

Oneida Tribe of Indians of Wisconsin

Post Office Box 365



Oneidas bringing several hundred bags of corn to Washington's starving army at Valley Forge, after the colonists had consistently refused to aid them.

Phone: (920) 869-2214




Oneida, WI 54155



UGWA DEMOLUM YATEHE
Because of the help of this Oneida Chief in cementing a friendship between the six nations and the colony of Pennsylvania, a new nation, the United States was made possible.

TO: All Supervisors

FROM: Larry Barton, Chief Financial Officer 
Geraldine Danforth, Human Resources Department Area Manager

DATE: September 28, 2011

RE: Exchanging Banked Hours for Oneida Gift Cards

This communication is to serve as notice to all supervisors that Oneida will be offering a new program to employees with Banked hours. Oneida is presenting an opportunity for employees to exchange hours for Oneida Gift cards. Employees will be notified and the required form will be available on the intranet. Request forms should be filled out by the employee and signed by the supervisor. HRD will begin processing the requests starting on October 24th, 2011. Please see the attached employee communication, form, and Standard Operating Procedures (SOP) for details. Oneida is offering this opportunity for the following reasons.

- The economic downturn created several financial challenges for the organization.
- Low turnover rates and the lack of a cap on hours contributed to a multimillion dollar liability in accumulated vacation and personal time.
- Employees have until 12-31-12 to "use or lose" their banked hours.
- Operations have struggled to reallocate work duties to cover employees who must take personal & vacation time.
- 227 employees have 22,086 banked hours.

Offering this option benefits both the employee and the organization. It gives employees a mechanism to obtain an equivalent value for their accumulated time, guarantees that a certain amount of those dollars will come back to the Tribe in revenue and helps the organization to reduce its liability.

Supervisors are required to sign the request forms and review to ensure the employees have the time that will cover the request. It is the employee's responsibility to ensure that the dollars requested do not exceed the value of their time. Requests will be processed through HRD and the value of the hours will be verified through Payroll. Any shortfall will be withheld from the employees next regular payroll check.

Supervisors should be aware that these requests will be charged to the department's payroll and fringe benefits budget and may cause a variance. The reason for this variance should be noted by the supervisor during the review process. These variances will be offset by increased revenues in Tribal operations that accept the Oneida Gift Card.

Thank you for your assistance in offering this opportunity for Oneida's employees to Shop Oneida.

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TO: All Employees of the Oneida Tribe
FROM: Larry Barton, CFO *LB*
Geraldine Danforth, HRD
DATE: August 8, 2011
RE: Exchange Banked Hours for Oneida Gift Cards

This communication is to serve as notice to all employees that Oneida will be offering a new program for individuals with Banked hours. Oneida is presenting an opportunity for employees to exchange hours for Oneida Gift cards. We are aware that it will be difficult for some employees to utilize their Banked hours by the December 31, 2012 deadline. In an effort to alleviate this situation, we are providing the following option:

Starting October 24th, employees will have the opportunity to exchange their Banked hours for an equivalent value (less applicable taxes and mandatory deductions) in Oneida Gift Cards. The last day to pick up Gift Cards will be December 31, 2012. The Oneida Gift Cards have no expiration date, are reloadable, and can be used at any of the following locations:

- Oneida One Stops, Smoke Shops and Travel Center
- Oneida Apple Orchard
- Oneida Nation Farm
- Oneida Community Health Center
- Oneida Family Fitness
- Licensing
- Oneida Museum
- Tsyunhehkwa Retail Store
- Mason Street Lodge (Restaurant)
- Concierge and Tickets at Oneida Bingo and Casino
- Skenandoah Complex

Please note, all required deductions (applicable taxes, 401(k), child support, garnishments, etc) will be withheld and forwarded to the appropriate agency. Exchanged hours are considered taxable wages and will be included on the employee's W-2 at the end of the year.

Employees wishing to exchange hours for gift cards should fill out the form on the back of this letter or by following the link to [Exchange Banked Hours for Oneida Gift Cards FORM](#). A minimum of a \$100 exchange is required for each request. Employees may increase this amount in increments of \$50. Employees must obtain their supervisor's signature prior to sending the form to HRD for processing. It is the employee's responsibility to ensure that the requested dollar amount does not exceed the value of their hours. Any shortfall will be withheld from the employee's next regular payroll check in its entirety.

