



MEMO

To: All Ongwanada Staff
From: Meagan McLeod
Date: December 16, 2024

Re: Payroll Cut-off

Hello all,

As we approach the holiday season, we want to inform everyone of the payroll cut-off for this period. With a very short turnaround to process, send, review, confirm and get money to the bank on Christmas Eve for payment, please note the following important deadlines and process steps to ensure timely payment on Friday, December 27th:

1. Process Timeline:

- All payroll requests (payouts, transfers, changes, etc.) must be submitted to payroll by **Friday, December 20th at noon**.
- Supervisors/managers must review the unit pay details carefully to ensure accuracy. This is the last pay of the year, so please be diligent.
- All departments who regularly return unit pay details should send them to payroll no later than **Friday, December 20th at 2pm**.
- Any requests for changes after 2pm but before the end of the workday should be emailed directly to payroll@ongwanada.com
- We will process and confirm all details to ensure the money reaches the bank on **Christmas Eve day, Tuesday, December 24th**.

We ask that all supervisors and managers give special attention to reviewing pay details to avoid any errors, and we greatly appreciate everyone's cooperation in meeting these tight timelines.

Please note that if you have additional requests or changes outside of these timelines, we will not be able to accommodate them.

Thank you in advance for your assistance in ensuring a smooth and timely payroll process during the holidays!

Regards,
Meagan

Meagan McLeod, CPA, CA
Director of Finance