

# Town of Ayer

## Benefits and Payroll Department



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## Memorandum

**Date:** September 20, 2016

**To:** Town Administrator Robert Pontbriand

**From:** Kevin A. Johnston *KAS*

**Subject:** Monthly Report – August 2016

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

Personnel Manual – The personnel manual working group met and worked through the final section of the Personnel Manual update. The group will meet in September to discuss unresolved recommendations and begin the final review for presentation to the Personnel Board.

Leave Accruals – A MUNIS trainer was on site August 3<sup>rd</sup> & 4<sup>th</sup> to provide expertise in building leave accrual tables in the MUNIS payroll. The data collected in preparation for this on-site training was used to develop accrual tables and assign tables to groups of employees. In addition to this, parameters in the PR software were enabled to allow use of accruals. Collection, verification and summarizing leave balances for employees will be completed for the next MUNIS visit on September 15<sup>th</sup>. The project is on schedule for October 1, 2016 implementation.

Group Life Insurance, Long Term Disability and Short Term Disability – A meeting is scheduled for September 1<sup>st</sup> with the Town Administrator to present Basic Life, Voluntary Life, Short and Long Term Disability insurance programs for benefits eligible staff. With approval, the programs will be finalized with a Fall 2016 open enrollment period.

Assistant Treasurer – The FY 2016 cashbook was completed and bank accounts reconciled through June 30, 2016. All aspects of cash management will be discussed in September to help streamline the reconciliation process.

Unemployment Tax Management Corporation (UTMC) – A new contract to continue our relationship with UTMC as third party administrator for managing unemployment costs was signed in August.

Massachusetts Collectors and Treasurers Association (MCTA) – I attended the MCTA Annual School at UMASS in Amherst. Classes included The Science of Politics, New Legislation Review, Social Security and Public Pension Issues, Cybercrime and Ransomware Virus, Trust Funds, Municipal Health Insurance, and On-line Banking Security.

Middlesex County Retirement System (MCRS) Education Program – The Town of Ayer will host a public retirement education program presented by Middlesex County Retirement on Thursday, September 22, 2016 from 4:00-6:00 p.m. in the Great Hall at Town Hall. The program will provide information about the Middlesex County Retirement System, pension calculations, and public pensions and Social Security. The session is open to all employees and retirees.