



Fiscal & Business Affairs
Non-Tax Levy Entities HR and Payroll Services

Timestamp:

Date:

To: Fiscal and Business Affairs

From:

Regarding: _____ for Hiree Name

Position Title:

Fund Source:

Name of Account:

Account Number:

Hiring Department:

Reports To:

Hire Start Date: _____ If Hired, Start Date:

Hire End Date:

Payroll Category:

Rate of Pay:

Total Requested Amount: _____

I understand that a 15% fee to cover statutory costs such as the employer's share of State Unemployment, Social Security, Worker's Compensation, and New York State Disability Insurance, etc. has been included in the total requested amount.

Authorized Signatory (Type)

Authorized Signatory (Type)

FBSC Signatory (Sign)

Date

Date:

Dear _____,

This letter serves as written confirmation that you have been notified of the following information regarding your new position with a Non-Tax Levy Entity. Please review the information outlined below and sign the acknowledgement at the bottom of the notice. Effective October 2009, the Commissioner of Labor of the State of New York has made it mandatory to collect the following data with employee signature.

Your Payroll Title is:

This position is classified as Non-Exempt under the US Dept. of Labor, Fair Labor Standards Act (FLSA)

Your Date of Hire is:

Your Rate of Pay is:

Your Overtime Rate of Pay will be per Hour* N/A

Your regular payday is every alternating Thursday, four days after the biweekly pay period end date of Sunday. Non-Tax Levy Entities calendars are readily available in the Office of Fiscal and Business Affairs, 1146 Boylan Hall. Please review calendar for all pay period end dates and corresponding pay dates.

For questions concerning your employment, please contact your Human Resource Services representative at (718) 951-5502.

I acknowledge that I have received the above employment information.

Employee Signature

Date

** All hourly Non-Exempt employees are eligible to receive overtime pay at a rate of one and one-half their regular pay for time worked in excess of 40 hours per week.*

Exempt employees are salaried employees whose position and salary place them outside the scope of the 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 legally mandated minimum weekly salary, whether full time or part time.

According to the US DOL, instructors or teacher's titles are classified as Exempt even though they may be paid on an hourly basis. The

City University of New York is an Equal Opportunity/Affirmative Action/Americans with Disabilities Act/EVerify Employer.