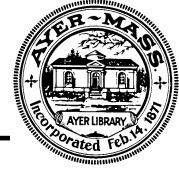


Town of Ayer

Benefits and Payroll Department

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Amanda Lewis, Benefits and Payroll Manager



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MONTHLY REPORT

November 2023

- Biweekly payrolls.
- Employee and Retiree benefits administration.
- Personnel Policies and Procedures manual review.
- Attended the Minuteman Nashoba Health Group Board Meeting.
- Attended the Fall 2023 Middlesex County Retirement Employer Education Session.
- 2023 Affordable Care Act year-end review.