

Town of Ayer

Benefits and Payroll Department

1 Main Street – Ayer, Massachusetts - 01432
Kevin A. Johnston, Benefits and Payroll Manager

Tel: (978) 772-8248
Fax: (978) 772-3017



Memorandum

Date: February 22, 2016
To: Town Administrator Robert Pontbriand
From: Kevin A. Johnston *HAS*
Subject: Monthly Report – January 2016

The January 2016 monthly report for the Benefits and Payroll Office includes:

- Affordable Care Act Reporting – Work continued on Affordable Care Act (ACA) reporting for calendar year 2015 to meet the March 31st requirement to provide Forms 1095-C to employees. Data verification will be completed in February and the Forms 1095-C will be completed in March.
- W-2 Forms – The Treasurer and I were able to reconcile 2015 gross wages and W-2 forms were completed and delivered to employees. Electronic files were prepared for filing with the Internal Revenue Service and Massachusetts Department of Revenue.
- Long Term Disability Insurance – AIG Group Benefits, our voluntary Long Term Disability (LTD) Insurance provider, informed the Town that they will be ending their LTD business effective March 31, 2016. Quotes for LTD insurance for the Town of Ayer are in process and a subsequent LTD provider will be selected to coverage beginning on April 1, 2016.
- Middlesex County Retirement System Reporting – Verification of payroll codes for Pension Technology Group (PTG) reporting with Middlesex Retirement was completed. Reporting in MUNIS payroll will be tested and verified in February in order to utilize the new reporting and wage verification requirements with Middlesex County Retirement.