

# 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:** August 20, 2019

**To:** Town Manager Robert Pontbriand

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

**Subject:** Monthly Report – July 2019

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

### Fiscal Year 2020

- Verification of FY 2020 payroll data was completed for the first PR run in FY 2020.
- Accrual balances were reviewed and updated for the fiscal year rollover.

Longevity Pay – A master schedule of employee longevity payments was developed to confirm accuracy and timeliness for payment of contractual Longevity Pay stipends.

Clerical Union Sick Leave Bank – Sick Leave Bank donations from AFSCME 93 Town Hall Clerical Union members were collected and the Clerical Union Sick Leave bank was updated.

Harpers Payroll – The DPW Electronic Payroll upload project was begun. The DPW payroll worksheet was provided to Harpers Payroll for their review. Recommendations on electronic payroll process for the DPW are expected in August.