

Town of Ayer

Benefits and Payroll Department

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Memorandum

Date: July 21, 2017
To: Town Administrator Robert Pontbriand
From: Kevin A. Johnston *KAS*
Subject: Monthly Report – July 2017

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

Harpers Payroll Services – The first payroll with Harpers Payroll Services was successfully prepared and processed for payday on July 6, 2017. Processing with Harpers was completed with a minimal number of 'glitches', and those identified were corrected and rectified for the next payroll on July 20th. This payroll is the first completed with mandatory direct deposit for employees. Leave accrual balances were reconciled with department records; leave accruals will be printed on payroll checks on the last payroll in August.

YouthWorks Program – The YouthWorks program kicked-off in this month with four high school students participating in the initial four week YouthWorks program in July. The students were in-processed as part-time employees. Extra time was taken during in-processing to explain each step of the process and answer questions. A personal finance education and information session was scheduled with a local bank for the students as part of the YouthWorks Program.

Sick Leave Bank – Sick Leave Bank donation forms were distributed to members of the AFSCME DPW and Clerical Unions.

Middlesex County Retirement System – Research was completed for full time employees from the Town of Ayer that were called to Active Duty Military Service from 2010 through 2016. Data was submitted to Middlesex County Retirement for certification and processing to ensure that the employees receive appropriate creditable service during their military leave of absence.