



**Notice and Acknowledgement of Pay Rate and Payday  
Under Section 195.1 of the New York State Labor Law  
Notice for Hourly/Weekly Exempt Rate Employees**

**1. Employer Information**

Name: CAST & CREW PAYROLL, LLC dba CAST & CREW ENTERTAINMENT SERVICES, LLC  
 BTL PAYMENTS, LLC dba BTL PRODUCTION SERVICES, LLC

Physical Address: 2300 Empire Avenue, 5<sup>th</sup> Floor  
 Burbank, California 91504

Mailing Address: 2300 Empire Avenue, 5<sup>th</sup> Floor  
 Burbank, California 91504

Phone: 818 848 6022

**2. Notice Given:**

- At Hiring
- On or Before February 1
- Before a change in pay rate(s), allowances claimed or payday

**3. Allowances Taken:**

- None
- Tips \_\_\_\_per hour
- Meals \_\_\_\_per meal
- Lodging
- Other

**4. Pay is:**

- Weekly
- Bi-weekly
- Other

**5. Regular Payday:** (Circle One)

SUN MON TUE WED THU FRI SAT

**6. Employees Rate of Pay:** State if pay is based on an hourly, salary, or other basis.

\$ \_\_\_\_\_ per hr/per wk  
(Circle One)

**7. Overtime Pay Rate:**

\$ \_\_\_\_\_ per hour  
(This must be at least 1½ times the worker's regular rate, with few exceptions.)

Employers may not pay a non-hourly rate to a non-exempt employee in the Hospitality Industry, except for commissioned salespeople. Most workers in NYS must receive at least 1½ times their regular rate of pay for all hours worked over 40 in a workweek, with few exceptions. A limited number of employees must only be paid overtime at 1½ times the minimum wage rate, or not at all. This employee is exempt from overtime under the following exemption (optional): \_\_\_\_\_

**8. Employee Acknowledgement:**

On this day I have been notified of my pay rate, overtime rate (if eligible), allowances, and designated payday on the date given below. I told my employer what my primary language is.

**Check one:**

- I have been given this pay notice in English because it is my primary language.
- My primary language is \_\_\_\_\_.  
 I have been given this pay notice in English only, because the Department of Labor does not yet offer a pay notice form in my primary language.

Employee Name \_\_\_\_\_  
(Please Print)

Show Title \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Preparer's Name and Title \_\_\_\_\_

The employee must receive a signed copy of this form. The employer must keep the original for 6 years.