

# Town of Ayer

## Benefits and Payroll Department



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## Memorandum

**Date:** February 20, 2018

**To:** Town Administrator Robert Pontbriand

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

**Subject:** Monthly Report – January 2018

The January 2018 monthly report for the Benefits and Payroll Office includes the following:

Harpers Payroll Services – W-2 Forms were delivered to employees in January. In addition to the paper copy provided, employees can access W-2 forms on their secure Employee Forward portal at Harper's. Work on compiling IRS Forms 1095-C continues; the forms will be completed in February.

Middlesex County Retirement System – Wage reporting and employee pension contributions were reconciled with Middlesex County Retirement for calendar year 2017. A review of employees with membership in the Retirement system based on employment in the Town of Ayer was completed; this review will help to ensure accuracy of the 2018 Actuarial Evaluation of MCRS that will calculate the Town's MCRS pension assessment for fiscal years 2020 and 2021.

Information about updating Beneficiary Forms with Middlesex County Retirement System was provided to all employees. In conjunction with distributing this information, Middlesex County Retirement is working on scheduling a visit to the Town of Ayer to provide information about selection of an Option D Beneficiary and answer questions about beneficiary selection. Information will be provided to the staff when the visit is confirmed.

Retiree Health Benefits – Enrollment changes for retiree Medicare plans were completed for the plan year beginning January 1, 2018.

Minuteman Nashoba Health Group (MNHG) – Information about the FY 2019 health benefits rates will be available in February. A health fair for open enrollment for employee health benefits is scheduled for Thursday, May 2, 2018 in the Great Hall. Information about health benefits for the new plan year will be provided to employees in April.