



MEMO

To: All Ongwanada Staff

From: Paige Moreland

Date: January 17, 2024

Re: Stat Holiday Bank

After completing a review of the last pay period ending January 7, 2024, the payroll department has identified that there was a glitch in the payroll system and stat hours were added to employee's banks that they are not entitled too.

We are working to rectifying this issue and we will reach out to anyone that we will need to take stat hours out of their bank on the next pay period ending January 21, 2024.

If you have any questions or concerns, please reach out to the payroll department by email at payroll@ongwanada.com.

Sincerely,

Paige Moreland
Manager of Financial Services