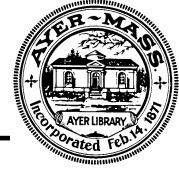


Town of Ayer

Benefits and Payroll Department

1 Main Street – Ayer, Massachusetts - 01432
Amanda Lewis, Benefits and Payroll Manager



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MONTHLY REPORT

September 2023

- Processed biweekly payrolls.
- Active employee and retiree benefits administration.
- Began reviewing the Personnel Policies and Procedures manual.
- Attended Insurance Advisory Committee meeting.