**Employer Information Sheet**

*New employees: This list represents information about COMPANY NAME as an employer and is required for all new employees in Minnesota. Please review and sign your acknowledgment of receipt below.*

|  |  |
| --- | --- |
| 1. Employee:
 | Address:  |
| Phone number:  | Email address:  |
| Date employment began:  | Job Title:  |
| 1. Legal name of employer:
 | 1. Main office/Principal place of business address:
 |
| Phone number:  | Email address:  |
| 1. 3. 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: $
 | Additional rates (if applicable): | How applied: |
| Paid by: | Hour [ ]   | Salary [ ]  | Other method [ ]  |   |
| Overtime is owed after: hours |
| Allowances claimed: |
| 1. Leave benefits available:
 |
| [ ]  Personal Time Off (PTO) [ ]  Sick and Safety Time (SST) [ ]  Other paid time off: |
| PTO:  SST:Other: |
| Terms of use:  |
| 1. Deductions that may be made from employee’s pay and amounts:

Deductions that may be made from employee’s pay and amounts: taxes, child support and garnishments as required by state, federal and local law. Elected retirement contributions. Benefit premiums for elected benefits |
| 1. Number of days in the pay period:
 | Regularly scheduled payday:  |
| Date employee will receive first payment of wages earned: |
| 1. 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.** **The Bridge World Language Center, Inc.** **Fox Translation Services**
6260 Hwy. 65 N.E., #308 110 Second Street S., #213 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 Interpreter** **Latin American Translators Network, Inc.** **Latitude Prime, LLC**
913 E. Franklin Ave., #206 1720 Peachtree Street N.W., #532 80 S. Eighth Street, #900
Minneapolis, MN 55404 Atlanta, GA 30309 Minneapolis, MN 55402
612-722-1244 800-943-5286, ext. 8641 888-341-9080, ext. 501
sandor@globaltranslations.com translations@latn.com elle@latitude.com

**Lingualinx Language Solutions, Inc. Prisma International, Inc.** **Swits, LTD**
433 River Street, #6001 1128 Harmon Place, #310 110 S. Third Street
Troy, NY 12180 Minneapolis, MN 55403 Delavan, WI 53115
518-388-9000 612-349-3111 262-740-2590
abartlett@lingualinx.com jromano@prisma.com translations@swits.us