



PAYROLL DEDUCTION POLICIES

Release of Confidentiality form with Human Resource Department must be updated every fiscal year. This gives HR staff permission to verify your employment status and allows us to process your credit application.

- 1. Yakama Nation Tribal Employees: Must be employed at your current position for one year or longer. Employment status has to be at Full performance.**
- 2. Yakama Nation Forest Product Employees: You must be employed three years or longer.**
- 3. Enterprise Employee's must check with your current place of employment to verify if payroll deduction processing is allowed with the Theater.**
- 4. Provide copies of your last two current pay stubs, Tribal Badge (if you have one) & copy of your Driver's License.**
- 5. There will be a one-time processing fee of \$3.00 for all new PRD applicants.**
- 6. All payroll deductions will be submitted Bi-weekly and PAID IN FULL**
- 7. You will notify the Heritage Theater of any changes to your employment such as; terminations, furloughs, job change, name change, address or phone number changes.**
- 8. Purchases made after termination of employment will not be tolerated, if this action takes place you will no longer be allowed to have a payroll deduction account with the Heritage Theater.**
- 9. PRD application forms are available on the Yakama Nation website: www.yakamanation-nsn.gov. Cultural Center website: www.yakamamuseum.com**
- 10. Completed applications with all documentation attached can be emailed to felicia_smiscon@yakama.com or Athena@yakama.com.**

NOTE: Credit Limits are set on all accounts based on your current net pay and number of years employed at current place of employment.



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