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.

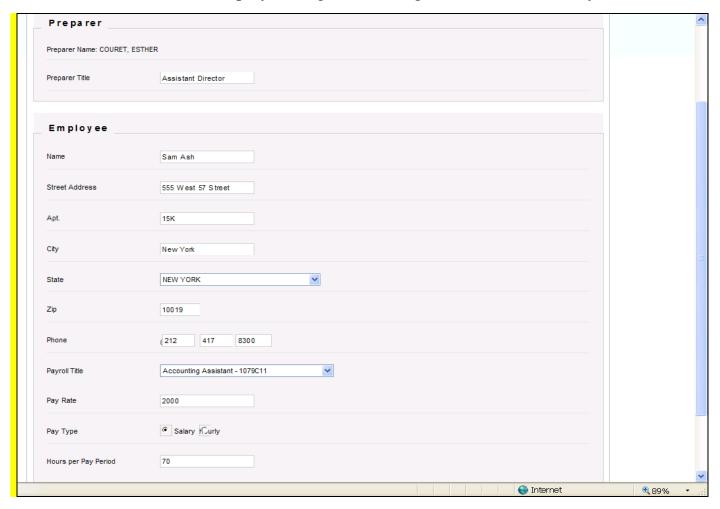
Exception: According to the US DOL, Instructor or Teacher titles are classified as Exempt even though they may be paid on an hourly basis.

- 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 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:

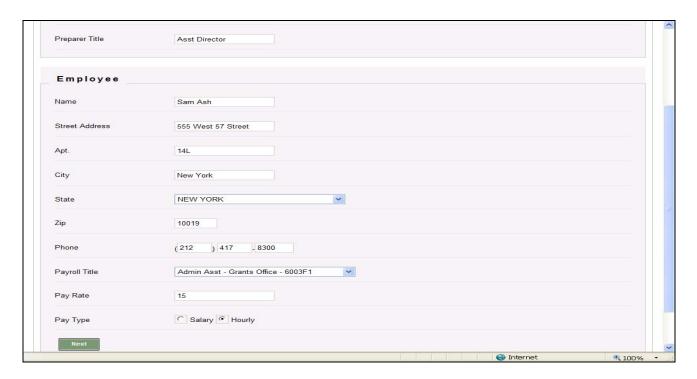
- Pay Rate
- Pay Type (Select either Hourly or Salary)
- The hours per period that the employee has agreed to work (if the selected pay type is salary).

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.

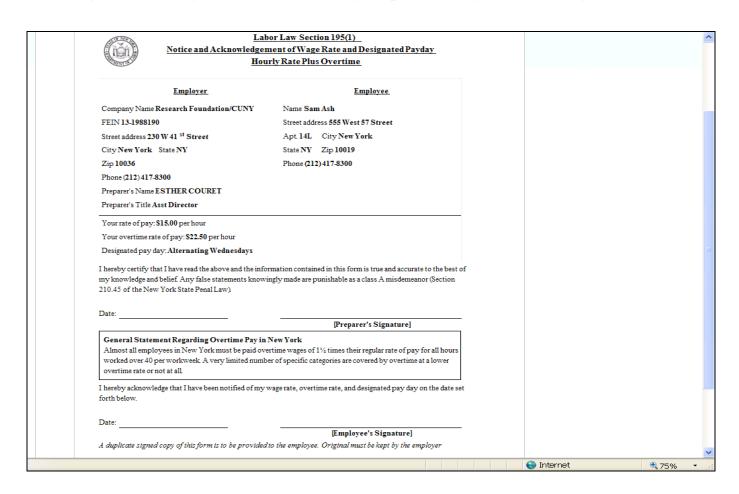


Print the letter. The preparer and employee must both sign and date the Acknowledgement; Give the employee a copy of the form and put the signed original in the New Hire Package.

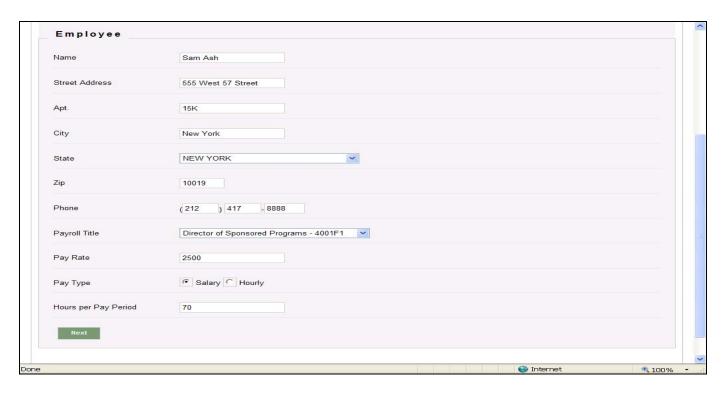
If the position you choose is an hourly position, this is what you will see:



