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: I 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 🗆 Salar	ry 🗆 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: \Box 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 ntawn	
	sab laug yog koj xav tau cov xov tseem ceeb no txhais ua lus Hmoob.	
Vietnamese/Việt Tài liệu này chứa thông tin quan trọng về việc làm của quý vị. Đánh dấu vào ô bên trái đ		
ngữ	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	ເອກະສານນີ້ມີຂໍ້ມູນທີ່ສໍາຄັນກ່ຽວກັບການຈ້າງງານຂອງທ່ານ. ກວດເບິງກ່ອງທີ່ຢູ່ເບື້ອງຄ້າຍເພື່ອຮັບຂໍ້ມູນນີ້ໃນພາສານີ້.	
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/አ <i>ጣርኛ</i>	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 / ကညီကိုဉ်	လံဉ်တီလံဉ်မီတခါအံ၊ဟ်ယှာ်တင်္ဂျာက်ကိုးအကါဗိဉ်လ၊အဘဉ်ယးခီးတော်ဖံးတင်္ဂမာန္နဉ်လီ၊. တိ၊နိုဉ်တင်္ဂေလ၊အစ္ဉဉ်တကပၤလ၊တင်္ဂကဒ်းနွှင်တင်္ဂက်က်ကိုးလ၊ကိုဉ်တခါအံးအကိတက္နာ်.	
العربية /Arabic	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.	The Bridge World Language Center, Inc.	Fox Translation Services
6260 Hwy. 65 N.E.	110 Second Street S., #308	1152 Mae Street, #122
Minneapolis, MN 55432	Waite Park, MN 56387	Hummelstown, PA 17033
763-572-9711	320-259-9239	866-369-1646 or 407-733-3720
best@betmar.com	mini@bridgelanguage.com	dina@foxfoxcasemanagement.com
Global Translation and	Latin American Translators Network, Inc.	Latitude Prime, LLC
Interpreter	1720 Peachtree Street N.W., #532	80 S. Eighth Street, #900
913 E. Franklin Ave., #206	Atlanta, GA 30309	Minneapolis, MN 55402
Minneapolis, MN 55404	800-943-5286, ext. 8641, <u>translations@latn.com</u>	888-341-9080, ext. 501
612-722-1244	800-943-5286, ext. 8620, <u>idenis@latn.com</u>	elle@latitude.com
sandor@globaltranslations.com		
Lingualinx Language Solutions,	Prisma International, Inc.	Swits, LTD
Inc.	1128 Harmon Place, #310	110 S. Third Street
433 River Street, #6001	Minneapolis, MN 55403	Delavan, WI 53115
Troy, NY 12180	612-349-3111	262-740-2590
518-388-9000	jromano@prisma.com	translations@swits.us
abartlett@lingualinx.com		