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| 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. 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 or rates of pay |
| Paid by: Hour  Shift  Day  Week  Salary  Piece  Commission  Other method |
| Maximum hours of which overtime is owed N/A |
| Overtime is owed after: 40 hours |
| Allowances claimed: |
| $0.00 per meal for meal allowance (max = 60% of one hour of adult minimum wage per meal) |
| $0.00 per day for lodging allowance (max = 75% of one hour of adult minimum wage per day) (or fair market value) |
| 1. Leave benefits available: N/A |
| 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:  NONE |
| 7. Number of days in the pay period: 15 Regularly scheduled payday: 15th and 30th/31st |
| 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.



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