

YANKTON SIOUX TRAVEL PLAZA & PROPANE

PAYROLL DEDUCTION FORM (PRD)

EMPLOYEE: _____ EMPLOYEE BADGE #: _____ DATE: _____

EMPLOYEE ADDRESS: _____

PHONE: _____ CELL: _____ WORK: _____

DEPARTMENT/EMPLOYER: _____ SUPERVISOR: _____

EMPLOYER PHONE: _____ HIRE DATE: _____ PROPANE REP INTIAL: _____

-MUST BE EMPLOYEED FOR 90 DAYS BEFORE APPROVAL. WAIVED FOR THE MONTHS OF OCT 15, 2014 UNTIL APR 15, 2015

-MINIMUM OF 100 GALLONS FOR PRD- EMPLOYEE MAY GET MORE IF WANTED-FOR AN EMPLOYEE UNDER 90 DAYS DURING WAIVER MONTHS NO MORE OR NO LESS THAN 100 GALS CAN BE GIVEN AT A TIME.

-PRD MUST BE FILLED OUT AND APPROVED BETWEEN THE HOURS OF 9AM-5PM (MONDAY-FRIDAY). ANYTHING AFTER 4PM WILL BE FILLED THE FOLLOWING DAY.

-AFTER HOURS (5PM+ AND WEEKENDS) WILL INCLUDE AN AFTER HOURS CHARGE OF \$25. (ANYTIME AFTER 5:00PM INCLUDES FRIDAY-SATURDAY-SUNDAY)

-PRD MUST BE PAID IN FULL BEFORE ANOTHER PRD ORDER CAN BE FILLED.

-PRD CANNOT BE STOPPED UNDER ANY CIRCUMSTANCES, IN THE EVENT OF TERMINATION; BALANCE WILL BE DEDUCTED FROM FINAL PAYCHECK.

-EMPLOYEE MUST BE IN GOOD STANDING WITH THE FORT RANDALL CASINO, YS TRAVEL PLAZA AND THE YANKTON SIOUX TRIBE. EMPLOYEE MUST AGREE TO FINACIAL VERIFICATION FROM THESE ENTITIES HUMAN RESOURCES.

GALLONS REQUEST: _____ GALLONS RECEIVED: _____

WEEKLY PAYROLL DEDUCTION \$: _____ TOTAL \$: _____

I UNDERSTAND THAT THE FOLLOWING PRD MAY NOT BE STOPPED AT ANY TIME. I AGREE TO A PAYROLL DEDUCTION TO BE DEDUCTED FROM MY WAGES ON A WEEKLY BASIS AND MUST BE PAID IN FULL. FAILURE TO PAY IN FULL WILL RESULT IN LEGAL ACTION.

SIGN: _____ DATE: _____

TRAVEL PLAZA REP: _____ BADGE#: _____ DATE: _____

HUMAN RESOURCES REP: _____ APPROVAL(Y/N) _____ DATE: _____