



**Ongwanada**

## **MEMO**

To: All Ongwanada Staff

From: Finance and Human Resources

Date: April 28, 2025.

Re: Administrative Changes – Payroll Transition for May and June 2025

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We are writing to inform you of an administrative adjustment to the payroll calendar that will take place in May and June 2025:

- This adjustment affects only the timing of pay processing.
- There are no changes to pay rates, hours of work, benefits, or other terms and conditions of employment.
- No earnings will be lost.

### **Why is this necessary:**

Currently, Ongwanada's payroll week runs from **Monday to Sunday**. As part of preparations for the implementation of a modernized Scheduling and HR System, the payroll week will shift to **Sunday to Saturday**. More information about this new system and anticipated timelines for implementation will be shared in the coming weeks.

### **Payroll Transition Details:**

- Pay for the period April 28 to May 11, 2025, will be deposited as usual on May 16, 2025.
- On the same May 16, 2025, pay, employees will also be paid in advance for May 12 to 16, 2025, to support the administrative change from a Sunday–Saturday pay week.
- The next pay, covering May 18 to 24, 2025, will be deposited on June 6, 2025.
- Any changes to schedules or absences during May 12 to 16 will be adjusted on June 6, 2025 pay.
- A one-week pay for May 25 to 31, 2025 will be deposited on June 13, 2025, to bring payroll back to the regular biweekly cycle.
- After June 13, regular biweekly pay periods will resume.

A **Payroll Date Transition** calendar is attached to this memo to provide a visual overview of these changes.

As a reminder, employees have the option to request a payout of their Vacation and/or STAT banks.

If you have any questions or require further clarification regarding this transition, please contact **Jessica Cardoso, Human Resources Generalist** at [jcardoso@ongwanada.com](mailto:jcardoso@ongwanada.com).

Thank you for your cooperation and understanding as we complete this important system transition.

CURRENT PAY SCHEDULE						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5 APR
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3 MAY
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7 JUN
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5 JUL
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

PAY PERIOD	PAY DATE
Apr14-Apr27	2-May
Apr28-May11	16-May
May12-May25	30-May
May26-Jun8	13-Jun
Jun9-Jun22	27-Jun
Jun23-Jul6	11-Jul

NEW PAY SCHEDULE						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5 APR
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3 MAY
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7 JUN
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5 JUL
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

PP END	PAY DATE
Apr 14-Apr 27	2-May
Apr 28-May17	16-May Note 1
May 18-May 24	6-Jun Note 2
May 25-May 31	13-Jun Note 3
June 1 - June 14	27-Jun
June 15 - June 28	11-Jul

- Note 1: 6 days of advance - total of 2 weeks + 6 days pay
- Note 2: 1 week of pay to account for 3 weeks paid May 16  
(any adjustments to the advance week would be accounted for here)
- Note 3: 1 week of pay to get back to previous pay schedule