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| Employee notice |
| 1. Employee:
 | Address:  |
| Phone number: | Email address: |
| Date employment began: |  |
| 1. Legal name of employer:
 | Main office/principal place of business address: |
| Phone number: | Email address: |
| Operating name of employer (if different): |
| Mailing address (if different): |
| 1. 3. Employment status (exempt or non-exempt):
 |
| [ ]  Employee is exempt from: [ ]  minimum wage [ ]  overtime [ ]  other provisions of Minnesota Statutes 177 |
| Legal basis for exemption: |
| [ ]  Employee is non-exempt (entitled to overtime, minimum wage, other protections under Minn. Stat. 177) |
| 1. Rate: $
 | Additional rates (if applicable): | How applied: |
| Paid by: | Hour [ ]   | Shift [ ]   | Day [ ]   | Week [ ]   |
|  | Salary [ ]   | Piece [ ]   | Commission [ ]   | Other method [ ]  |
| Overtime is owed after: hours |
| Allowances claimed: |
| $ | per meal for meal allowance (max = 60% of one hour of adult minimum wage per meal) |
| $ | per day for lodging allowance (max = 75% of one hour of adult minimum wage per day) |
|  | (or fair market value)  |
| 1. Leave benefits available:
 |
| [ ]  Sick leave [ ]  Paid vacation [ ]  Other paid time off |
| How benefits are accrued: Number of hours \_\_\_\_\_\_\_\_ or days \_\_\_\_\_\_\_\_[ ]  per year [ ]  per month [ ]  per pay period [ ]  per hours worked |
| Terms of use:  |
| 1. Deductions that may be made from employee’s pay and amounts:
 |
| 1. Number of days in the pay period:
 | Regularly scheduled payday: |
| Date employee will receive first payment of wages earned: |
| 1. Other information relevant to this position:
 |
|  |
| I, the employee, have received a copy of this notice: [ ]  Yes [ ]  No |
| Employer signature | Date | Employee signature | Date |

**Note: The following statement is being translated and will be provided in the languages below**: “This document contains important information about your employment agreement. Check the box at left to receive this information in this language.”

|  |  |  |
| --- | --- | --- |
|  | Spanish |  |
|  | Hmong |  |
|  | Vietnamese |  |
|  | Mandarin |  |
|  | Russian |  |
|  | Somali |  |
|  | Laotian |  |
|  | Korean |  |
|  | Tagalog |  |
|  | Cushite/Oromo |  |
|  | Amharic |  |
|  | Karen |  |

### Translation providers approved by the Minnesota Department of Administration

|  |  |
| --- | --- |
| **The Bridge World Language Center, Inc.**110 Second Street S., #213Waite Park, MN 56387320-259-9239mini@bridgelanguage.com  | **Lingualinx Language Solutions, Inc.**433 River Street, #6001Troy, NY 12180518-388-9000abartlett@lingualinx.com  |
| **Betmar Languages, Inc.**6260 Hwy. 65 N.E., #308Minneapolis, MN 55432763-572-9711best@betmar.com  | **Prisma International, Inc.**1128 Harmon Place, #310Minneapolis, MN 55403612-349-3111jromano@prisma.com  |
| **Fox Translation Services**1152 Mae Street, #122Hummelstown, PA 17033866-369-1646 or 407-733-3720dina@foxfoxcasemanagement.com | **Swits, LTD**110 S. Third StreetDelavan, WI 53115262-740-2590translations@swits.us  |
| **Global Translation and Interpreter**913 E. Franklin Ave., #206Minneapolis, MN 55404612-722-1244sandor@globaltranslations.com | **Latitude Prime, LLC.**80 S. Eighth Street, #900Minneapolis, MN 55402888-341-9080, ext. 501elle@latitude.com  |
| **Latin American Translators Network, Inc.**1720 Peachtree Street N.W., #532Atlanta, GA 30309800-943-5286, ext. 8641 translations@latn.com800-943-5286, ext. 8620 idenis@latn.com |  |