



EXCHANGE BANKED HOURS FOR ONEIDA GIFT CARDS

A. This section to be filled out by Employee

First Name		Employee Number	
Last Name		Daytime contact phone number	
Department			
Total Dollar amount requested <small>(A Minimum of \$100 is required. Additional increments of \$50 thereafter).</small>		\$	
Do you wish to receive one gift card with total amount requested?		<input type="checkbox"/> YES	<input type="checkbox"/> NO – If no, indicate the number & denominations below
I wish to receive multiple gift cards in the following denominations			
Number of gift cards			
Dollar amount			

I, hereby authorize my employer, the Oneida Tribe of Indians of Wisconsin, to exchange Banked Hours for their cash equivalent in Oneida Gift Cards. My signature below indicates that I understand and am agreeing to the following.

- I am actively working for the Oneida Tribe of Indians of Wisconsin and have adequate Banked Hours available as of the date of the sale to pay the amount of the sale in full.
- I authorize the Oneida Tribe of Indians of Wisconsin to subtract the required number of Banked Hours necessary to cover required deductions and the dollar amount I am requesting.
- I understand that all required payroll deductions will be withheld (taxes, 401 (k), child support, garnishments, etc).
- I understand that if I do not have adequate Banked Hours to cover request, the uncollected amount will go into arrears and will be collected in full as soon as I have earnings to pay the arrears, which can result in taking my entire check for one or more consecutive weeks. This authorization will remain in effect until paid in full.
- In the case of termination, I authorize the Oneida Tribe of Indians of Wisconsin to immediately withhold the entire unpaid balance due on any past due balances from any and all payroll payments payable after notice of termination has been received by Central Payroll.
- I understand that if I do not meet this obligation, my account will be referred to the Collection Department.
- I understand that Oneida Gift Cards cannot be exchanged for cash.
- I understand that Oneida Gift Cards are NOT replaceable if lost or stolen.
- I understand that this will appear as a one-time payroll deduction and a separate electronic check stub will be issued.

Employee's Signature	Date
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B. This section is to be filled out by the Supervisor

Number of Banked Hours available		Date verified
Will Banked Hours cover Gift Card request: <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(Multiply the employee base wage x number of Banked Hours x 70%. This number should meet or exceed the total requested).</small>		
Print Supervisor Name		Employee number
Supervisor Signature		