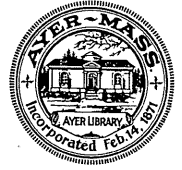


Town of Ayer

Benefits and Payroll Department



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

Tel: (978) 772-8248
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Memorandum

Date: February 22, 2021
To: Town Manager Robert Pontbriand
From: Kevin A. Johnston *KAS*
Subject: Monthly Report – January 2021

The January 2021 monthly report for the Benefits and Payroll Office includes the following:

Harpers Payroll

- W-2 forms were delivered to employees in January and electronic copies of W-2 Forms are available in Employee Forward on January 31, 2021.
- Affordable Care Act (ACA) data will be updated in February.

Families First Coronavirus Response Act (FFCRA) Paid Leave Benefits

The Select Board voted unanimously to extend voluntary FFCRA paid leave benefits in accordance with the provisions of the federal Consolidated Appropriations Act through March 31, 2021.

COVID-19

- A COVID-19 testing center was setup at the Ayer Fire Department for employees who have a COVID-19 exposure while at work or display COVID-19 symptoms while at work.
- A Mandatory COVID-19 Employee Screening Questionnaire and information about the establishment of the COVID-19 Testing Center at the Fire Department was sent to all employees.

In addition to the information listed, I participated in the following remote meetings & webinars in December:

- January 6th Commonwealth of Massachusetts bi-weekly CEIT COVID-19 Communications ZOOM Meeting
- January 7th COVID Relief 2021 – Implementing FSA Rule Changes webinar
- January 15th Harpers Payroll ACA Review webinar
- January 20th Commonwealth of Massachusetts bi-weekly CEIT COVID-19 Communications ZOOM Meeting
- January 21st *Making Working from Home Work* webinar