

# Town of Ayer

## Benefits and Payroll Department

1 Main Street – Ayer, Massachusetts - 01432  
Kevin A. Johnston, Benefits and Payroll Manager



Tel: (978) 772-8248  
Fax: (978) 772-3017

## Memorandum

**Date:** January 19, 2019  
**To:** Town Manager Robert Pontbriand  
**From:** Kevin A. Johnston *KAS*  
**Subject:** Monthly Report – January 2019

The January 2019 monthly report for the Benefits and Payroll Office includes the following:

### Harpers Payroll

- W-2 forms were delivered to employees in early January. Affordable Care Act Form 1095-C will be provided to employees eligible for or enrolled in health benefits in February.
- Time & Attendance and Electronic Timesheets planning was completed to have the Council on Aging (COA) employees begin using electronic timesheets in February. Training with the COA staff was conducted on January 24<sup>th</sup> and implementation will be for the payroll dated February 14<sup>th</sup>.
- Library accrual balances were received and will be added to the Harpers Payroll database in anticipation of the Library staff using electronic timesheets following the addition of the COA staff.

Labor Postings – Federal and State Employment Notices, updated for calendar year 2019, were provided to all work locations.

Senior Citizens Property Tax Work-off Program – Administrative documents were prepared for the CY 2019 Senior Citizens Property Tax Work-off Program. Returning participants have begun working in Town Hall for credit towards for their property taxes in FY 2020.

### Minuteman Nashoba Health Group (MNHG) –

The next Steering Committee meeting is February 7<sup>th</sup> and the next Directors meeting is February 13<sup>th</sup>.

Massachusetts Teachers Retirement System (MTRS) – I completed training with the MTRS staff on the use of the MTRS online database for managing health and life insurance premiums for MTRS retirees.