

# Nurse Agency Licensing Act Wage Payment Notice Sample Form

This sample form is for guidance only related to the content required. Formatting and other visual characteristic of the form are the employer's responsibility. Each agency should review the Nurse Agency Licensing Act (225 ILCS 510/1-15) and administrative rules (68 Ill. Adm. Code 690) for compliance purposes. Employers may be subject to additional federal and state regulations related to paycheck requirements.

At the time of payment of wages, a nurse agency shall provide the following information on the nurse or certified nurse aide's paycheck or pay stub, or on a form approved by the Department:

- A) the number of hours worked by the nurse or certified nurse aide at each health care facility each day during the pay period;
- B) the rate of payment for each hour worked, including any premium rate or bonus; and
- C) the total pay period earnings.

An agency that is required to register under both the Illinois Day and Temporary Labor Services Act and the Nurse Agency Licensing Act, and provides a wage payment notice under the Illinois Day and Temporary Labor Services Act, is not required to provide a separate wage payment notice under this Section.

<b>Employer: Donnie's Staffing</b> <b>123 First Avenue</b> <b>Chicago, IL 60601</b> <b>312-555-1234</b>										<b>Wage Payment Notice Sample Form</b>										<b>Earnings Statement</b> Pay Period: 10/1/2025 to 10/7/2025 Paydate: 10/12/25	
Client:	Earnings	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		This Period	Year to Date				
		Rate	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate	Hours						
<b>C. Jones Mfg</b> <b>1234 Illinois Street</b> <b>Chicago, IL</b> <b>60601</b> <b>312-555-5678</b>	Regular			26	8	26	8	26	8							624	3,322.00				
	Overtime																				
	Holiday																				
	Vacation																				
<b>O'Neil Network</b> <b>5678 Illinois Street</b> <b>Chicago, IL</b> <b>60601</b> <b>312-555-8888</b>	Regular									26	8	26	8			416	2,104.00				
	Overtime																				
	Holiday																				
	Vacation																				
	<b>Gross Pay:</b>																1040	5,426.00			
<b>Deductions</b>																<b>This Period</b>	<b>Year to Date</b>				
Federal Income Tax																66	813.90				
Social Security Tax																44	542.60				
Medicare																35	434.08				
State Income Tax																13	162.78				
Other - Meals/Equipment (specify)																20	400.00				
<b>Total Deductions:</b>																178	2,353.36				
<b>Net Pay:</b>																862	3,072.64				