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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: |
| [x]  Employee is non-exempt (entitled to overtime, minimum wage, other protections under Minn. Stat. 177) |
| 1. Rate or rates of pay
 |
| Paid by: Hour [x]  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 55432763-572-9711best@betmar.com | **The Bridge World Language Center, Inc.**110 Second Street S., #308Waite Park, MN 56387320-259-9239mini@bridgelanguage.com | **Fox Translation Services**1152 Mae Street, #122Hummelstown, PA 17033866-369-1646 or 407-733-3720dina@foxfoxcasemanagement.com |
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| **Global Translation and Interpreter**913 E. Franklin Ave., #206Minneapolis, MN 55404612-722-1244sandor@globaltranslations.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 | **Latitude Prime, LLC**80 S. Eighth Street, #900Minneapolis, MN 55402888-341-9080, ext. 501elle@latitude.com |
| **Lingualinx Language Solutions, Inc.**433 River Street, #6001Troy, NY 12180518-388-9000abartlett@lingualinx.com | **Prisma International, Inc.**1128 Harmon Place, #310Minneapolis, MN 55403612-349-3111jromano@prisma.com | **Swits, LTD**110 S. Third StreetDelavan, WI 53115262-740-2590translations@swits.us |