



EMPLOYEE RATE RECORD (ERR)

Minnesota Statute § 177 (MN Wage Theft Law) requires you to provide your employees a written copy of their rate of pay upon hire and at any change during employment.

A signed copy of this written statement must be submitted to Consumer Directions Inc. along with the employee's time sheet. **Consumer Directions Inc. is not able to increase a rate of pay without a signed copy received & saved on file.**

Employee Name: _____

Participant: _____

Managing Party: _____

Rate of Pay: _____

By signing this form, I, the employee, am acknowledging that I have retained a copy of this document and all provided information for my own records.

Employee Signature: _____ Date: _____

Managing Party Signature: _____ Date: _____

It is the Managing Party's duty to ensure a completed copy of this Notice has been provided to the Employee and a signed copy is returned to Consumer Directions, Inc.

***Rate of pay changes cannot exceed the maximum rate approved in the self-directed spending plan. Wage increases will be applied in the current pay period in which the ERR is received. ***

Please Submit:

To: Your Primary Contact

Fax: 320-258-3238

Office Use Only:

___ Cashe – Employee Pay Rate

___ Saved in Employee File