

Nicholas A. Toumpas  
Commissioner

Mark Bussiere  
Director

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

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September 25, 2015

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) 2016 funds to Daniella Reeder, Family Services Specialist II, Division of Family Assistance in the amount of \$1,303.74. This payment is to compensate the employee for wages that were not paid for State Fiscal Year (SFY) 2015. The funds to be paid will be 100% General Funds.

05-95-45-451010-7993 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS  
HHS: DIVISION OF CLIENT SERVICES

Employee Name	Class/ Object	Class Title	Job Number	Amount
Daniella Reeder	010-500100	Personal Services-Perm. Class.	45101019	\$1,303.74
Daniella Reeder	060-500601	FICA (Permanent)	45101019	\$81.00
Daniella Reeder	060-500604	Employee Retirement (Permanent)	45101019	\$160.00
Daniella Reeder	060-500631	Medicare Coverage (Permanent)	45101019	\$19.00
		Total		<u>\$1,563.74</u>

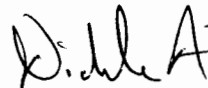
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**EXPLANATION**

This request is made retroactively because Ms. Reeder was due compensation in State Fiscal Year 2015 that was not paid. The administrative error was not discovered until State Fiscal Year 2016. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors.

Ms. Reeder was due an increment on August 28, 2014 but it was not processed. Ms. Reeder did have a current evaluation on file but for reasons unknown, the increment was not done. 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 allowing payment of overdue wages to Ms. Reeder.

Respectfully submitted,



Nicholas A. Toumpas  
Commissioner

05-95-42-427010-7929 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS  
 HHS: OFFICE OF MINORITY HEALTH

Employee Name	Class/ Object	Class Title	Job Number	Amount	Percent
Daniella Reeder	010-500100	Personal Services-Perm. Class.	45101019	\$1,303.74	
Daniella Reeder	060-500601	FICA (Permanent)	45101019	\$81.00	0.062
Daniella Reeder	060-500604	Employee Retirement (Permanent)	45101019	\$160.00	0.123
Daniella Reeder	060-500631	Medicare Coverage (Permanent)	45101019	\$19.00	0.0145
Total				<u>\$1,563.74</u>	