



STATE OF NEW HAMPSHIRE
 DEPARTMENT OF HEALTH AND HUMAN SERVICES
 OFFICE OF THE COMMISSIONER
 BUREAU OF HUMAN RESOURCE MANAGEMENT

Nicholas A. Toumpas
 Commissioner

Mark Bussiere
 Director

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March 3, 2014

Her Excellency, Governor Margaret Wood Hassan
 and the Honorable Council
 State House
 Concord, New Hampshire 03301

25 MSF
 06% Federal funds
 29.38% General funds
 4.62% Other funds

REQUESTED ACTION

Authorize the Department of Health and Human Services, Bureau of Human Resource Management to make a **retroactive** one-time payment from State Fiscal Year 2014 funds to Drew Carson, Child Support Officer, Division of Child Support Services in the amount of \$6,034.05. This payment is to compensate the employee for wages that were not paid for the State Fiscal Year 2012 & 2013. The funds to be paid will be 66% Federal Funds, 29.38% General Funds and 4.62% Other Funds. Funds are available in the following account as follows:

05-095-042-42700000-7929 HEALTH AND SOCIAL SVCS, DEPT OF HEALTH AND HUMAN SVCS, HHS: HEALTH AND HUMAN SERVICES, CHILD SUPPORT SERVICES

Employee Name	Class/Object	Class Title	Job Number	Amount
Drew Carson	010-500100	Personal Services-Perm. Class.	42701700	\$6,034.05
Drew Carson	060-500601	FICA (Permanent)	42701700	\$374.00
Drew Carson	060-500604	Employee Retirement (Permanent)	42701700	\$422.00
Drew Carson	060-500631	Medicare Coverage (Permanent)	42701700	<u>\$87.00</u>
Total				<u>\$6,917.05</u>

EXPLANATION

Mr. Carson is a Child Support Office in the Division of Child Support Services. When hired on July 7, 2011 he should have been paid at a step 3 level. Through administrative error he was paid at step 1 level. He is due pay from July 7, 2011 through June 13, 2013 in the amount of \$6,034.05.

Mr. Carson was not paid at the correct step. Through administrative error he was paid at a Labor Grade 20 Step 1 instead of Step 3 and is due pay from July 7, 2011 through June 13, 2013. This error was just recently brought to the attention of the Bureau of Human Resource Management. Approval of this Request will rectify the error thereby paying Mr. Carson for monies due.

Respectfully submitted,

 Nicholas A. Toumpas
 Commissioner

05-095-042-42700000-7929 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS,
 HHS: HEALTH AND HUMAN SERVICES, CHILD SUPPORT SERVICES

Employee Name	Class/ Object	Class Title	Job Number	Amount	Percent
Drew Carson	010-500100	Personal Services-Perm. Class.	42701700	\$6,034.05	
Drew Carson	060-500601	FICA (Permanent)	42701700	\$374.00	0.062
Drew Carson	060-500604	Employee Retirement (Permanent)	42701700	\$422.00	0.07
Drew Carson	060-500631	Medicare Coverage (Permanent)	42701700	\$87.00	0.0145
Total				<u>\$6,917.05</u>	