



Ongwanada

MEMO

To: All Ongwanada Staff

From: Finance and Human Resources

Date: May 2, 2025.

Re: Payroll Transition – Update and Additional Information

Further to the communication shared on April 28, we are writing to provide an important update regarding the upcoming payroll transition and its impact on staff.

We have made the **decision to defer the transition** until we are within the implementation phase with our new system. This decision reflects the feedback we've received from staff. We want to take more time to answer questions, connect more directly, and help people feel as comfortable and informed as possible during this transition.

We also want to acknowledge that **Payroll will proceed without the one-week processing buffer** that was originally proposed to manage volume and reduce the risk of error. Due to system limitations within StaffRight, and to avoid delaying employee pay, we will maintain the current payroll schedule until the new system goes live.

Upcoming Changes

Once the new scheduling system is implemented, Ongwanada will shift the payroll cycle from **Monday–Sunday to Sunday–Saturday**.

This change is necessary for several important reasons:

- Ongwanada's current systems are outdated and no longer supported, meaning we cannot make essential changes or obtain technical assistance if the system fails.
- The change will ultimately improve how work is scheduled by aligning scheduling and payroll systems, improving accuracy.
- The change will also centralize information flow between HR, Scheduling, and Payroll, improving systems-level coordination.

What This Means for Employees Working on the Sunday of the pay period change

As part of this transition, (1) day of pay will be temporarily deferred for employees who work on a Sunday during the affected pay period. Sunday will now be the first day of the following pay period.

We understand this may feel like a loss — especially if you've already worked that Sunday and were expecting it to appear on your next pay stub. However, you are not losing any pay. All hours worked will still be fully recorded and paid.

This adjustment is necessary because the payroll week is shifting from Monday–Sunday to Sunday–Saturday, and the affected Sunday would otherwise fall into both payroll periods, causing duplication during the transition between systems.

The one-day deferral is a one-time change that supports the transition between systems. It does not affect your total earnings — only the timing of payment for that specific day.

Scheduling Impacts

Schedules will also be realigned to reflect the new Sunday-to-Saturday pay period. Any necessary adjustments to hours will be managed individually and in accordance with the Collective Agreement.

We understand that changes to pay periods and scheduling can raise questions. If you have any concerns or would like more information, please contact Human Resources at:

Jessica Cardoso, Human Resources Generalist- jcardoso@ongwanada.com or 613-548-4417 ext. 1119.