



## AB 469 Wage Payment Details

Effective 1/1/12, employers will be required to provide the following information to employees at the time of hire, in a notice in a language that the employer normally uses to communicate employment related information to employees:

1. The rate or rates of pay and basis for the pay, whether paid by the hour, shift, day, week, salary, piece, commission, or other format including any rates for overtime as applicable;
2. Allowances, if any claimed as part of the minimum wage, including meal and lodging allowances;
3. The regular payday designated by the employer in accordance with the requirements of California Labor Code;
4. The physical address of the employer's main office or principal place of business, and the mailing address of the business if different from the physical address;
5. The telephone number of the employer;
6. The name, address and telephone number of the employer's workers' compensation insurance carrier;
7. Any other information that the Labor Commission deems material or necessary.

The law also requires employers to notify employees in writing of any changes to the information in the initial notice within 7 calendar days after the change is made, unless the changes are reflected on a timely wage statement or other written document provided to the employee.

Every employer shall on a semimonthly basis, or at the time of each payment of wages, provide each employee either as a detachable paystub, or separately when wages are being paid an itemized written statement showing the following:

1. Gross wages earned;
2. Total hours worked by a non-exempt employee, or the salary of an exempt employee;
3. The number of piece rate units earned in the case of payment by piece rate;
4. All deductions;
5. Net wages earned;
6. The inclusive dates of the period for which the employee is being paid;
7. The name of the employee and the last four digits of the employee's social security number, or an employee identification number other than a social security number;
8. The name and address of the legal entity that is the employer.