

Town of Ayer

Benefits and Payroll Department

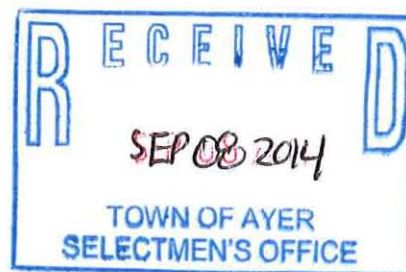


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Memorandum

Date: September 8, 2014
To: Town Administrator Robert Pontbriand
From: Kevin A. Johnston *KAS*
Subject: Monthly Report – August 2014



The first monthly report for the Benefits and Payroll Office includes the following:

- Much time was spent learning the MUNIS Payroll system and the local payroll process. The direction provided by Treasurer Stephanie Gintner has been extremely helpful and the cooperation by the staff in educating me on the payroll process has been a significant factor in allowing for timely completion of the bi-weekly payroll. Each bi-weekly payroll has been smoother than the previous one, and, I hope for continued improvement as I learn to become more proficient with payroll processing.
- Employee benefits providers were contacted to gain an understanding of each of the Town of Ayer benefit programs. A primary goal is to establish electronic access allowing on-line benefits administration. On-line access is in place with Boston Mutual Life Insurance and the Massachusetts Department of Revenue and electronic access for other benefits programs is in process; this is expected to take several weeks to complete.
- During the week of August 11th-15th I attended the Massachusetts Collectors and Treasurers Association 44th Annual School program at UMASS in Amherst. Classes at school included Legal Topics in Public Finance, What to Avoid in Your Management Letter, Public Retirement Issues, How to Improve Your Bond Rating, Interpreting Your Financial Statements, Health Insurance Chapter 32B, and IRS Compliance Issues. Attendance at school provides learning credits towards maintaining certification as a Certified Massachusetts Municipal Treasurer.
- The initial planning of a Town-wide Employee Training Program began with drafting an outline of ideas and training opportunities that could be included in the program. Over the next several weeks a program will be developed and presented for formal approval and implementation.