

Town of Ayer

Benefits and Payroll Department



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Memorandum

Date: November 17, 2019
To: Town Manager Robert Pontbriand
From: Kevin A. Johnston *KAS*
Subject: Monthly Report – November 2019

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

Harpers Payroll – Worked continued with the Police and Fire Departments on the integration of the IMC public safety specific payroll module with Harpers Payroll; a crosswalk of IMC attendance codes and Harpers Earnings Codes was created.

The Parks Director was added to the Harpers Time and Attendance process; planning has begun to include the Parks Department Summer staff in Time and Attendance in the Spring.

I participated in a Harpers Payroll Affordable Care Act (ACA) year-end webinar on November 20th; ACA data for our employees is current, will be have a final review in December. The IRS has extended the deadline to provide ACA Forms 1095 to employees from January 31, 2020 to March 2, 2020.

W-2 Forms for employees will be prepared in the Harpers Year End Schedule 1. The delivery date for W-2 Forms is not known at this time.

Medicare Health Plans – Medicare plan renewal rates for January 1, 2020 were provided to the Middlesex County Retirement System and Mass Teachers Retirement System for retirees from the Town of Ayer.

Middlesex County Retirement System (MCRS) – I attended an MCRS Sub-Committee on Assessments and Investments meeting on November 13th. Items discussed at the meeting included:

- Review of the Nomination Papers for Joseph Kearns as the Third Elected Member of the MCRS Board.
- An actuarial update from Segal Associates on YTD system performance and decreasing the actuarial rate of return on investments from 7.5% to 7.25% as recommended by PERAC.
- YTD investment performance was reviewed; with continued success in December, the actuarial rate of return will be met for CY 2019.
- A review of System administrative and legal activity was provided.
- The Advisory Council meeting is scheduled for Wednesday, December 18th.