



Notice to Employee and Acknowledgment of Pay Rate and Payday In Compliance with California State Labor Law Under Section 2810.5

Effective January 1, 2012, California Labor Code section 2810.5(a) requires that the following information be provided to each employee at the time of hire in the language the employer normally uses to communicate employment-related information. Exceptions to this requirement are indicated at the bottom of this page. This notice is available in other languages at [www.dir.ca.gov/DLSE](http://www.dir.ca.gov/DLSE).

**Employee**

Employee's Name \_\_\_\_\_ Hire Date: \_\_\_\_\_

**Employer Information**

Name & Address: Spotlight Payroll I Extreme Reach, Inc.  
20 N. Wacker Dr., Suite 2500  
Chicago, IL 60606  
312-726-4404

Workers Compensation: The Hartford - Policy # 83WEOC1174  
Report injuries to John Kramer  
tel - 312-252-5814  
email - john@spotlight.net

**Wage Information**

Rate(s) of Pay: \_\_\_\_\_ Overtime Rate(s) of Pay: \_\_\_\_\_

Rate is by:  Hour  Day (8 Hrs.)  Use Fee  Other \_\_\_\_\_

Employment agreement is:  Oral  Written

Allowances claimed as part of minimum wage (including meal or lodging) \_\_\_\_\_

The regular payday is at the conclusion of employment.

This notice is given  At Hiring  At Time of Change in Pay Rate(s), Allowances or Payday

**Acknowledgement of Receipt**

Employee's Name \_\_\_\_\_

Employee Address \_\_\_\_\_

Employee email \_\_\_\_\_ Phone: \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Employer Representative \_\_\_\_\_

Employer Rep Signature \_\_\_\_\_

Labor Code section 2810.5(b) requires that the employer notify you in writing of any changes to the information set forth in this Notice within seven calendar days after the time of the changes, unless one of the following applies: (a) All changes are reflected on a timely wage statement furnished in accordance with Labor Code section 226; (b) Notice of all changes is provided in another writing required by law within seven days of the changes.

This Notice is NOT required if (a) you are directly employed by the state or any political subdivision thereof, (b) you are an employee who is exempt from the payment of overtime wages by statute or wage order, or (c) you are covered by a collective bargaining agreement that expressly provides for wages, hours of work and working conditions, and provides for premium wage rates for all overtime worked.

The full text of Labor Code section 2810.5 may be found at [www.leginfo.ca.gov/calaw.html](http://www.leginfo.ca.gov/calaw.html). Check "Labor Code" and search for "2810.5" in quotes.

The employee's signature on this notice merely constitutes acknowledgement of receipt. In accordance with an employer's general recordkeeping requirements under the law, it is the employer's obligation to ensure that the employment and wage-related information provided on this notice is accurate and complete. Furthermore, the employee's signature acknowledging receipt of this notice does not constitute a voluntary written agreement as required under the law between the employer and employee in order to credit any meals or lodging against the minimum wage. Any such voluntary written agreement must be evidenced by a separate document.