

Town of Ayer

Benefits and Payroll Department



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Memorandum

Date: August 23, 2016

To: Town Administrator Robert Pontbriand

From: Kevin A. Johnston *KAS*

Subject: Monthly Report – July 2016

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

Personnel Manual – The personnel manual working group continued meeting in July working on updating the Personnel Manual. Recommended changes to the Personnel Manual will be forwarded to the Personnel Board for their August 24th meeting.

Leave Accruals – Administrative work and data collection on the MUNIS leave accruals project continues; on-site training is scheduled for August 3rd & 4th.

Group Life Insurance, Long Term Disability and Short Term Disability – Plans for the launch of new insurance programs for benefits eligible employees with Boston Mutual Life Insurance Company for Short and Long Term Disability as well as an open enrollment period for Basic and Voluntary Life Insurance programs are being finalized. The new programs are expected to be in place for a Fall 2016 open enrollment period.

Assistant Treasurer – Changes were made to the payroll process that include responsibility for electronic transfer of payroll files to the bank. Inclusion in the payroll process helps ensure timely and accurate electronic processing, creates an efficiency by eliminating unnecessary handling of data, streamlines completion of the entire payroll process, and provides an internal control for associated cash transactions.