

NEW EMPLOYEE PAY AND FRINGE BENEFIT NOTIFICATION

The Pennsylvania Wage Payment and Collection Law requires all employers notify each employee at the time of hiring of the time and place of payment and rate of pay and the amount of any fringe benefits or wage supplements to be paid to the employee, a third party, or a fund for the benefit of the employee. Employers are required to designate a regular payday and pay all wages due according to its established plan (*PA 1961 Act 329, Sec. 3*). Unless there is a contract between the employer and the employee to the contrary, wages must be paid within 15 days of the end of the pay period (14 days for railroad employees) or according to industry custom. (*PA 1961 Act 329, Sec. 3*). Pay for overtime must be included with wages for the next following pay period.

Name of Employee: _____ Date of hire: _____

Your rate of pay is: _____

Your scheduled paydays are: _____

Method/location of payment: _____

Fringe Benefits or wage supplements provided:

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____