

**RFG OIL, INC  
PAYROLL INFORMATION SHEET**

Store Location: \_\_\_\_\_

Payroll Period: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_

NEW HIRES:				
For each payroll period, please have payroll information by Monday before pay day.				
Employee Name	Date Hired	Base Pay	Other Information	
1.				
2.				
EMPLOYEE CHANGES:				
This includes Terminations/Pay Rate Changes/Title Changes/Address or Phone/Other				
Employee Name	Rate Change	Title	Effective Date	Other Changes/Explanation
1.				
2.				

**TIME CARD CERTIFICATION**

**I declare under the penalty of perjury under the laws of the State of California that the following is true and correct to the best of my belief and knowledge :**

- All the hours I have worked for this period are correctly and accurately recorded on individual Time Card attached to this form.
- I understand that RFG has adopted an Alternative Workweek as explained in RFG's Employee Manual.
- I have taken a 30 minute, unpaid, meal period for every work period of more than five hours per day, unless no more than six hours of work completed the day's work. The Employee has taken a s
- I have been given the opportunity to take a paid rest period of 10 consecutive minutes for each 4 hour work period or fraction thereof (more than 2 hours) and the Employee has taken all such rest periods.
- I am a salaried employee, I have spent more than 50% of the above hours supervising other employees and performing managerial duties.
- I have no knowledge of any occurrences of theft, dishonesty, discrimination, harassment or any other violations of RFG Oil, Inc's employee manual occurring at my workplace on or before the last date of this work period.
- Any and all exceptions to the above have been sent, confidentially, via one of the following methods:

Mailed to Attn: President RFG Oil Inc. PO Box 9627 San Diego, Ca 92169	Emailed to employeehotline@rfgoil.com Attn: President
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**By signing below, I am verifying I have read, understand, and have complied with the following:**

Associate Manager/Assistant Manager	Employee Signature	_____	Date
Associate Manager/Assistant Manager	Employee Signature	_____	Date
CSR/Tech	Employee Signature	_____	Date
CSR/Tech	Employee Signature	_____	Date
CSR/Tech	Employee Signature	_____	Date
CSR/Tech	Employee Signature	_____	Date
Print Employee Name	Employee Signature	_____	Date
Print Employee Name	Employee Signature	_____	Date
<b>Print Service Center Manager's Name</b>	<b>SCM Signature</b>	_____	<b>Date</b>