

Town of Ayer

Benefits and Payroll Department

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Memorandum

Date: December 19, 2016

To: Town Administrator Robert Pontbriand

From: Kevin A. Johnston *KAS*

Subject: Monthly Report – November 2016

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

Personnel Manual – A crosswalk was prepared for the Personnel Board referencing the 'To' and 'From' locations of specific subject matter in the DRAFT Personnel Manual that was presented in October. In addition, a timeline for completion of the Personnel Manual update was prepared for discussion.

Leave Accruals – November was the second month of accrual updates; the automated Leave Accrual process in the MUNIS payroll software continues to run smoothly.

Group Life Insurance, Long Term Disability and Short Term Disability – An insurance Benefits Counselor was on site in various departments during November to meet with each benefits eligible employee about Basic Life, Voluntary Life, and Short Term and Long Term Disability insurance programs. The counseling sessions went well, payroll deductions will begin in December for benefits beginning in January 2017.

Senior Plan Open Enrollment – Several retirees took advantage of the annual Senior Plan Open Enrollment to change retiree health benefits or elect to enroll in retiree health benefits. Enrollment changes were processed and retiree insurance changes updated for the Senior Health Plans benefit year that begins on January 1, 2017.

FY 2018 Budget – Budget worksheets for FY 2018 Health Benefits and the Health Benefits Buyout Program were prepared. These worksheets provide initial information for the FY 2018 budget and will be updated as information on the health benefits rates for employee health insurance in FY 2018 becomes available in the next couple of months.

2016 Forms W-2 and Affordable Care Act Reporting – Payroll reconciliation and planning for 2016 Internal Revenue Service Forms W-2 and Affordable Care Act Reporting were initiated in November. CY 2016 reporting is expected to be completed by mid-January 2017.