labor Law Section 195(1) Notice and Acknowledgement of Wage Rate and Designated Payday Hourly Rate Plus Overtime</div></div>	
Employer	Employee
Company Name Research Foundation/CUNY	Name Sam Ash
FEIN 13-1988190	Street address 555 West 57 Street
Street address 230 W 41st Street	Apt. 14K City New York
City New York State NY	State NY Zip 10019
Zip 10036	Phone (212) 417-8300
Phone (212) 417-8300	
Preparer's Name ROBERT BUCKLEY	
Preparer's Title Director	
Your rate of pay: \$60.00 per hour	
Your overtime rate of pay: Exempt	
Designated pay day: Alternating Wednesdays	
I hereby certify that I have read the above and the information contained in this form is true and accurate to the best of my knowledge and belief. Any false statements knowingly made are punishable as a class A misdemeanor (Section 210.45 of the New York State Penal Law).	
Date: _____	_____ [Preparer's Signature]
<div>General Statement Regarding Overtime Pay in New York Almost all employees in New York must be paid overtime wages of 1½ times their regular rate of pay for all hours worked over 40 per workweek. A very limited number of specific categories are covered by overtime at a lower overtime rate or not at all.</div>	
I hereby acknowledge that I have been notified of my wage rate, overtime rate, and designated pay day on the date set forth below.	
Date: _____	_____ [Employee's Signature]
<i>A duplicate signed copy of this form is to be provided to the employee. Original must be kept by the employer</i>	

Internet 75%

The ‘printing and signing’ procedure is the same.

Rehires and Promotions

As stated above, based upon the requirements from NYS, we must give an Employee Wage Acknowledgement Letter to an employee to show that s/he understands the hours, earnings, and overtime rates agreed to. Since employees at the Research Foundation occasionally change jobs, we must use this letter for those changes, as well as for employees who are rehired after a 4 month break in service. Promotions, because they change the required parameters, will also require another Employee Wage Acknowledgment Letter. Once generated, the preparer and employee must sign the new Acknowledgment; a copy should be given to the employee for their records; and send the original to the Research Foundation, c/o Client Services.