Requests received by 12 noon on Tuesdays will be available for pick-up on Thursday of that same week. Gift cards will be available for pick up at the Skenandoah Bldg. on Thursdays only. Employees must present themselves in person and will be required to show their badge. The employee must sign for the gift card to verify their receipt. If the employee has any issues using the card they can contact Oneida Retail Enterprises at www.oneidaretail.com or by calling 920-496-7300.

We encourage employees to utilize this opportunity to Shop Oneida.



EXCHANGE BANKED HOURS FOR ONEIDA GIFT CARDS

A. This section to be filled out by Employee

First Name		Employee Number	
Last Name		Daytime contact phone number	
Department			
Total Dollar amount requested <small>(A Minimum of \$100 is required. Additional increments of \$50 thereafter).</small>	\$		
Do you wish to receive one gift card with total amount requested?	<input type="checkbox"/> YES	<input type="checkbox"/> NO – If no, indicate the number & denominations below	
I wish to receive multiple gift cards in the following denominations			
Number of gift cards			
Dollar amount			


I, hereby authorize my employer, the Oneida Tribe of Indians of Wisconsin, to exchange Banked Hours for their cash equivalent in Oneida Gift Cards. My signature below indicates that I understand and am agreeing to the following.

- I am actively working for the Oneida Tribe of Indians of Wisconsin and have adequate Banked Hours available as of the date of the sale to pay the amount of the sale in full.
- I authorize the Oneida Tribe of Indians of Wisconsin to subtract the required number of Banked Hours necessary to cover required deductions and the dollar amount I am requesting.
- I understand that all required payroll deductions will be withheld (taxes, 401 (k), child support, garnishments, etc).
- I understand that if I do not have adequate Banked Hours to cover request, the uncollected amount will go into arrears and will be collected in full as soon as I have earnings to pay the arrears, which can result in taking my entire check for one or more consecutive weeks. This authorization will remain in effect until paid in full.
- In the case of termination, I authorize the Oneida Tribe of Indians of Wisconsin to immediately withhold the entire unpaid balance due on any past due balances from any and all payroll payments payable after notice of termination has been received by Central Payroll.
- I understand that if I do not meet this obligation, my account will be referred to the Collection Department.
- I understand that Oneida Gift Cards cannot be exchanged for cash.
- I understand that Oneida Gift Cards are NOT replaceable if lost or stolen.
- I understand that this will appear as a one-time payroll deduction and a separate electronic check stub will be issued.

Employee's Signature	Date
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B. This section is to be filled out by the Supervisor

Number of Banked Hours available		Date verified
Will Banked Hours cover Gift Card request: <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(Multiply the employee base wage x number of Banked Hours x 70%. This number should meet or exceed the total requested).</small>		
Print Supervisor Name		Employee number
Supervisor Signature		

Oneida Tribe of Wisconsin Standard Operating Procedure	TITLE: Exchange Banked hours for Oneida Gift Cards	ORIGINATION DATE: 4/15/11 REVISION DATE: 7/26/11 EFFECTIVE DATE: After last signature
AUTHOR: Rae Skenandore	APPROVED BY: Larry Barton, CFO 	DATE: 9/30/11
DEPARTMENT: All	APPROVED BY: Geraldine Danforth, HRD	DATE
DIVISION: All	APPROVED BY:	DATE:
PRD REFERENCE NUMBER: PRD-1157	APPROVED BY:	DATE:
	COMPLIANCE REVIEW BY: PRD	DATE:
	APPROVED BY: HRD Manager	DATE:

A **Purpose**

To outline the process to allow an employee to exchange Banked Hours for Oneida Gift Cards.

B **Scope**

1. This SOP is limited to the process to exchange Banked hours for Oneida Gift Cards.
2. Start date is October 24th, 2011.
3. The ending date to exchanged Banked Hours for Oneida Gift Cards is December 31, 2012.
4. This SOP does not apply to personal, vacation, or donated hours.
5. This SOP does should not be confused with "trade back" for cash.

