



## 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):			
<input type="checkbox"/> Employee is exempt from: <input type="checkbox"/> minimum wage <input type="checkbox"/> overtime <input type="checkbox"/> other provisions of Minnesota Statutes 177			
Legal basis for exemption:			
<input type="checkbox"/> Employee is non-exempt (entitled to overtime, minimum wage, other protections under Minn. Stat. 177)			
4. Rate or rates of pay			
Paid by: Hour <input type="checkbox"/> Shift <input type="checkbox"/> Day <input type="checkbox"/> Week <input type="checkbox"/> Salary <input type="checkbox"/> Piece <input type="checkbox"/> Commission <input type="checkbox"/> Other method <input type="checkbox"/>			
Maximum hours of which overtime is owed			
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:			
<input type="checkbox"/> Sick leave <input type="checkbox"/> Paid vacation <input type="checkbox"/> Other paid time off			
How benefits are accrued: Number of hours _____ or days _____			
per <input type="checkbox"/> year <input type="checkbox"/> month <input type="checkbox"/> per pay period <input type="checkbox"/> 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: <input type="checkbox"/> Yes <input type="checkbox"/> 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.

<input type="checkbox"/>	<u>Spanish / Español</u>	<u>Este documento contiene información importante sobre su empleo. Marque la casilla a la izquierda para recibir esta información en este idioma.</u>
<input type="checkbox"/>	<u>Hmong / Hmoob</u>	<u>Daim ntawv no muaj cov xov tseem ceeb hais txog thaum koj ua hauj lwj. Khij lub npauv ntawm sab laug yog koj xav tau cov xov tseem ceeb no txhais ua lus Hmoob.</u>
<input type="checkbox"/>	<u>Vietnamese / Việt ngữ</u>	<u>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.</u>
<input type="checkbox"/>	<u>Simp. Chinese / 简体中文</u>	<u>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。</u>
<input type="checkbox"/>	<u>Russian / русский</u>	<u>Данный документ содержит важную информацию о вашем трудоустройстве. Отметьте галочкой квадрат слева для получения этой информации на данном языке.</u>
<input type="checkbox"/>	<u>Somali / Soomaali</u>	<u>Dokumentigan waxaa ku qoran macluumaad muhiim ah oo ku saabsan shaqadaada. Calaamadi sanduuqan haddii aad rabto inaad macluumaadkan ku hesho luqaddan.</u>
<input type="checkbox"/>	<u>Laotian / ພາສາລາວ</u>	<u>ເອກະສານນີ້ມີຂໍ້ມູນທີ່ສໍາຄັນກ່ຽວກັບການຈ້າງງານຂອງທ່ານ. ກວດເບິ່ງກ່ອງທີ່ຢູ່ເບື້ອງຊ້າຍເພື່ອຮັບຂໍ້ມູນນີ້ໃນພາສາລາວ.</u>
<input type="checkbox"/>	<u>Korean / 한국어</u>	<u>이 문서에는 귀하의 고용 형태에 관련된 중요한 정보가 담겨있습니다. 이 언어로 이 정보를 받기를 원하시면 왼쪽 상자에 체크하여 주세요.</u>
<input type="checkbox"/>	<u>Tagalog / Tagalog</u>	<u>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.</u>
<input type="checkbox"/>	<u>Oromo / Oromoo</u>	<u>Waraqaan kun waayee hojii keetii odeeffannoo barbaachisoota’an qabatee jira. Saaxinnii karaa bitaatti argamu kana irratti mallattoo godhi yoo afaan Kanaan barreeffama argachuu barbaadde.</u>
<input type="checkbox"/>	<u>Amharic / አማርኛ</u>	<u>ይህ ደብዳቤ አቀጣጠሉን በሚመለከት አስፈላጊ መረጃ የያዘ ነው። ይህንን ደብዳቤ በስተግራ በኩል ባለው ቋንቋ ተተርጉሞ እንዲሰጥኝ ከፈለጉ በዛው በስተግራ በኩል ባለው ሳጥን ውስጥ ምልክት ያድርጉ።</u>
<input type="checkbox"/>	<u>Karen / ကာသီကျိ</u>	<u>လိပ်စာမီခါအခါပတ်သက်တတ်ကွါအကါဒိဉ်လအဘဉ်ယးဒီးနတ်ပံးတတ်မနုဉ်လီၤ. တိၤနီဉ်တတ်အလအစဉ်တကယလတတ်ကဒီးနတ်တတ်ကွါလအကါဒိဉ်လအခါအကါတက့ၢ်.</u>

## Translation providers approved by the Minnesota Department of Administration

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