

Town of Ayer

Benefits and Payroll Department



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Memorandum

Date: July 17, 2017

To: Town Administrator Robert Pontbriand

From: Kevin A. Johnston *KAJ*

Subject: Monthly Report – June 2017

The June 2017 monthly report for the Benefits and Payroll Office includes the following:

Harpers Payroll Services – Payroll data was finalized and validated, leave accrual balances updated, year to date payroll information verified, and testing of the payroll process was completed. Harpers Payroll Implementation Specialist Mike Aube was on site on Thursday, June 29th to assist with all final validation items, update payroll reports, explain the Harpers Payroll database, and conduct training on data input and payroll processing in Harpers Payroll. Data entry for the first payroll with Harpers Payroll Services was completed on Friday, June 30th for payroll dated July 6, 2017.

Criminal Offender Record Information (CORI) – The final CORI checks were completed for all employees at Town Hall, Council on Aging, Library and DPW. The CORI policy will be updated and provided to the Board of Selectmen for review and approval in FY 2018.

Safety and Risk Management Committee – A FY 2018 quarterly meeting schedule for the Safety and Risk Management Committee was developed and distributed to the Committee. Goals for the Committee were outlined and discussion items for each meeting have been identified and will be updated as needed through the year.

Personnel Salary Studies – Municipal Salary studies were completed and submitted to the Town of Littleton and West Boylston; information collected in these studies will be shared with participants and will be useful to the Town in future for budgeting and personnel staffing decisions.

YouthWorks Program – In-processing documents were prepared for high school students participating in the initial YouthWorks program scheduled to begin at the DPW on July 1st.