

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 Employees of the Oneida Tribe
FROM: Larry Barton, CFO
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)
- 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.