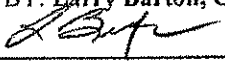




Oneida Tribe of Wisconsin Standard Operating Procedure	TITLE: Exchange Banked hours for Oneida Gift Cards	ORIGINATION DATE: 4/15/11 REVISION DATE: 7/26/11 EFFECTIVE DATE: After last signature
AUTHOR: Rae Skenandore	APPROVED BY: Larry Barton, CFO 	DATE: 9/30/11
DEPARTMENT: All	APPROVED BY: Geraldine Danforth, HRD	DATE
DIVISION: All	APPROVED BY:	DATE:
PRD REFERENCE NUMBER: PRD-1157	APPROVED BY:	DATE:
	COMPLIANCE REVIEW BY: PRD 	DATE: 10-7-11
	APPROVED BY: HRD Manager 	DATE: 10/03/11

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.

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 hrdept@oneidation.org.
 - c) Pick up the gift card at the Skenandoah Complex.

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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.