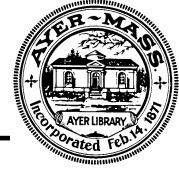


Town of Ayer

Benefits and Payroll Department

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



Tel: (978) 772-8248
Fax: (978) 772-3017

MONTHLY REPORT

December 2023

- Biweekly Payroll Processing
- Employee and Retiree Benefits Administration
- Personnel Policies and Procedures Manual Review
- Attended the Minuteman Nashoba Health Group Board Meeting
- 2023 Affordable Care Act Year-End Review
- 2023 W2 Preparation
- FY25 Budget Preparation