



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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October 2, 2014

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

Retroactive

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 (SFY) 2015 funds to Catherine Cormier, Administrator I, Office of the Commissioner in the amount of \$1,489.88. This payment is to compensate the employee for wages that were not paid for State Fiscal Year (SFY) 2014. The funds to be paid will be sixty two percent (62%) General Funds and thirty eight percent (38%) Federal. Funds are available in the following accounts as follows:

**05-95-95-950010-5676- HEALTH AND SOCIAL SERVICES, DEPT. OF HEALTH AND HUMAN SERVICES,
HHS:COMMISSIONER, OFFICE OF THE COMMISSIONER, OFFICE OF BUSINESS OPERATIONS**

Employee Name	Class/ Object	Class Title	Job Number	Amount
Catherine Cormier	010-500100	Personal Services-Perm. Class.	56760000	\$1,489.88
Catherine Cormier	060-500601	FICA (Permanent)	56760000	\$92.00
Catherine Cormier	060-500604	Employee Retirement (Permanent)	56760000	\$183.00
Catherine Cormier	060-500631	Medicare Coverage (Permanent)	56760000	<u>\$22.00</u>
Total				<u><u>\$1,786.88</u></u>

EXPLANATION

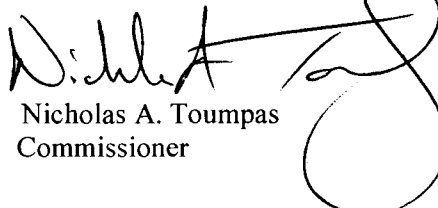
This request is made retroactively because Ms. Cormier was due compensation in State Fiscal Year 2014 that was not paid. The administrative error was not discovered until State Fiscal Year 2015. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors.

Ms. Cormier was due to receive a yearly increment on November 22, 2013. Through administrative error her increment was not processed and she is due pay from November 22, 2013 through June 12, 2014. This error

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and the Honorable Council
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was just recently brought to the attention of the Bureau of Human Resource Management. Approval of this Request will rectify the error thereby allowing payment of overdue wages to Ms. Cormier.

Respectfully submitted,



Nicholas A. Toumpas
Commissioner

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