



CARLA S. MOURAO
TREASURER/COLLECTOR

Town Office Building
140 Wood Street
Somerset, MA 02726

508-646-2822 PHONE
508-646-2843 FAX

CMOURAO@TOWN.SOMERSET.MA.US

Employee Forward empowers employees to view and make changes to their personal information in a controlled manner. You will be able to change demographic information such as home address, phone numbers or email address. You can also obtain forms such as W4 Withholdings and Add or Change Direct Deposit Authorization Forms, which can be completed and returned in person to the Treasurer's Office for processing.

Employee Forward will give you access to:

- View/print paystubs
- View/print W-2's
- Health Insurance information, including:
 - Rates
 - Benefit Comparisons
 - Summary of Benefits
 - Understanding Your Deductible
 - Weight Loss Reimbursement Form
 - Fitness Reimbursement Form
- Dental Insurance information
- Optional Insurance Benefits offered
- Deferred Compensation Plan information
- Employee Assistance Plan (EAP) information

As a reminder, the only time you can enroll and/or make changes to your Health, Dental, and Life Insurance is during the Open Enrollment period, unless you have a qualifying event.

**Every Town employee has access to their payroll information through
Employee Forward:**

<https://www.employeeforward.com/home>

Please take the time to review the Employee Forward website.

If you have questions or are having trouble accessing your information, please contact us at [508-646-2822](tel:508-646-2822) for assistance.