

Town of Ayer

Benefits and Payroll Department

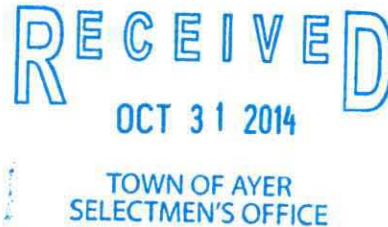


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Memorandum

Date: October 31, 2014
To: Town Administrator Robert Pontbriand
From: Kevin A. Johnston *KAS*
Subject: Monthly Report – October 2014



October was a busy month in the Benefits and Payroll office; along with three payrolls in the month, the following projects were completed:

- A payroll processing checklist and timeline was developed. The Accountant, Assistant Accountant, and Treasurer provided information to ensure that their departmental needs are met as required. Implementation of the checklist and timeline will ensure that payroll is both timely and complete.
- Altus Dental – electronic access for enrollment management and delivery of monthly invoices was established. This will provide for more timely administration of employee dental benefits.
- A Verification of Employment Information Policy was approved by the Town Administrator and implemented immediately. The policy states that all inquiries about any employment information for past or present employees must be in writing except for direct inquiries from a confirmed law enforcement agency.
- Emergency Contact Information collected from employees by the Assistant to the Town Administrator was updated in the MUNIS financial management software. The payroll database master record for current employees was updated with the name and telephone number for primary and secondary emergency points of contact.
- Senior Plan Health Benefits - Open Enrollment runs through November 2014; Medicare health plans for retirees and their spouses renew on January 1, 2015. The CY 2015 monthly rates and information about plan changes was provided via US mail to the subscribers of these plans and a Health Benefits Fair for Medicare health plans was held on October 28, 2014. Some retirees visited the Health Benefits Fair and several others contacted the Benefits and Payroll Office directly with questions. Senior plan representative will be invited to the employee Health Benefits Fair in spring 2015.