

Adoption Date: 12/2/22

Binghamton Auxiliary Services Corporation

PAYROLL POLICY

SUPERCEDES PAYROLL POLICY APPROVED ON 2/7/2020

PURPOSE: In accordance with SUNY Guidelines the Binghamton Auxiliary Services Corporation (BASC) and affiliates must establish policies and procedures for the payment of workers employed by BASC and affiliates.

SCOPE: This policy applies to all employees of BASC and affiliates in coordination and cooperation with campus affiliates including but not limited to Binghamton University Research Foundation.

POLICY: All employees will be held accountable for adherence to the BASC Employee Handbook. The purpose of this Employee Handbook (Handbook) is to articulate the policies, responsibilities, procedures, guidelines, benefits and work rules that apply to employees of Binghamton Auxiliary Services Corporation and affiliates.

Outlined in the BASC Employee Handbook are guidance, rules and procedures on the following subjects:

1. Job Descriptions
2. Full-time, Benefited, Salaried Employees
3. Identifying Exempt v. Non-exempt Employee
4. Pay Transparency
5. Work Schedules
6. Breaks for Nursing Mothers
7. Timekeeping Requirements
8. Standard Workweek/Time and Attendance
9. The Employee Paycheck
10. Direct Deposit
11. Overtime
12. Holiday Pay
13. Sick Pay
14. Leave of Absence for Service in the Uniformed Services
15. Additional Types of Leaves of Absence for Full-time, Salaried and Benefited Employees
16. Jury Duty

The Handbook can be referenced at the following link:

https://www.binghamton.edu/services/auxiliary/corporation/forms/basc_employee_handbook.pdf