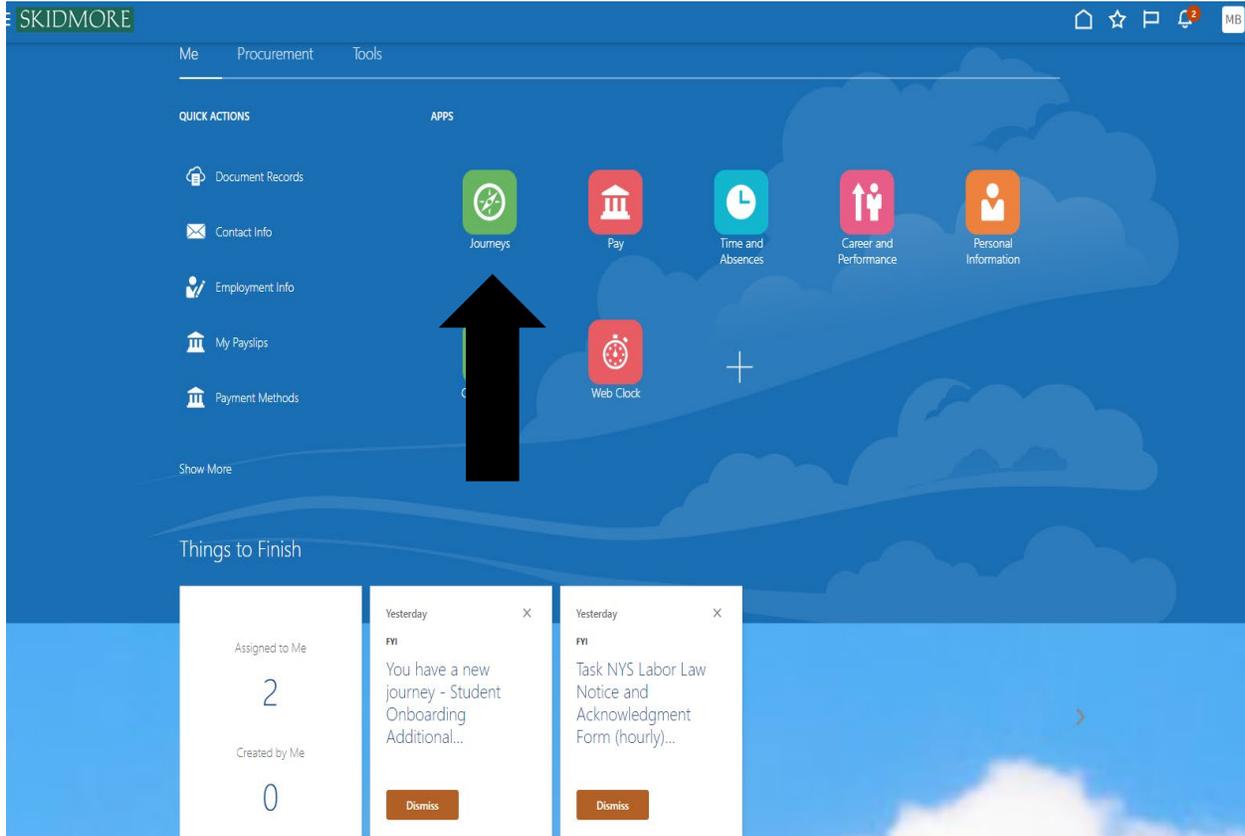


## Journeys in Oracle-Student Employee Onboarding

The Journeys feature in Oracle allows you to complete your employment onboarding tasks online. This includes review of the required Notice and Acknowledgement of Pay Rate and Payday Form.

After you have been officially hired for a job, go into your Oracle tile and you'll see this screen below.

Access tasks assigned to you by clicking on the Journeys tile.



Whether this is your first job at Skidmore or an additional job, specific Journeys Tasks will be assigned to you. Please review and complete each Task per the instructions.

For example, there is a NYS Labor Law Notice and Acknowledgement Form Task which includes a Pay rate and Payday form for your review. When you select the Task, you will see the following:



**Tasks**

Tasks completed 0 of 1



**NYS Labor Law Notice and Acknowledgment Form (hourly)**

Required



Please review the document and sign by entering your full name (email is optional).

If you need this in another language, please reach out to HR.

Required

[See document](#)

Done

More Actions ▾

Select See Document and review the information provided. You can acknowledge you have reviewed this information by typing in your first and last name in the previous screen and then click done.



**Notice and Acknowledgement of Pay Rate and  
Payday Under Section 195.1 of the New York State  
Labor Law Notice for Hourly Employees**

**1. Employer Information**

Name: Skidmore College.  
 Doing Business As (DBA) Name (s):  
 FEIN (optional): 14-1338562  
 Physical Address: 815 North Broadway  
 Saratoga Springs, NY 12866  
 Mailing Address: Same as above  
 Phone: (518) 580-5800

**2. Notice Given:**

At hiring  
 Before a change in pay rate(s),  
 allowances claimed or payday

**1. Employee's rate of pay:**

\$15.00 per hour  
 Employers may not pay a non-hourly rate to a  
 non-exempt employee in the Hospitality  
 Industry, except for commissioned  
 salespeople.

**2. Allowances taken:**

None  
 Tips \_\_\_\_\_ per hour  
 Meals \_\_\_\_\_ per meal  
 Lodging \_\_\_\_\_  
 Other \_\_\_\_\_

**3. Regular payday:** Friday

**4. Pay is:**

Weekly  
 Bi-Weekly  
 Other

**7. Overtime Pay Rate:**

\$22.50 per hour  
 (This must be at least 1½ times the worker's  
 regular rate, with few exceptions.)

**5. Employee Acknowledgment:**

On this day I have been notified of my pay  
 rate, overtime rate (if eligible), allowances, and  
 designated payday on the date given below. I  
 told my employer what my primary language  
 is.

**Check one:**

I have been given this pay notice in  
 English because it is my primary language.  
 My primary language is \_\_\_\_\_  
 \_\_\_\_\_ I have been given this pay  
 notice in English only, because the  
 Department of Labor does not yet offer a pay  
 notice form in my primary language.

February 15, 2024

Employee Signature  
 Date

Employee Name

Preparer's Name and Title - Skidmore College  
 Employment

**The employee must receive a signed copy  
 of this form. The employer must keep the  
 original for 6 years.**

**Please note:** It is unlawful for an employee to  
 be paid less than an employee of the opposite  
 sex for equal work. Employers also may not  
 prohibit employees from discussing wages with  
 their co-workers.

Make sure you have addressed all of your assigned Tasks under Journeys for each job that you hold.