

**Commonwealth of Massachusetts**  
*Worcester Regional Retirement System*

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Michael Sacco, Esquire • Chief Executive Officer

**TO:** All Unit Treasurers  
**FROM:** Michael Sacco, Esquire, Chief Executive Officer  
**DATE:** January 11, 2023  
**RE:** Payroll Changes

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As we continue our commitment to innovate and improve our policies and procedures, and the manner in which we serve our member units, we are pleased to inform you that during 2023 we will be rolling out our new payroll collection system. We are starting a pilot program with five our member units – the Narragansett and Wachusett Regional School Districts, and the Towns of Holden, Sutton and Westborough – that will commence with training our Treasurers and payroll staff as to how to securely upload your monthly payrolls and how to convert and/or edit files as needed.

We are very excited about the launch, and the payroll collection system will permit each member unit to upload the payroll onto a portal site that our software provider (PTG) maintains, with each member unit having its own username and password. As we continue to roll out the program to more and more member units, we will provide training to our Treasurers and their staff, and we are confident that this new program and process will reduce if not completely eliminate erroneous deductions. This program and process will set a uniform standard across all the WRRS member units, and we anticipate that this program will significantly reduce the need for us to inquire about payroll issues. Unfortunately, our member units will still be required to mail us a check with the payroll deductions, however we are working with both PTG and our banking partners to develop a safe and secure process by which we can accept and process the electronic transfer of the payroll deductions.

My staff will reach out once the pilot program with our first 5 member units is up and running, and we look forward working with each of you as we continue the rollout during 2023.

If anyone has any questions, please feel free to contact the office.