

Town of Ayer

Benefits and Payroll Department

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Memorandum

Date: August 7, 2015

To: Town Administrator Robert Pontbriand

From: Kevin A. Johnston

Subject: Monthly Report – July 2015

The July 2015 monthly report for the Benefits and Payroll Office includes:

- Fiscal Year 2016 – With the start of the new fiscal year on July 1st the primary focus at the beginning of July was processing the first payroll in the new fiscal year. The first payroll is the most difficult to complete each year because pay period includes time in June (FY15) and July (FY16) and requires different pay rates for each employee. Thanks to the careful and precise work by each department to provide accurate payroll information with their payroll submission and to the diligent work reviewing the payroll for accuracy by the staff in the Accountant's Office, the payroll was processed and completed accurately and on time.
- Senior Plan Open Enrollment – The annual Open Enrollment for retiree health plans is scheduled for Monday, October 26th from 10:00 am – 12 noon. Renewal information for the Retiree and Senior Health Plans will be provided when it is available.
- Lowell Spinners – On Monday, July 13th, Town of Ayer Night was celebrated at the Lowell Spinners baseball game. Over 50 employees, families and friends attended the ball game and were recognized for their attendance at the ball park. Those in attendance enjoyed the evening and the hope is to make this an annual event.