

# Greater New York Conference of SDA

## Guidelines-Locally Funded/Courtesy Payroll

- 1) Submit to GNYC Office of the Secretariat on church or school letterhead, a written courtesy payroll request one (1) month prior to the worker's start date.

The Request should include the following:

- Church Board minutes with vote to hire, containing the information listed below:
  - Date of hire.
  - Job description (job title, salary or hourly, full-time or part-time, total working hours per week).
  - Monthly salary.
  - Employer FICA (7.65% of monthly salary).
  - Adventist Retirement Plan (ARP). **See item #3.**
  - Healthcare Benefit. **See item #4.**
  - Employer and Employee contact information.

- 2) Approval of request - Once the GNYC Administration approves your request, you will be notified. The employee must then make an appointment to visit the GNYC Treasury office to complete the I-9, W-4, etc.

For I-9 form, employee must submit an ID from the attached lists of acceptable documents.

- 3) If the employee works 19 hrs or more per week the employee is entitled to Adventist Retirement Plan.

### Adventist Retirement Plan Benefit Contribution:

- Basic Employer contribution 5%
- Employee voluntary contribution
- If the employee chooses to make a voluntary contribution, the employer will match up to 3%

**Note:** The total employer contribution will be 5% plus matching up to 3%. For more information contact the GNYC Treasury office.

- 4) Starting January 1, 2015 all employee working 30 hrs or more per week are eligible for healthcare. For more information contact the GNYC Treasury office.
- 5) The church or school must submit the employee's monthly salary payment by the 10th of each month, in order for the payroll checks to be released to the employee.
- 6) Direct Deposit Services is available.
- 7) GNYC payroll is processed **SEMI-MONTHLY**, (15th and 30th or 31st of the month). If pay day falls on weekends, checks will be issue on the Friday before.
- 8) If you decide to terminate your employee from the GNYC payroll, a written notification must be submitted to the GNYC Treasury office and the Office of the Secretariat one month prior to the termination date.