C **Definitions**

1. **Banked Hours** – Paid time off hours classified in the Banked category. This does not include Vacation and/or Personal hours.
2. **Oneida Gift Card** – A prepaid debit card that allows employees to purchase merchandise and/or services at select Oneida locations for up to the value of the card.
3. **Payroll** – Staff in the Central Accounting area responsible for processing payroll checks.

SOP Reference Number: (PRD-1157)

D **Work Standards**

1. If the Form is submitted prior to noon on Tuesday, the gift card(s) will be available for pick up on Thursday after 8:00 a.m. of that same week.
2. Gift cards are **ONLY available on Thursdays** and must be picked up at the Skenandoah Complex at 909 Packerland Dr. during regular hours of operation. Regular hours of operation are from 8:00 a.m. – 4:30 p.m.
3. Employees must pick up the gift card in person and present a photo ID. Gift cards may not be picked up by a third party.
4. All gift cards must be signed for by the employee to verify receipt.
5. Cards will not be issued without presenting a badge and verifying with a signature.
6. Employees will be able to see the wage information, applicable taxes withheld, and mandatory deductions on Employee Self-Service.
7. Gift cards are redeemable at the following locations:
 - a) Oneida One Stops, Smoke Shops and Travel Center
 - b) Oneida Apple Orchard
 - c) Oneida Nation Farm
 - d) Oneida Community Health Center
 - e) Oneida Family Fitness
 - f) Licensing
 - g) Oneida Museum
 - h) Tsyunhehkwa Retail Store
 - i) Mason Street Lodge (Restaurant)
 - j) Concierge and Tickets at Oneida Bingo and Casino
 - k) Skenandoah Complex

E **Procedure**

1. Employee Responsibilities
 - a) The Employee initiates the process by completing Section A, Employee information on the Exchange Banked Hours for Oneida Gift Cards FORM. The form is available on the intranet under frequently used forms. Employees must then submit the form to their Supervisor for approval.
 - b) After the supervisor has approved the request, the employee is responsible for submitting the form to the Human Resources Department (HRD) by one of the two following methods:
 - 1) Delivering a paper copy to the Skenandoah Complex front desk at 909 Packerland Dr.
 - 2) OR via e-mail to hrddept@oneidation.org.
 - c) Pick up the gift card at the Skenandoah Complex.

SOP Title: Exchange Banked hours for Oneida Gift Cards
SOP Reference Number: (PRD-1157)

2. Supervisor Responsibilities
 - a) Verify the employee information is complete and accurate.
 - b) Verify the employee has adequate Banked Hours to pay for the value of the gift card(s) requested.
 - c) Signing off in Section B.
 - d) Return the signed form to the employee.

3. Human Resources Department (HRD) Responsibilities
 - a) Log request into the Banked Hour Exchange spreadsheet when the Exchange Banked Hours for Oneida Gift Cards FORM is received.
 - b) HRD will then load the appropriate amount on to the Gift Card(s) and print receipts.
 - c) Customer receipts will accompany the gift card.
 - d) Merchant receipts will be attached to the request form and sent to Payroll.
 - e) Once all Gift Cards are loaded, HRD will close out and run the activation report to verify amounts. The report will then be sent to the Central Accounting Retail team.
 - f) Gift Cards and a signature log will be placed in the safe at the front desk.
 - g) When the employee comes to pick up their Gift Card(s), HRD will:
 - 1) Ensure employees present their badge
 - 2) Ensure employees sign the Gift Card log to verify receipt.

4. Payroll Department Responsibilities
 - a) Verify merchant receipt and the amount requested on the form match.
 - b) Calculate the number of hours needed to pay for the gift cards purchased.
 - c) If the employee does not have sufficient hours available, deduct from the employees normal weekly payment for the difference owed after all hours have been used.
 - d) Update the payroll system to record the use of the hours and the deduction taken to pay for the gift cards.

5. Central Accounting Retail Team Responsibilities
 - a) Record the total from the activation report.

6. Retail Responsibilities
 - a) If the employee has problems using the card they can contact Oneida Retail Enterprises at www.oneidaretail.com/ or call 920-496-7300.

F Forms

1. Exchange Banked Hours for Oneida Gift Cards FORM.