



# LEECH LAKE BAND OF OJIBWE

## ACCOUNTING DEPARTMENT

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### MEMORANDUM

TO: LLBO Employees

FROM: Karen Warne, Payroll Team Leader *KW*

DATE: Friday, May 08, 2020

SUBJECT: RWare 2020 Clearing

When our computer system went down, we gathered as much information as we could to process the payroll as accurately as possible. We are treating all those payments as a form of payroll advance and have recorded all the monies you've received into an account we called "RWare 2020 Clearing". Now that we have our system back, we are re-processing the January 30, February, March and April payrolls in order to get accurate records. Since you've already been paid for those payrolls, we are applying your net pay to the balance in your RWare 2020 Clearing account. Once all payrolls have been processed, if you have not been paid the full amount you are owed, we will give you a check for the difference between what you have been paid and what you should have been paid. There is also the chance that you may have been overpaid and owe money back to LLBO. We will develop a plan for that should it occur.

For example, let's say you were paid \$1000.00 each pay period from January 30-April 23 for a total of \$7000.00. We will use \$7000.00 as the beginning balance of your RWare 2020 Clearing account. After processing all the payrolls in the system, it is determined that we should have paid you \$7500.00, so we will give you a check for \$500.00.

Please be patient with us as it may take several weeks to complete this process.