



Payroll – Baylor Scott & White Research Institute

In January 2017, BSWH went live on an integrated time reporting and payroll system for both the NTX and CTX divisions. The two software products implemented are PeopleSoft (stores HR detail information) and API (time reporting tool). Data can be entered in a variety of ways into the API Healthcare system, including:

- Badge Readers
- API Healthcare Portal

The data entered is stored on the employee record in the API Healthcare database. The data is then sent through calculations, where the pay policies are applied to the information entered. Once the information has gone through calculations, it is stored on the employee's record. The user can now access this information through the portal or the badge readers in the future. Research employees have been carved out into a standalone company (910) allowing for time coding in the system real-time against research projects. The active list of research projects is updated nightly through an interface from Lawson to PeopleSoft to API, thus allowing employees' time reporting capability against the most current list of projects. Bi-weekly managers review and approve time reported. Corrections or adjustments are managed utilizing a payroll reclass approval tool provided by FSSC. Payroll files are processed bi-weekly through a journal entry and loaded to the general ledger system.

At the end of the month, the benefit costs are allocated to each activity so that the total benefit cost equals 22.9%. This adjustment is posted to the Applied Labor Fringe Account.

Based on the most recent audited data, the average benefit rate per benefit category is listed below.

Account	Description	FY21 Actual
<b>Benefits</b>		
660100	FICA	7.49%
660180	PBS BENEFITS TRANSFER	-1.28%
660190	BENEFIT XFER	0.11%
660200	401K RETIREMENT	3.55%
660300	RETIREMENT ANNUITY	0.25%
660400	HEALTH INSURANCE	12.88%
660910	EMPLOYEE LIFE INSURANCE EXP	0.04%
660915	SHORT TERM DISABILITY	0.00001%
660920	LTD INSURANCE EXP	0.08%
660930	AD&D INSURANCE	0.02%
661000	FUTA/SUTA	0.20%

661300	AWARDS RECOGNITION	0.0003%
661600	BUS PASS SUBSIDY	0.0027%
661900	RELOCATION	0.08%
662200	TUITION REIMBURSEMENT	0.31%
662400	WORKERS COMP	0.0027%
662600	NON-CASH COMPENSATION	0.0001%
662700	OTHER BENEFITS	0.01%
662702	BAYLOR FITNESS SUBSIDY	0.01%
<hr/>		
	Total - Benefits	23.75%

Please let us know if there are any additional questions.

X *Amy Martin*  
9-4-22

**Amy M. Martin**

Vice President

CFO Foundations and Research



[Amy.Martin@BSWHealth.org](mailto:Amy.Martin@BSWHealth.org)

3600 Gaston Avenue, Suite 100

Dallas, Texas 75246-1800

Tel: 214.820.2677