

THE HEALTH SCIENCE CENTER AT BROOKLYN FOUNDATION, INC.

POLICIES & PROCEDURES

No. HSCBF-0008

Title: Payroll	Original Issue Date: <u>08/2004</u>
Reviewed by: Foundation Management	Revised Date: <u>03/2018</u>
Approved by: HSCBF Board	SUNY Policy Ref. No. <u>N/A</u>

I. Summary

This document outlines the policies and procedures followed by the Health Science Center at Brooklyn Foundation, Inc. (HSCBF) relating to employees of HSCBF and staff provided to HSCBF by related parties.

II. Policy

A. HSCBF Employees

Employees hired by HSCBF Foundation, will have their payroll salary processed by Paychex Company. Paychex does all necessary tax deductions and tax filings. HSCBF reimburses Paychex for the total salary expense plus their service charge. Once the payroll is generated, Paychex sends HSCBF an email informing HSCBF Finance to download the Payroll Register. The Payroll Register is used to post payroll expense transactions into the Blackbaud Financial Edge system. The Payroll Register is then attached to the posted Payroll Journal Entry, and filed in a journal entries binder.

Payments are drawn directly from the HSCBF Operating Cash account.

(Note: Currently HSCBF has one employee, who is paid once a month.)

All quarterly tax returns are being filed by Paychex and year end W-2 are issued to employee.

B. Staff Provided to HSCBF by Related Parties

The Faculty Student Association (FSA) currently provides staff to HSCBF. HSCBF reimburses the FSA for the payroll of these individuals. A Salary report is printed, and the voucher is prepared, and a check is cut by HSCBF.

At the end of the FSA fiscal year (May), an invoice is generated based upon the payroll records and these documents are attached to a voucher and forwarded to the CFO of SUNY Downstate Medical Center for approval. These records are also used as reconciliation for payment and transfers to this account.

III. Pension

HSCBF provides an employer contribution pension plan to its sole employee. This plan is based on the employee's annual salary at a specified contribution rate (8% of annual salary for 5yrs of employment, and 10% per annum thereafter.)