

Town of Ayer

Benefits and Payroll Department

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Memorandum

Date: September 18, 2019

To: Town Manager Robert Pontbriand

From: Kevin A. Johnston *KAS*

Subject: Monthly Report – August 2019

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

Harpers Payroll – Harpers Payroll provided information for electronic processing of the DPW payroll. Meetings with the Treasurer/Collector and DPW Business Manager were held to review the options, discuss the information provided, agree on the best practices to implement and assign tasks for implementation. Electronic payroll for the DPW is scheduled for implementation on the first payroll in September.

A webinar demonstration of Harpers Payroll electronic applicant tracking and personnel on-boarding capability was completed in August.

Personnel forms used by employees including Direct Deposit Authorization, Change of Address, and IRS Form W-4 were added to the Employee Forward portal. Making these forms available in the Employee Forward portal provides employees with secure access to forms that include personal information. With the increase in online phishing schemes and cyber fraud this will help protect the personal information of our employees.

Massachusetts Collectors and Treasurers Association (MCTA) Annual School – I attended the MCTA School at UMASS in Amherst. Training classes included Current Legal and other Topics in Public Finance, Workplace Safety, Review of New Legislation, Economic Update & Fraud Protection, Managing OPEB Liabilities, Municipal Trust Funds, and Municipal Insurance Chapter 32B.