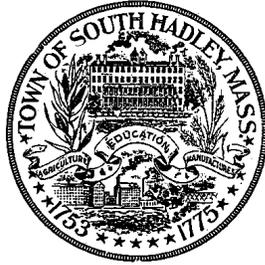


TOWN OF SOUTH HADLEY



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Personnel Report

February 14, 2014

To: Selectboard
From: Jennifer L. Wolowicz, Assistant Town Administrator

Julie Gentile has been selected for the Payroll & Benefits Coordinator position. Julie has done a tremendous job with the implementation the Harpers Payroll system, streamlining the benefits & much more that will enable us to serve our customers better in regards to their payroll & benefits. Julie will begin her new position on February 17th and we look forward to seeing her grow in this position.

We are continuing to work with the new Harpers Payroll program and have been rolling out the Employee Self Service (ESS) portion of the system over the last few weeks. This will allow employees to access their pay records, accruals, W-2's and other payroll information through a secure website.

Beginning next week we will start to explore the Time & Attendance modules that are available through Harpers. Utilizing this type of system will provide us the capability with online tracking of worked time, requests for time off and other features that will be beneficial to us in the administration of payroll.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley