

**NEW YORK STATE and IRS
COMPLIANCE MATERIALS WORKSHOP**

WHEN: Saturday, May, 11, 2019 from 9:30 am to 12:30 pm

Registration: 9 – 9:30 am

**WHERE: Trinity UMC
711 Niagara Falls Blvd., Amherst NY 14226**

Both our federal and state Labor Departments and taxing authorities mandate that many forms and documents be completed, retained and available for inspection by authorities for all employees. *This includes church employees.*

Some of the forms include, but are not limited to:

1. Sign in and sign out records – the records must be consistent from week to week;
2. Pay records – from person or payroll company that processes
3. IRS Form W- 4
4. Immigration form I-9 (which must be kept separately from the personnel files)
5. Pay amount notification – should be reviewed and completed each year or each time there is a change in pay amount
6. Direct deposit authorization (if applicable)
7. Overtime records
8. Work rule posters listing 2019 minimum wage, various other rules

Since October 2018 the NYS Labor Department has mandated that each employer of one or more employees, including church employers, adopt a specific Sexual Harassment Policy, which includes a complaint form. **NOTE: This is not the same thing as a Safe Sanctuary policy**

In addition, NYS is mandating Sexual Harassment Training for each employee. This must be completed by October 2019 and each year thereafter.

NFCM CAN HELP!

Beth Buckley, Attorney at Law, will lead a workshop on these matters, including a Training Session, on Saturday, May 11, 2019. It would be advisable to have as many employees attend as possible. They will sign a form attesting to the Sexual Harassment Training which will be valid for a year from that date.

Seating will be limited. Contact Beth Buckley at efb816@aol.com to sign up and note the names of your church employees who will be attending. Please note: there will be a charge of **\$35 per church** to cover copying costs.