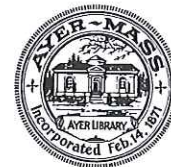


Town of Ayer

Benefits and Payroll Department



1 Main Street – Ayer, Massachusetts - 01432

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Memorandum

Date: December 11, 2015

To: Town Administrator Robert Pontbriand

From: Kevin A. Johnston *KAS*

Subject: Monthly Report – November 2015

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

- MUNIS Affordable Care Act Reporting Webinar – I participated in the webinar offered by MUNIS about Affordable Care Act (ACA) reporting for calendar year 2015. The webinar provided updated information about the steps to complete reporting information in MUNIS, an update on the most recent IRS updates on reporting requirements, and access to MUNIS user forums on ACA reporting on the MUNIS online help platform. This will be helpful in completion of the administrative process for ACA reporting.
- Social Security Benefits Workshop at Middlesex County Retirement System – Social Security Specialist Francine Kollias from Middlesex County Retirement presented information about Social Security Benefits, specifically the Government Pension Offset Provision and the Windfall Elimination Provision, and how they interact with County Retirement benefits. This workshop was very informative and will be the first of several offered to Middlesex County Retirement local administrative. Ayer is under consideration to host a similar workshop in 2016 for municipal employees from this area.
- Employee Time Sheets – Individual employee time sheets and Department Summary Sheets for all departments excluding the Police Dept, Fire Dept, and DPW were developed and implemented. The new time sheets provide a consistent payroll reporting document and contain employee information to help with payroll reconciliation and processing.
- Firefighter/Paramedic Hiring – At the request of Chief Pedrazzi, I participated in the selection process for the interview panel for the hiring of a Firefighter/Paramedic in the Fire Department.
- Personnel Board – I met with the Personnel Board at their monthly meeting and presented the drafts of the Prevention of Sexual Harassment Policy and CORI Policy for their review and consideration. The members of the Personnel Board offered suggestions for inclusion in each policy and presented some questions for research with the discussion to continue at subsequent Personnel Board meetings.