



1. Employer Information/ 雇主資料

Name/名字:

Doing Business As (DBA) name(s)/招牌名:

FEIN(optional)聯邦報稅號 (可選擇的):

Physical Address/公司所在地址:

Mailing Address/郵政地址:

Phone/電話:

Specify the basis for the rate paid, (i.e. salary for varying hours, day rate, etc.)/註明計薪單位(例如不定時,日薪,等等)

Employers may not pay a non-hourly rate to a non-exempt employee in the Hospitality Industry, except for commissioned salespeople./除了領取佣金的銷售人員之外, 餐飲酒店業的雇主不得支付一般勞工非時薪的薪資.

5. Allowances taken/所取津貼:

- None/無
Tips /小費 per hour/每小時
Meals /餐飲 per meal/每餐
Lodging /住宿
Other /其他

6. Pay is/發薪頻率:

- Weekly/每週
Bi-weekly/每二週
Other /其他

7. Overtime Pay Rate/加班費標準:

In most cases, the overtime rate will be 1½ times the regular rate of pay for the week. The regular rate of pay is the total weekly pay divided by the hours worked in the week./多數情況下,加班費是正常薪資的 1.5 倍. 正常薪資標準是週薪除以每週工作的時數. In most cases, it is illegal to pay a fixed weekly rate for varying hours worked over 40 per week. The Department of Labor strongly discourages weekly rates for non-exempt employees, since underpayments often result. It is a violation to pay a non-exempt employee a non-hourly rate in the

Hospitality Industry, except for commissioned salespeople./勞工部 並不建議一般勞工領取週薪, 因為通常會有工資繳付不足的結果.除了領取佣金的銷售人員之外, 餐飲酒店業的一般勞工如領取非時薪的薪資則是違反勞工法的.

8. Employee Acknowledgement/員工認知:

On this day, I received notice of my pay rate, overtime rate (if eligible), allowances, and designated payday in English and my primary language. I told my employer that my primary language is Chinese. 此日我 收到薪資, 加班費, 發薪日, 以及津貼的中英通知.我已告訴雇主我的母語是中文.

Print Employee Name/請正楷書寫員工姓名

Employee Signature/員工簽名

Date/日期

Preparer Name and Title/填表人名字及頭銜

The employee must receive a signed copy of this form. The employer must keep the original for 6 years./ 員工必須收到此簽名表格的複印本. 雇主並須保存此表格正本 6 年.

2. Notice given/給予員工的通知:

- At hiring/雇用時
Before a change in pay rate(s), allowances claimed or payday/ 在薪資, 發薪日, 或津貼變更之前

3. Regular payday/正常發薪日:

4. Employee's Pay Rate/員工的薪資標準:

\$ per/每