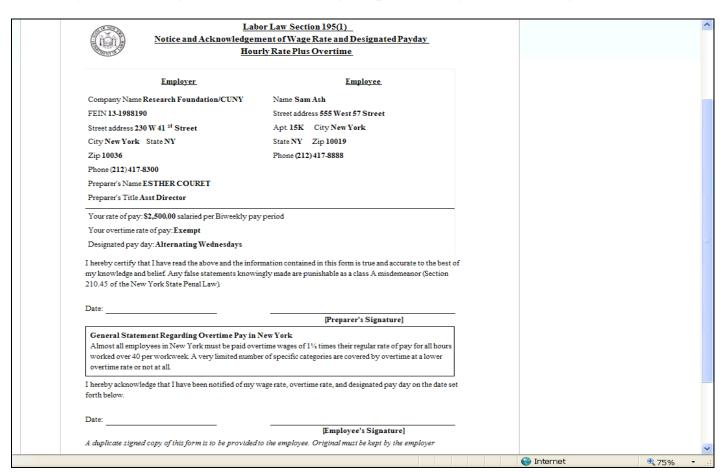
Clicking NEXT will give you the following Employee Wage Acknowledgement Letter:



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

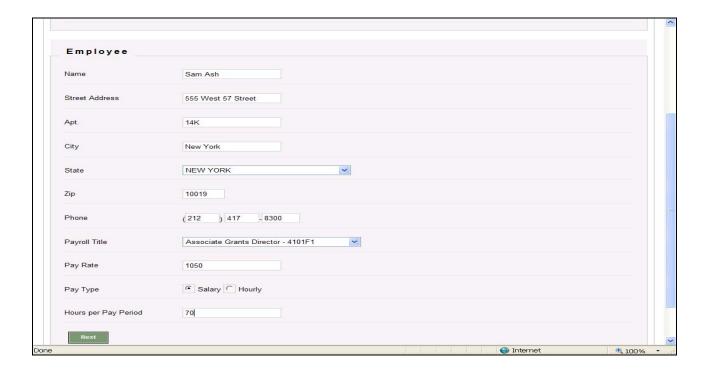


Clicking NEXT will give you the following Employee Wage Acknowledgement Letter:



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:

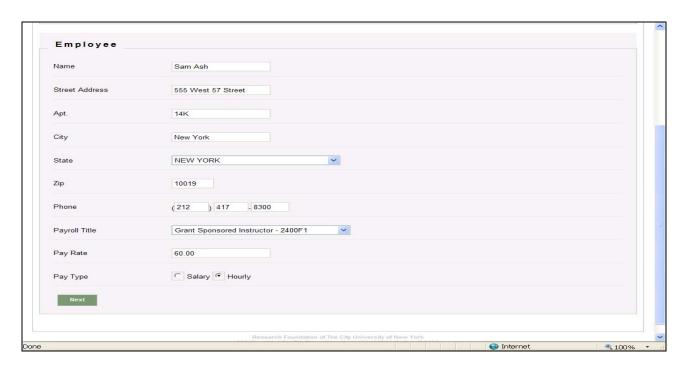


^{*} This is the current NY State mandated amount.



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:



Notice and Acknowled	Labor Law Section 195(1) gement 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 41 st 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		
	information contained in this form is true and accurate to the best of lowingly made are punishable as a class A misdemeanor (Section	
Date:		
Date:	[Preparer's Signature]	
General Statement Regarding Overtime Pa Almost all employees in New York must be pair		
General Statement Regarding Overtime Pa Almost all employees in New York must be pair worked over 40 per workweek. A very limited in overtime rate or not at all.	y in New York to overtime wages of 1½ times their regular rate of pay for all hours	
General Statement Regarding Overtime Pa Almost all employees in New York must be paid worked over 40 per workweek A very limited n overtime rate or not at all. I hereby acknowledge that I have been notified of	y in New York I overtime wages of 1% times their regular rate of pay for all hours umber of specific categories are covered by overtime at a lower my wage rate, overtime rate, and designated pay day on the date se	
General Statement Regarding Overtime Pa Almost all employees in New York must be paid worked over 40 per workweek A very limited n overtime rate or not at all I hereby acknowledge that I have been notified of forth below. Date:	y in New York lovertime wages of 1½ times their regular rate of pay for all hours umber of specific categories are covered by overtime at a lower	

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.