DEPARTMENT OF LABOR AND INDUSTRY

Employee notice

1. Employee: Address:
Phone number: Email address:
Date employment began:
2. 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):
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)
4. Rate or rates of pay
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)
5. Leave benefits available:
☐ Sick leave ☐ Paid vacation ☐ Other paid time off
How benefits are accrued: Number of hours _____ or days _____ per ☐ year ☐ month ☐ per pay period ☐ per hours worked
Terms of use:
6. Deductions that may be made from employee's pay and amounts:
7. Number of days in the pay period: Regularly scheduled payday:
Date employee will receive first payment of wages earned:
8. Other information relevant to this position:
I, the employee, have received a copy of this notice: ☐ Yes ☐ No
Employer signature Date Employee signature Date

This document contains important information about your employment. Check the box at left to receive this information in this language.

	Spanish/Español	Este documento contiene información importante sobre su empleo. Marque la casilla a la izquierda para recibir esta información en este idioma.
	Hmong/Hmoob	Daim ntawv no muaj cov xov tseem ceeb hais txog thaum koj ua hauj lwm. Khij lub npauv ntawm sab laug yog koj xav tau cov xov tseem ceeb no txhais ua lus Hmoob.
	Vietnamese/Việt ngữ	Tài liệu này chứa thông tin quan trọng về việc làm của quý vị. Đánh dấu vào ô bên trái để nhận thông tin này bằng Việt ngữ.
	Simp. Chinese/简体中文	本文件包含与您的雇用相关的重要信息。勾选左边的方框将接收以这种语言提供的信息。
	Russian/русский	Данный документ содержит важную информацию о вашем трудоустройстве. Отметьте галочкой квадрат слева для получения этой информации на данном языке.
	Somali/Soomaali	Dukumentigan waxaa ku qoran macluumaad muhiim ah oo ku saabsan shaqadaada. Calaamadi sanduuqan haddii aad rabto inaad macluumaadkan ku hesho luqaddan.
	Laotian/ພາສາລາວ	ເອກະສານນີ້ມີຂໍ້ມູນທີ່ສ່າຄັນກ່ຽວກັບການຈ້າງງານຂອງທ່ານ. ກວດເບິງກ່ອງທີຢູ່ເບື້ອງຊ້າຍເພື່ອຮັບຂໍ້ມູນນີ້ໃນພາສານີ້.
	Korean/한국어	이 문서에는 귀하의 고용 형태에 관련된 중요한 정보가 담겨있습니다. 이 언어로 이 정보를 받기를 원하시면 왼쪽 상자에 체크하여 주세요.
	Tagalog/Tagalog	Ang dokumentong ito ay nagtataglay ng mahalagang impormasyon tungkol sa iyong pagtatrabaho. Lagyan ng tsek ang kahon sa kaliwa upang matanggap ang impormasyong ito sa wikang ito.
	Oromo/Oromoo	Waraqaan kun waayee hojii keetii odeeffannoo barbaachisoo ta'an qabatee jira. Saaxinnii karaa bitaatti argamu kana irratti mallattoo godhi yoo afaan Kanaan barreeffama argachuu barbaadde.
	Amharic/አማርኛ	ይህ ዶኩመንት አቀጣጠሮን በሚመለከት አስፈላጊ መረጃ የያዘ ነው። ይህንን ዶኩመንት በስተግራ በኩል ባለው ቋንቋ ተተርጉሞ እንዲሰጦት ከፈለጉ በዛው በስተግራ በኩል ባለው ሳጥን ውስጥ ምልክት ያድርጉ።
	Karen / ကညီကျိာ်	လံာ်တီလံာ်မီတခါအံၤပာ်ယုာ်တာ်ဂ့ၢ်တာ်ကျိုးအကါဒိၣ်လ၊အဘၣ်ယးဒီးနတၢ်ဖံးတၢ်မၤနၣ်လီၤ. တိၤနီၣ်တၢ်ဧ၊လ၊အစုၣ်တကပၤလ၊တၢ်ကဒီးနၣ်တၢ်ဂ့ၢ်တၢ်ကျိုးလ၊ကျိာ်တခါအံၤအဂီၢ်တက့ၢ်.
	Arabic/ العربية	يحتوي هذا المستند على معلومات مهمة حول عملك. ضع علامة في المربع على اليمين للحصول على هذه المعلومات في هذه اللغة.

Translation providers approved by the Minnesota Department of Administration

Betmar Languages, Inc. 6260 Hwy. 65 N.E. Minneapolis, MN 55432 763-572-9711 best@betmar.com	**The Bridge World Language Center, Inc.** 110 Second Street S., #308 Waite Park, MN 56387 320-259-9239 mini@bridgelanguage.com	**Fox Translation Services** 1152 Mae Street, #122 Hummelstown, PA 17033 866-369-1646 or 407-733-3720 dina@foxfoxcasemanagement.com
Global Translation and Interpreter 913 E. Franklin Ave., #206 Minneapolis, MN 55404 612-722-1244 sandor@globaltranslations.com	**Latin American Translators Network, Inc.** 1720 Peachtree Street N.W., #532 Atlanta, GA 30309 800-943-5286, ext. 8641, translations@latn.com 800-943-5286, ext. 8620, idenis@latn.com	**Latitude Prime, LLC** 80 S. Eighth Street, #900 Minneapolis, MN 55402 888-341-9080, ext. 501 elle@latitude.com
Lingualinx Language Solutions, Inc. 433 River Street, #6001 Troy, NY 12180 518-388-9000 abartlett@lingualinx.com	**Prisma International, Inc.** 1128 Harmon Place, #310 Minneapolis, MN 55403 612-349-3111 jromano@prisma.com	**Swits, LTD** 110 S. Third Street Delavan, WI 53115 262-740-2590 translations@swits.us